



The Charles Kalms • Henry Ronson
Immanuel
College

HMC Independent Jewish Day School for Children aged 4-18

Academic Excellence
Expert Pastoral Care
Inspiring Jewish Education



The Independent Association
of Prep Schools

JOB DESCRIPTION

Job Description – ICPS Class Teacher (maternity cover)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	ICPS Class Teacher. The post holder will teach Year 2 in the first instance but could be required to teach other year groups within the Preparatory School.
Main duties and responsibilities:	<p>Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</p> <ul style="list-style-type: none"> ▪ To meet, and exemplify wherever possible, all of the eight Professional Teaching Standards: <ul style="list-style-type: none"> - Set high expectations which inspire, motivate and challenge pupils - Promote good progress and outcomes by pupils - Demonstrate good subject and curriculum knowledge - Plan and teach well-structured lessons - Adapt teaching to respond to the strengths and needs of all pupils - Make accurate and productive use of assessment - Manage behaviour effectively to ensure a good and safe learning environment - Fulfil wider professional responsibilities <p>More specifically this will include:</p> <p>Teaching and learning</p>



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- Ensure all pupils are appropriately supported in their learning be it academic, practical, behavioural or social, by adopting intervention strategies as directed by the teacher.
- Encourage and support the learning of individual pupils or small groups by complementing teaching and learning strategies deployed by the teacher.
- Prepare appropriate resources for lessons as directed by the teacher.
- Accompany teachers and pupils on educational visits and engage in the learning process for the benefit of the pupils
- Liaise with the teacher in order to ensure the effective delivery of the curriculum for all pupils and to help raise standards of achievement.
- Contribute to discussions with the teacher on the development of work and support programmes for pupils, in order to further support learning or behaviour.
- Assist in the efficient management and/or completion of individual pupil records through observation, recording and filing.
- Be prepared to take on supervision of pupils and classes other than the main class supported.

Pastoral care

- Liaise with the class teacher on the implementation of appropriate strategies to ensure that all pupils are supported pastorally.
- Ensure that all pupils are adequately supported in the acquisition of personal skills through either direct



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or indirect intervention strategies as directed by the teacher.

- Under the direction of the teacher, promote and model positive behaviour in all teaching areas.
- Uphold the Code of Conduct/Behaviour Policy through effective delivery of its aims.
- Provide pastoral/welfare support for all pupils in order to encourage their social and emotional stability and development.
- Assist with the supervision of pupils in the playground and at lunchtimes to further support pupils in their learning.
- Administer first aid if qualified to do so.

Management of Resources

- Ensure that classroom resources are maintained effectively and available as required.
- Assist in the preparation and creation of attractive and interactive learning displays.
- Prepare work and activities in advance of the lesson (within employed hours), in order to ensure that the learning resources required are effective and accessible in order to achieve the learning outcomes.

Communications

- Where appropriate, develop a relationship to foster links between home and school, and to keep the school fully informed of relevant information.
- Respect confidentiality in issues linked to home /pupil /teacher /school.



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- Work collaboratively with colleagues to meet the needs effectively of all pupils.
- Communicate concerns and observations to the relevant person regarding health & safety issues and child protection issues to maintain the school's duty of care.
- Liaise with parents regarding the effective sharing of information regarding the collection of pupils.
- Attend staff meetings when required.

Training & development of self and others

- Where appropriate, to assist in the induction, development and support of other TAs in their role.
- Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills.

All teaching staff are expected:-

- To monitor the educational progress of all students
- To use performance data to evaluate student achievement outcomes and to identify areas for improvement
- To ensure that students with special educational needs are taught so that they receive full support and an appropriately modified curriculum experience
- To contribute to the review and evaluation of schemes of learning, working as part of the department, to ensure that they engage students in rigorous, appropriate and creative learning
- To promote and facilitate the general progress and well-being of individual students liaising with the



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Learning Leader and pastoral team as appropriate

- To support the implementation of the school's Learning and Teaching policy together with all other school policies
- To keep abreast of current teaching developments
- To contribute to departmental and school planning

You may also be required to undertake such other comparable duties as the Head requires from time to time.



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Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> ▪ Degree or equivalent ▪ Qualified Teacher Status (or willingness to work towards) 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> ▪ High class degree. 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> ▪ Experience of teaching to relevant age group(s) 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> ▪ Experience in leading extra-curricular activities in order to raise student attainment. ▪ Experience of managing a TA / additional adults. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> ▪ Good ICT skills and a good awareness of the role of ICT in supporting learning and teaching and raising achievement ▪ Ability as an effective classroom practitioner ▪ A high level of literacy and numeracy skills ▪ Good verbal and written communication skills ▪ Excellent organisation skills ▪ The ability to work independently and as part of a team ▪ The ability to use resources effectively ▪ A secure knowledge of the curriculum ▪ Experience of planning & teaching the curriculum in a creative way ▪ Ability to create a stimulating and safe environment ▪ Ability establish and maintain a purposeful working environment ▪ The ability to manage behaviour effectively ▪ The ability to interact in a positive manner with colleagues, children and parents ▪ The ability to monitor and utilise the data to 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> ▪ Ability to use interactive resources in lessons. ▪ Ability to use assessment data to inform planning and set targets. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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	<p>improve outcomes for individual children</p> <ul style="list-style-type: none">▪ A commitment to innovative curriculum development & enrichment		
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none">▪ An understanding of issues related to the promotion of effective learning and teaching▪ A good knowledge and understanding of current curriculum developments▪ Knowledge of current assessment and target setting practices▪ Knowledge and understanding of strategies to promote positive behaviour, discipline and social inclusion	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none">▪ Motivation to work with children and young people▪ Enthusiasm, commitment and energy▪ Ability to form and maintain appropriate relationships and personal boundaries with children and young people▪ Emotional resilience in working with challenging behaviours▪ Positive attitude to use of authority and maintaining discipline▪ Excellent inter-personal skills. Evidence of good relationships with students, parents and colleagues▪ Ability to motivate and inspire pupils, parents / carers and Governors.▪ A high level of commitment to the school and its continuing development▪ Flexibility and the ability to balance priorities and absorb pressure▪ An understanding of and a commitment to support the ethos and values of the school	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none">▪ Willingness to take on other roles and responsibilities within the department.▪ Ambition▪ Resilience	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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