



JOB DESCRIPTION PRIMARY TEACHER

THE SCHOOL

RMS is a leading independent girls' day/boarding School with around 1,000 pupils aged 2 to 18 and over 300 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website www.rmsforgirls.org.uk for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to share a commitment to continued personal, professional and academic development.

THE ROLE

To be responsible for the delivery of Cadogan House's Scheme of Work and pastoral care in accordance with the practices and policies of the department and of the school to those pupils for whom he/she has been allocated teaching and pastoral responsibility.

JOB SPECIFICATION

The following is an indication of the tasks within the role, though it is not exhaustive.

You will be expected to:

- To deliver relevant curricular content to pupils
- To monitor effectively the work of the pupils, giving clear directions for improvement
- To maintain a stimulating and challenging environment in which successful learning can take place
- To assist in the development of departmental practice and policy
- To work within the framework of school policies

KEY TASKS

To ensure that all pupils are given the opportunity to display their best efforts in all areas of

A Curriculum delivery, lesson preparation and planning

- A1 planning and preparing lessons
- A2 teaching according to their educational needs the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere and being aware of the needs of children and the LDD register
- A3 assessing, recording and reporting on the development, progress and attainment of pupils
- A4 taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school; guiding and supervising their Form in the organization of Form Assemblies and other Form activities
- A5 reviewing from time to time his/her methods of teaching and programmes of work

- A6 advising and co-operating with the Head of the Preparatory Department, Key Stage 1 Coordinator and other Coordinators and teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- B Assessment, monitoring and recording pupil progress**
- B1 promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to him/her
- B2 providing guidance and advice to pupils on educational and social matters; making relevant records and reports
- B3 making records of and reports on the personal and social needs of pupils
- B4 communicating and consulting with the parents of pupils
- B5 providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- C Maintenance of good discipline and a positive environment for learning**
- C1 attending assemblies, registering the attendance of pupils and supervising pupils whether these duties are to be performed before, during or after school sessions and upholding school policies on behaviour; sharing supervisory duties at morning and lunch break and at the end of the day on a rota basis; supervising an after school prep session each week
- C2 understanding the school's commitment to equal opportunities being committed to ensuring that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them
- C3 maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. Understanding their professional responsibilities in relation to school policies and practices, including those concerned with child protection, bullying and personal safety
- D Maintenance of professional standards and development**
- D1 participating in arrangements for his/her further training and professional development as a teacher
- D2 participating in arrangements for the further improvement of his/her ICT skills
- D3 participating in meetings at the school, which relate to the curriculum of the school or the administration or organisation of the school, including pastoral arrangements
- D4 supervising and so far as practicable teaching any pupils whose teacher is not available to teach them
- D5 communicating and co-operating with persons or bodies outside the school
- D6 participating in meetings for any of the purposes described above
- D7 participating in administrative and organisation tasks related to such duties as are described above, including the management of supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
- D8 setting a good example to the pupils they teach, through their presentation and their personal and professional conduct
- D9 organizing and running at least one after school extra-curricular activity per week; taking an active part in extra-curricular activities by supporting and attending concerts, plays and other whole school events
- D10 undertaking any other duties that may reasonably be expected of a main professional grade teacher

PERSON PROFILE

The holder of this post will have to demonstrate flexibility and enthusiasm and enjoy working within a team with all members of the School community

PERSON SPECIFICATION

Experience and skills:

- Degree (or equivalent)
- QTS (prior to commencement of employment)
- A commitment to self-improvement, and evidence of continuing professional development
- The ability to explain concepts and applications to pupils
- An understanding of Self-Evaluation
- Evidence of sound skills in ICT and an awareness of how to maximise its use to aid learning

Personal Attributes:

The successful holder of this post will need to demonstrate that he/she has:

- An interest in the development of young people and their needs
- The ability to form good relationships with colleagues, and supportive but appropriate relationships with students
- Drive and energy
- A commitment to high standards in personal work
- The ability to work under pressure
- Good organisation
- A record of good health and attendance and smart personal appearance
- Able to provide a positive role model for students
- Willingness to be involved in extra curricular activities
- Clear educational vision

TERMS OF EMPLOYMENT

The terms of employment include:

- Full Time Fixed Term Contract - Maternity Leave Cover at the Royal Masonic School is a six month fixed term contract continuing on a rolling monthly basis until the person returns
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Free car parking
- Preferential gym membership when gyms are open

DISCLOSURE AND BARRING SERVICE

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

REVISION OF JOB DESCRIPTION

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.