The Study Wimbledon

Preparatory School for girls aged four to eleven

JOB DESCRIPTION

ENGLISH AND MATHEMATICS TEACHER

Employing Organisation: The Study Preparatory School

Responsible to: The Headmistress

Area of Employment: Wilberforce House

JOB PURPOSE

To be responsible for meeting the educational needs of the pupils.

KEY RESPONSIBILITIES

Teaching

1. To teach all the agreed subjects according to The Study curriculum and established schemes of work.
2. To agree termly and weekly lesson plans, curriculum resumes and schemes of work with the parallel teacher.
3. To ensure that termly plans, curriculum resumes and schemes of work are updated on the school ICT network.
4. To liaise with the Teaching Assistants with regard to their role in lessons as timetabled.
5. To plan and organise educational visits and speakers.
6. To keep abreast of new developments in education and to attend relevant courses.
7. To liaise with the Learning Support Coordinator and help to devise and implement IEPs for those children requiring support.
8. To work as part of a team at Spencer House.
9. To maintain a bright and attractive classroom environment and to contribute to displays throughout Spencer House.
10. To set and mark pupils' homework in accordance with school policy.

Assessing, recording and reporting

1. To maintain useful formal and informal records of pupils' progress.
2. To write biannual reports for parents.
3. To attend parents' consultation evenings and to be available to discuss the content of the written reports with parents as required.
4. To organise and attend a "Meet the Teacher" meeting at the beginning of the school year.
5. To administer and mark the biannual evaluations and other formal tests as required.

General

1. To organise and supervise an after school or lunchtime club.
2. To supervise children eating lunch and to carry out playground duties as timetabled.
3. To cover for absent staff when required.
4. To attend and contribute to Whole School and House Staff Meetings (currently held on Tuesdays at 4.00 p.m.) and weekly staff briefings.
5. To attend all Whole School training days (currently three per year at the beginning of each term) and occasional 'twilight' training sessions as required.
6. To attend and make a positive contribution to the annual Open Morning (Saturday morning).
7. To carry out any other duties as determined from time to time by the Headmistress.

PERSON SPECIFICATION

The person appointed will be expected:

1. To hold Qualified Teacher Status and be eligible to work in the UK.
2. To have the skills required to carry out specified tasks within the Job Description.
3. To be able to carry out daily tasks without direct supervision.
4. To adopt a friendly, approachable and professional manner with colleagues, pupils and parents.
5. To maintain the confidentiality of pupils, parents and staff.
6. To present a positive image of the School at all times.

Safeguarding

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

The duties listed must be carried out to comply with current and existing legislation and in accordance with Health and Safety Regulations at all times.