LADY LANE PARK SCHOOL

Striving for Excellence

Accredited by the Independent Schools Council

Job Description **Lady Lane Park School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.**	
Post title: **Remuneration:** **Responsible to:**	Key Stage 1 Teacher Commensurate with experience Headteacher
Main Responsibilities:	• Teach all areas of the primary curriculum in an imaginative and inspirational way. • Implement and deliver lessons of an excellent standard to pupils in the class, enabling all pupils to benefit from the learning. • Prepare lesson plans and learning materials to facilitate positive pupil development, as well as assessments that can accurately determine pupils progress and ways in which you can facilitate pupil development. • Develop schemes of work and lesson plans that reflect pupil's academic needs and abilities. • Foster a learning environment and educational structures that allow for a child to flourish as a 'whole person', not only in the academic sense. • To continue to develop and update the school curriculum, enabling your lessons to always adapt to needs of individual pupils or classes. • Always teach pupils according to their individual educational needs, ensuring that your lessons are engaging for all in the class. • Set clear targets of each pupil, and of classroom learning. • Liaise with other colleagues in the school, sharing ideas and information to best maintain a varied and engaging curriculum. • Set appropriate assessment throughout the academic year, providing timely feedback that allows an appropriately challenging level of pupil's development. • Update all records required by the Headteacher, or for statutory purposes, in a timely and accurate fashion. • Prepare annual reports on pupil progress, or more regularly as required. • Constantly observe pupil behaviour, in line with Child Protection guidance and training. Demonstrate a maintained commitment to child protection training and safeguarding structures within the local area. • Perform appropriate pastoral duties, such as providing support and encouragement to pupils regarding both their academic and personal life, referring those to other channels when appropriate. • Always set high standards of behaviour from pupils both inside the classroom and during break times, ensuring that these are maintained.

	• Demonstrate a commitment to keeping up to date with educational developments, teaching resources and methods and alter lesson plans to reflect own learning.
Monitoring, Assessment, Recording, Reporting, and Accountability	• To be immediately responsible for the processes of identification, assessment, recording, and reporting for the pupils in their charge. • Assess pupil's work systematically, using results to inform future planning, teaching, and curricular development. • Prepare and present accurate and informative reports to parents on their child's progress. • Keep an accurate register of pupils in each lessons, reporting unexplained absences, or patterns of absences, in line with the relevant school policy. • Direct reporting to the Headmaster, but also accountable the Governors and Directors of Alpha Schools Limited when required.
Subject Knowledge and Understanding	• Have a thorough, up to date knowledge and understanding of the KS1 and KS2 National Curriculum programmes of study, its level descriptors for examinations. • Have an understanding of the requirements of the 11+ exam. • Keep up to date with research and developments in pedagogy and relevant subject areas.
Professional Standards and Development	• To be a role model to pupils through personal presentation and professional conduct. • To arrive in class, on or before the start of the lesson, and to begin and end lessons on time. • To cover for absent colleagues as is reasonable, fair and equitable. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety. • To establish effective working relationships with professional colleagues and associate staff. • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures. • To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. • To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children. • To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare. • To undertake any reasonable task as directed by the Head of Science and Senior Leadership Team.

	• To be aware of the role of the Governing Body of the School and to support it in performing its duties.
	• To train in basic first aid.
	• To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
	• To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:
	  o have SEN;
	  o are gifted and talented;
	  o are not yet fluent in English.
	• To uphold the school's core values.

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	**Desirable**	**Method of assessment**
Qualifications:	• QTS	• Proven commitment to continued personal development.	Production of the Applicant's certificates
Experience:	• Relevant teaching experience. • Designing and implementing inspirational and engaging schemes of work. • Of using a number of assessment, recording, and planning strategies. • Experience managing challenging behaviour. • Experience using a number of varied resources to deliver their lessons.	• Preparing pupils for their 11+ exam. • Experience of the independent school sector, and how individual schools operate within. • Experience leading a subject area. • Experience dealing with pupils with SEN.	Contents of the Application Form Interview Professional references
Skills:	• An excellent written and verbal communicator. • Excellent time management skills. • An exceptional teacher. • The ability to contribute to the school as a whole. • Plan, set, and assess homework that reflects individual needs.		Contents of the Application Form Interview Professional references

Knowledge:	• Excellent, up to date, working knowledge of the National Curriculum and how independent schools operate within it. • Know a range of assessment approaches, and how to use the data collected from it to best benefit the pupil.	• A specialism in teaching English.	Contents of the Application Form Interview Professional references
Personal competencies and qualities:	• A commitment to lifelong learning for all. • The ability to remain calm in many situations that involve children, adults and wider members of the school community. • A strong commitment to continued personal development. • Flexible, adaptable and enthusiastic. • The ability to motivate and inspire. • A willingness to contribute to extra-curricular activities and other aspects of school life.		Contents of the Application Form Interview Professional references