



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description		
Job Title	Class Teacher	
Responsible to	Ted Lougher (Deputy Head Academic)	
Department	Prep School	
Purpose of job and primary objectives	<ul style="list-style-type: none"> To teach a class of pupils in Year 4 or Year 5, assuming responsibility for their academic progress across a range of subjects. 	
Duties	<p>Teaching</p> <p>You are expected to teach the classes assigned to you by the Headmaster. This will involve at least the following:</p> <ul style="list-style-type: none"> (a) planning and preparing all courses and lessons that you teach (b) teaching the pupils in every period shown on your timetable except by arrangement (c) demonstrating in your planning and teaching a commitment to differentiation (d) setting and marking prep as shown on the prep timetable (e) setting and marking examinations as appropriate (f) assessing, recording and reporting on the development, progress and attainment of all the pupils whom you teach and demonstrating the necessary planning which supports this. <p>Other Academic Duties</p> <p>You are expected to do the following:</p> <ul style="list-style-type: none"> (a) attend Departmental meetings, seminars, symposia and INSET (whole-staff or Departmental) as arranged (b) attend whole-staff meetings as arranged (c) report to parents on the progress of each pupil you teach by way of written reports and in person either at individual times as requested by parents or at Parents' Evenings 	

	<p>(d) in general, promote the academic performance, progress and well-being of every pupil you teach</p> <p>(e) provide guidance as requested on academic matters</p> <p>(f) fulfil the necessary academic administration for your subject.</p> <p>Pastoral Duties</p> <p>All teachers in the Prep School are attached to one of the Houses and expected to carry out House Duties on a weekly basis.</p> <p>Games & Co-Curricular Activities</p> <p>(a) You are expected to make a considerable contribution to Games and co-curricular activities, which at Clifton are seen as part of the education which we offer.</p> <p>(b) Your contribution to these activities will be assessed annually as part of the formal Appraisal process.</p> <p>Other Duties</p> <p>(a) In addition to your teaching timetable, you may be asked to cover periods for colleagues who are absent for any reason.</p> <p>(b) You are expected to attend Morning Assemblies and half-termly Chapel Services.</p> <p>(c) You are expected to attend House Assemblies as a tutor, Commemoration Service and speeches, and other events, and similar important school functions.</p> <p>(e) You are expected to carry out other reasonable duties as requested by your line manager, or the Headmaster.</p> <p>Equal Opportunities</p> <ul style="list-style-type: none"> ● Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Safeguarding</p> <ul style="list-style-type: none"> ● Maintain an up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Health and Safety</p> <ul style="list-style-type: none"> ● Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particularly with regard to the recruitment and retention of staff. 	
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	Professional Development <ul style="list-style-type: none"> • Maintain and update your own knowledge and skills in line with legislation and the needs of the role. 	
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Person Specification	Key Qualifications, Knowledge, Skills and Attitude	
Key Qualifications	<u>Essential:</u> <ul style="list-style-type: none"> • A degree or equivalent. • A PGCE or equivalent. 	
Knowledge required	<u>Essential:</u> <ul style="list-style-type: none"> • Experience of teaching at Key Stage 2. <u>Desirable:</u> <ul style="list-style-type: none"> • Experience of sports coaching. 	
Attitude and Personality	<u>Essential:</u> <ul style="list-style-type: none"> • Flexibility, energy and enthusiasm. 	

This job description is a brief and concise description of the above job.

Date: February 2021

Prepared by: Ted Lougher

Approved by: Jim Walton

I confirm I have read and agree to work in accordance with the job description outlined above.

Name of employee.....

Signature of employee..... Date