# \\stn.local\data\academic\anna.guerin\Desktop\Logo small.jpg St. Nicholas Preparatory School

# With Montessori Nursery & Reception

# OUTLINE JOB DESCRIPTION

# General Primary Teacher

# PURPOSE OF JOB: To inspire children to love learning

# To promote the academic, social, moral, physical, spiritual and emotional development of each child in the safe, caring and stimulating environment of the school.

# JOB TITLE: Class Teacher (KS2)

**POST HOLDER:** TBC

**RESPONSIBLE TO:** The Headteacher

The Deputy Head

Head of Key Stage

Curriculum Leaders

**COMMUNICATE WITH:**

* + - * Pupils
      * Parents
      * The Head of KS1 & 2/Subject Leaders
      * The Registrar/Office staff
      * The Bursar
      * The Facilities Manager

**VALUES**

Staff are expected to show commitment to our values:

* Ambitious
* Resilient
* Respectful
* Kind
* Together We Are A Team

#### OUTLINE RESPONBILITIES: TEACHING

1. To foster a love of the subject in your pupils.
2. To adapt your teaching to the learning needs of your pupils.
3. To ensure effective teaching methodologies to suit a variety of learning styles
4. To ensure progression and high achievement.
5. To be creative in your teaching and in your expectations of pupils.
6. To foster a spirit of enquiry among your pupils
7. To set high expectations for yourself and your pupils.
8. To teach lessons at the times stipulated on the school timetable and in the rooms allocated to you.
9. To maintain order and good discipline among pupils and safeguard their health and safety.
10. To set, mark and record work to be done in school and for homework.
11. To carry out all other duties, in and out of the classroom, including out of school activities and outings, care of the environment, display and overall care.
12. To ensure resources and teaching methods are up-to-date.
13. To know which pupils are on the Special Needs register, Monitoring List and the EAL list and take their needs into account when planning lessons.
14. To consult and be familiar with the departmental handbook and to ensure that its guidelines are followed.
15. To ensure that pupils are correctly prepared for the appropriate end of Key Stage tests, and 11+.
16. To evaluate your teaching for its effectiveness, through reflection, research, reading, peer and colleague observation and by consulting pupils.
17. To keep your teaching fresh through updating materials/methods.
18. To identify, track and provide proper learning experiences for the highly able and gifted, across the department.
19. To identify, track and provide proper learning experiences for the pupils with special needs or learning difficulties across the department.
20. To identify, track and provide proper learning experiences for those pupils for whom English is an additional language.
21. To contribute appropriately to the preparation of assemblies to promote your subject area(s) club/class’s learning, experience or achievements.
22. To carry out all other duties, in and out of the classroom, including out of school activities and outings, care of the environment, display and overall care as may be reasonably requested of you.

**ASSESSMENT AND REPORTING**

*Within the Assessment policy:*

1. To make regular assessments of pupils’ attainment and progress and ensure you follow your department/year group/key stages’ marking policy
2. To maintain and update manual and computer records of pupils’ marks and progress.
3. To know data relating to pupils and to analyse trends in performance of your pupils.
4. To use data management to improve teaching and learning.
5. To write reports on pupils’ attainment and progress twice per year and provide end of half term assessments.
6. To attend parents’ evenings to discuss pupils’ progress with parents.
7. To provide written reports on pupils on request e.g., for school transfers.

#### TEAMWORK

1. To be “consciously supportive” of all your colleagues.
2. To support new members of staff in your department/ area of the school.
3. To attend departmental / KS or year group /section meetings and read minutes.
4. To work in a co-operative, diplomatic and flexible manner.
5. To foster and maintain good working relationships, acting as a courteous, friendly and business-like member of the school team.
6. To undertake such additional duties as might be reasonably requested by the Head or other authorised person.

**POLICIES**

1. To be familiar with the school’s policies and the St Nicholas Preparatory School Staff Handbook.
2. To ensure all legal requirements regarding child protection and health and safety at work are met.
3. To use risk assessments where appropriate.
4. To promptly report all safety hazards and unsafe working practices.

**CPD**

*Within the School’s CPD policy to:*

1. To attend school organised CPD sessions whether they be twilight/whole day/offsite.
2. To develop your use of ICT both as an organisational tool and as a means to deliver a better curriculum.
3. To analyse and identify your own areas of strength and areas for development and seek opportunities to learn.

#### COMMUNICATION

1. To liaise with all those people who have responsibility to oversee elements of your work. (DoS LSM and SLT LS or US).
2. To liaise with parents.
3. Topromote andmaintain a good reputation for the school and your KS/Department.
4. To ensure that events for which you are responsible are properly planned, promoted and celebrated.
5. To read the “weekly bulletin”, the week ahead and the calendar.
6. To deal with emails promptly as far as is possible without compromising the quality of your teaching.
7. Maintain appropriate level of liaison with outside bodies and other agencies where needed

#### BUDGET

1. To be familiar with the budget of your department and input into financial planning and decision making.
2. To obtain authorisation for expenditure

#### SCHOOL PLANNING

1. To input into the preparation of the annual School Improvement Plan (SIP).

**PROFESSIONAL DUTIES**

1. To attend staff meetings to discuss curriculum, pastoral and other matters.
2. To attend weekly staff briefings.
3. To attend assemblies.
4. To supervise, or, in other ways cover, the class or duties of a colleague on short-term absence.
5. To promote a good standard of pastoral care:
6. Being actively involved in promoting the well being of pupils.
7. Noting and reporting absences from class.
8. Sharing in the pastoral duties on rota basis e.g., break and lunchtime duties/garden time.
9. To attend other School Events in the course of the year such as School Fetes, Concerts and Plays.
10. To undertake such additional duties as might be reasonably requested by the Head or other authorised person.
11. To organise and maintain a stimulating, attractive, tidy and clean school environment,

Elements of this job description may be re-negotiated from time to time at the request of either party and with the agreement of both.

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Date