BARNARDISTON HALL

Preparatory School

**Barnardiston, Nr Haverhill, Suffolk, CB9 7TG**

**Teacher - Job Description**

# Introduction

* Under the reasonable direction of the Headmaster, you will be expected to carry out the professional duties of a school teacher as set out in the School Teachers’ Pay and Conditions Document.

* You will aim to raise standards of student attainment and achievement and monitor and support student progress.

You will report to the Headmaster

# Teaching Responsibilities

You will be expected to:

* Teach students from all abilities in Year 1
* Ensure that all lessons are planned with clear aims and objectives.
* Ensure that all lessons are delivered in line with the Departmental Schemes of Work and School Policies.
* Take into account differing ability of pupils in lessons and differentiate work accordingly.
* Encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.
* Ensure that all students are known by name and that the classroom atmosphere is positive at all times.
* Encourage and foster intellectual curiosity.
* Deal with inappropriate behaviour quickly and effectively according to the School Behaviour Policy.
* Check that all subject matter is effectively communicated and understood by all groups of students.
* Set appropriate tasks and challenges for homework according to the published timetable, and ensure that it is regularly marked with constructive feedback in line with our Marking Policy.
* Keep careful records of pupils progress in line with Pre-Prep Department and School Policy.
* Ensure that there is a high standard of display work in the classroom which is changed frequently.
* Keep the classroom tidy and organised to promote health and safety.
* Attend scheduled meetings in the School.
* Work with colleagues to formulate plans which have coherence and relevance to the needs of the individual students and to the aims and objectives of the School.
* Ensure that all work in the class reflects the distinctive ethos of the School.
* Help develop resources.
* Keep well up to date with safety issues, liaising with the Bursar as appropriate.

# Other Requirements

Barnardiston is a small and busy School which relies on all teachers involving themselves in School life in a range of extra-curricular activities. This could be sport, drama, music, clubs and societies, depending on your skills and interests. In addition, all day staff take on a boarding duty for one evening per week (up to 9pm) and one weekend day every third weekend.

# Staffing

You will:

* Continue own personal development in liaison with the Headmaster.
* Set appropriate work for classes during any periods of absence and make sure that the work is thoroughly reviewed on return.
* Act as a positive role model and promote the aims, values and ethos of the School and uphold all rules and policies.
* Carry out the normal duties of teachers as set out in the Teachers’ Pay and Conditions Document.
* Carry out a share of supervisory duties in accordance with normal School schedules.
* Participate in appropriate meetings with colleagues and parents.
* Carry out any other duties which may be reasonably required by the Headmaster.
* Enforce the school’s Behaviour and Uniform Policies on a daily basis.

# Management Information

You will:

* Ensure the maintenance of accurate and up-to-date information on all classes taught.
* Make use of analysis and evaluation of student data.
* Identify and take appropriate action on issues arising from data, systems and reports.
* Produce reports for the School on assessment data, including examination data.

# Communication

You will ensure effective communication and consultation with parents and carers of students.

# Pastoral Responsibilities

You will:

* Act as a Form Teacher and carry out all of the responsibilities linked with that role.
* Monitor and support the overall progress and development of students within your Form Group.

# School Ethos

Finally, you will:

* Play a full part in the life of Barnardiston Hall Preparatory School; to support its ethos and to encourage all students and staff to follow this example.
* Actively promote the School’s policies at all times.
* Comply with the School’s Health and Safety Policy at all times.