

# JOB DESCRIPTION – LOWER SCHOOL CLASS TEACHER

**Reporting to: Head of Lower School**

**Job purpose: To nurture, inspire and deliver**

## Professional Standards

1. Support the aims and ethos of the School;
2. Set a good example in terms of dress, punctuality and attendance;
3. Participate in (and where appropriate contribute to) the general well-being of the staff and School so as to maintain and improve the performance of the School for the benefit of all concerned;
4. To participate in meetings at the School which relate to the curriculum and organisation of the School and the pastoral care of the pupils;
5. To attend INSET days and staff meetings, parents’ evenings and information evenings;
6. To support the pupils and School as a whole, by attending School productions, functions and any other events as requested;
7. To supervise lunch sessions and other break duties as timetabled, and to occasionally lead assemblies;
8. To plan, monitor and support the work of Teaching Assistants;
9. To participate in professional development opportunities, including Peer Observations, Senior Management Observations, Appraisals and Networking with other schools. There is an expectation that staff should be proactive and eager to develop themselves professionally.

## Teaching and Learning requirements

1. To be responsible for the inspirational education of pupils of all abilities, having regard to the aims and objectives of St George’s School Windsor Castle, Lower School Policies and KS1 legislation;
2. To share in the responsibility for discipline and pastoral care of the pupils, including the safeguarding and promoting of children’s welfare both on and off the School premises;
3. To work closely with colleagues, sharing best practice and ideas;
4. To support the Head of Lower School in the preparation of schemes of work, lesson plans and School policies;
5. To create and maintain a safe, organised, tidy and inspirational class environment with outstanding displays;
6. To integrate technology in teaching and learning.

## Assessing and Reporting responsibilities

1. To assess, record, track and report on children’s progress and attainment in line with School Policy;
2. To be responsible for reporting to parents on the children’s progress, as well as communicating and consulting with parents regularly;
3. A good command of written grammatical English is a necessity; 4. A requirement to work within the SEND Code of Practice.

## Health and Safety

The post holder is responsible for the safety of all pupils and must ensure that:

1. Resources are maintained in a safe condition for the pupils and School staff;
2. Operations are carried out in accordance with School policy and departmental codes of safe working practice;
3. All accidents are reported to the Head of Lower School and recorded using the School’s Accident Report Form procedure;
4. The Head of Lower School is kept informed of any concerns regarding Health and Safety and safe working practices.

## Safeguarding Children

It is the post holder’s responsibility to promoting and safeguard the welfare of children for whom he or she is responsible, or with whom he or she comes into contact and to adhere to and ensure compliance with the School’s Safeguarding Policy at all times. If in the course of carrying out the duties of the role, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he or she must report any concerns to the Head of Lower School who is one of the School’s Designated Safeguarding Leads.



# Person Specification

* An outstanding, qualified teacher;
* Show professionalism and integrity in all that they do;
* A keen and self-motivated practitioner, who wishes to be a committed team member in a successful Lower School;
* Be committed to making a difference to all children of all abilities and talents, using a variety of teaching styles to aid learning;
* An enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education;
* Calmness and efficiency and the ability to work under great pressure at certain times;
* A dynamic and proactive professional who is cheerful and well-presented;
* Excellent communication skills (oral, written and use of ICT);
* Excellent organisational and administrative skills;
* An understanding of the nature of independent education and of the high expectations therein;
* Eager to develop professionally, share good practice, and attend INSET and Training Days as necessary;
* Aware of Health and Safety issues, particularly as they relate to co-curricular activities, and willing to comply with Health and Safety policy;
* Actively market the School’s vision, ethos and values to pupils, staff and parents.
* A good sense of humour is essential;
* A willingness to work hard, with energy and enthusiasm, and be prepared to go ‘the extra mile’.