

**JOB DESCRIPTION: TEACHER OF SCIENCE AND MATHS (MATERNITY COVER)**

**Abberley Hall**

Abberley is a co-educational school which takes children from the age of 2 to 13.  The Prep school (age 8 to 13) is predominantly a boarding school.  The Nursery and Pre-prep departments are for day pupils only.

The School operates in and around a Victorian country house which is set on a hillside amongst 98 acres of woodland.  The site is a mix of historic buildings, modern classrooms, sporting and arts facilities.

The safety and wellbeing of pupils is of paramount importance, and Abberley Hall has strict policies and procedures in place to mimimise any element of risk.  All staff are obliged to familiarise themselves with the School’s Safeguarding Policy and abide by its requirements.

**JOB DESCRIPTION**

**Main purpose of the role**:

•             To inspire and carry out the professional duties of a teacher as circumstances may require and in accordance with the departmental and general teaching policies.

•             To facilitate learning by establishing a relationship with pupils and creating an effective learning environment.

•             To foster and encourage the appropriate personal skills and qualities which enable the development of the pupil.

•             To link pupil’s knowledge to earlier learning and encourage further development, challenging and inspiring pupil’s continual learning.

•             To provide learning opportunities for pupils of all ability levels and to encourage pupils to discover their interests.

**Teaching and Learning:**

•             Ensure effective teaching of whole classes, groups and individuals so that lesson aims are met and the best possible use is made of the contact time with pupils.

•             Use teaching methods that keep pupils engaged, including effective questioning, clear presentation and good use of resources.

•             Set high expectations of behaviour, maintaining good discipline through well focused teaching.

•             Monitor the completion of CE Coursework.

•             Advice on revision and what approaches can be taken.

•             Be aware of any SEN pupils and prepare lesson content accordingly.

**Planning and Assessment:**

•             Identify clear learning objectives appropriate to the subject matter and the pupils.

•             Set appropriate and demanding expectations for pupils’ learning, with clear targets.

•             Assess how well the learning objectives have been met.

•             Mark and monitor pupils work on a regular basis and provide appropriate written and oral feedback on positive outcomes and on areas for improvement.

•             Write constructive reports that have a focus on the positive elements of pupils work and then comment on areas that need improvement.

**Managing own performance and development:**

•             Understand the need to keep up to date with developments in Preparatory education.

•             Be aware of the professional responsibilities in relation to school policies and practices.

•             Set a good example to pupils at all times in presentation and personal conduct.

•             Attend staff INSET as required and liaise with the Deputy Head and Headmaster regarding CPD.

•             Participate in the school’s review system and development plan.

**Pastoral:**

•             Join the school’s pastoral care systems.

• Act as an individual pastoral tutor

• Support pupil development and address issues as they arise, involving the appropriate staff.

•             Organise and encourage pupils to participate in the extra-curricular activities that Abberley offers and also any that the department may offer.

•             Running an evening activity and joining weekend duty teams.

•             Supporting whole school events at weekends and during the week

**Sporting:**

•             Contribute fully to coaching games particularly Netball, cricket and athletics.

•             Participate and have a keen interest in Forest School and outdoor pursuits.

It should be noted that the above does not reflect a complete list of duties.