

NOTTING HILL PREPARATORY SCHOOL

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Job Description: Form Teacher (KS2 Years 3&4)

General areas of responsibility

- To promote and safeguard the welfare of pupils
- To comply with the School's safeguarding & child protection policy and ensure that any concerns relating to the safety or welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or the Head
- To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils
- To comply with the School's Code of Conduct
- To read other policies or guidance as and when required to do so by the DSL, Head or other member of the Senior Management Team or Compliance Manager
- To act consistently, in a calm and supportive manner with colleagues
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parent consultations and other school events, as required
- To communicate in a timely and appropriate fashion with parents, as and when necessary
- To participate in any arrangements that may be made for teacher reviews
- To run an after-school club for one term (based on full timetable), as required. This will be organised on a rota basis amongst all teaching staff
- To undertake other specific duties which may, from time to time, be reasonably requested by the Head
- To carry out supervisory duties, including playground and lunch supervision, as directed by the Deputy Head (Operations)
- To cover for absent colleagues, when required, as organised by the Deputy Head (Operations)
- If notified in advance, to take games and school teams as required by the Director of Sport
- To take part in residential trips, if necessary and reasonable
- To complete risk assessments and/or follow correct school procedures for any class trips/events/visiting speakers organised
- To meet all deadlines for the efficient running of the school (e.g. reports, planning etc.)
- To maintain an orderly and purposeful atmosphere in the classroom and around the school and to check the attendance of pupils
- To ensure good management, sense of order and tidiness of the classroom so that the children may develop a sense of responsibility and pride in their classroom
- To ensure that all pupils adhere to the School rules
- To notify the school about personal absence due to illness and gain permission from the Head for any intended absence
- To be responsible for his/her personal punctuality and wearing of appropriate dress

Specific areas of responsibility as Form Teacher (KS2 Years 3&4)

- To teach core subjects and other subjects, as required by the Head.
- To set appropriate targets for children in line with the School's assessment policy.
- To provide Medium Term plans and Weekly plans for all subjects taught. These should be in line with the Learning Progression Documents (LPDs) published by each Head of Department. Plans should indicate the intended Learning Objectives.
- To embed in your planning the Thinking Skills promoted by NHP in order to fully enable children

to develop their creative, critical and collaborative thinking skills and higher-ordered reasoning skills.

- To be familiar and up to date with the requirements of the National Curriculum and the LPPs, to ensure pupils are thoroughly prepared for 11+ and the move into Years 5 & 6.
- To keep informed of current curricular and syllabus changes by attending the necessary meetings, undertaking INSET courses and reading widely.
- To make adequate differentiated provision within the teaching plans for the full range of ability within every class in order to maximize the learning opportunities for each individual pupil.
- To ensure that pupils derive as much satisfaction as possible from the lessons and make the maximum progress possible.
- To maintain an overview of the welfare, academic achievement and behaviour of all pupils in your class, communicating with the Head of Middle School, Subject teachers and SENCO as appropriate, about any concerns, and keeping up-to-date records.
- To ensure that the general standard and presentation of work is in accordance with expectations of the school.
- To follow the School assessment and record keeping procedure in order to monitor pupil progress and attainment.
- To maintain good communicative relationships with parents and keep and distribute records of any meetings and conversations.
- To provide termly grade sheets and full end of year reports in accordance with the reporting schedule of the School.
- To set homework according to the timetable and in such a way that it is helpful to the pupil.
- To mark children's work promptly and thoroughly in accordance with the School's Marking Policy.
- To use all learning resources effectively (including ICT).
- To direct and support the work of Teaching Assistants.
- To take the daily register at the start of the morning and afternoon sessions.
- To plan, organise, rehearse and lead class assemblies and plays, as scheduled.