



Durston House

Key Stage 1 Class Teacher – Job Description

Job Title: Key Stage 1 Class Teacher
Line Manager: Deputy Head

Introduction

The Key Stage 1 Class Teacher carries out any tasks, as could reasonably be expected, as directed by the Deputy Head, on behalf of the Headmaster.

The Key Stage 1 Class Teacher teaches a range of subjects to a Form Class and undertakes a role of Subject Co-ordinator, of an area of the curriculum, as required by Senior Management.

The Key Stage 1 Class Teacher supports and promotes the policies and procedures held in the Staff Handbook and the School Handbook, including the Durston House Safeguarding Policy and other policies that promote the welfare and care of pupils.

The Key Stage 1 Class Teacher complies with the school's Data Protection Policy – Implementation by School and Staff, as well as its Privacy Notice, contained and referenced in the Staff Handbook.

Duties as a Key Stage 1 Class Teacher

- Be accountable to Senior Management for the teaching and learning of the Form Class
- Oversee the learning of all pupils in the Form Class
- Teach a range of subjects to the Form Class, as directed by Senior Management
- Devote sufficient time in and out of formal school hours for preparation, assessment and administration
- Follow the Schemes of Work in the planning and delivery of the curriculum
- Set and mark homework
- Set and mark assessments and examinations, where appropriate
- Follow the school's Marking and Presentation Policies
- Liaise with and support all those teaching a discrete subject to the Form Class
- Prepare feedback to parents about pupil progress, to be given at Parents Evenings
- Write reports according to the school's Reporting Policy
- Liaise with parents and other staff where appropriate
- Maintain an ordered, stimulating classroom, displaying pupil work appropriately
- Assist in the preparation for the annual Harvest Festival, Pre-Prep Production and Pre-Prep Prize-giving

Specific Responsibilities of a Key Stage 1 Subject Co-ordinator

- Oversee the provision and progression of a subject in Pre-Prep
- Oversee the development, planning and assessment of a subject in Pre-Prep, in conjunction with the Head of Department, who bears ultimate responsibility for the subject throughout the school, and the Junior School Subject Co-ordinator, who is responsible for that subject in that section of the school
- Formulate and update subject documentation as it applies to Pre-Prep
- Formulate and update the Schemes of Work
- Monitor and ensure that the Schemes of Work are being followed in Pre-Prep
- Monitor marking and feedback, ensuring that the school and departmental marking policies are being followed
- Co-ordinate the preparation, setting and marking of tests and assessments, where appropriate
- Monitor and assess results in conjunction with the Head of Department and the Head of Pre-Prep
- Organise events and excursions that support the subject curriculum in the Pre-Prep
- Cost and submit, in liaison with the Head of Department, an annual budget bid for the subject in Pre-Prep and then monitor purchases to remain within that budget
- Order new equipment and books as necessary to meet the demands of the curriculum within the allocated budget
- Check and organise the resources and equipment so that they are stored safely and used correctly by all the appropriate staff
- Attend subject Department Meetings with the Head of Department, the Junior School Subject Co-ordinator and other teachers of the subject, according to the Meetings Schedule
- Liaise with parents and other staff as appropriate

Duties as a Form Teacher

- Be the first point of contact for pupils and parents
- Liaise with parents and other staff where appropriate
- Be responsible in the first instance for the general welfare of the pupils in that form
- Be responsible for overseeing a pupil's achievement and personal development
- Help the form to develop a collective spirit of loyalty, trust and support
- Register the form twice daily
- Disseminate any information or correspondence to pupils
- Prepare feedback to parents about pupil progress, to be given at Parents Evenings
- Read and check the form's school reports and write a general Form Report for these pupils, according to the school's Reporting Policy
- Maintain an ordered, attractive Form Room in which the pupils can take pride, as their base
- Assist in the preparation of a Year Group Assembly
- Liaise closely with the Head of Pre-Prep

Other General School Duties

- Accept responsibility for the welfare and care of pupils, at any time
- Be a member of a House, supporting its pupils and assisting in one of its constituent Vertical Groups
- Cover classes for absent colleagues as directed by Senior Management
- Undertake break and supervisory duties as designated by Senior Management

- Attend staff meetings, parent meetings and other meetings, within or outside normal school hours, according to the Schedule of Meetings and as required by Senior Management
- Attend all Staff Study Days, according to Term Dates for Staff and the Meetings Schedule
- Attend major school events, such as the Carol Service, the School Concert and school productions, outside normal school hours
- Attend school Outings and Trips as required by Senior Management
- Offer at least one after school extra-curricular activity per term
- Assist with Games (where appropriate)