

Prep / Primary School Class Teachers August 2022

Overview

Teachers will be based in the Prep School section of the new campus but will have use of its wider facilities and specialist areas. It's important that the School is seen as a whole with pupils of any age all part of collective responsibility.

Teachers at King's have threefold responsibilities: academic, co-curricular and pastoral. Some of the main points of these are listed below but no job description is fully inclusive of what it is to be an effective teacher. In addition, as members of a start-up school, it is essential that teachers are flexible and demonstrate a strong 'can-do' spirit.

All Primary teachers report to the Deputy Heads, the Chinese Principal and thereby to the Executive Principal when appropriate. [In future, as the school grows, further reporting lines will be introduced.]

School Life and Routines

All teachers have shared responsibility for smooth daily running of the School as an entity - and for maintaining the general ethos, routine and pedagogy in line with the King's School's Aims and Ethos – as directed within reason by the Heads and the Executive Principal.

In so doing, they should:

- ensure that the School's rules and policies are maintained
- attend School meetings and public events
- support co-curricular events and activities

Safeguarding, Student Welfare and Pastoral Care

All teachers:

- must ensure that they are fully aware of policies and practices with regard to safeguarding and student welfare
- must ensure that they adhere to the published systems
- must be role models to all students at all times
- must be prepared to do pastoral, tutorial work as designated by school leadership

The Role

- To take responsibility for the academic, personal and social development within the class:
 - delivering lessons and activities as directed by the Deputy Head (Academic) and the Primary Head and ensuring that King's curriculum requirements are met
 - monitoring behaviour and ensuring an atmosphere of mutual respect in the class
 - monitoring pupil progress and assessing work
 - writing reports and meeting parents as required
 - ensuring that the class attendance register is accurately and efficiently kept
 - supervising play and lunch sessions as directed
- To ensure that the pupils' welfare is prioritised at all time:
 - being a member of one of the School's Houses and supporting that House in arranged activities
 - ensuring that the school's safeguarding policy and procedures are met
 - communicating with the SLT and parents as required
 - [if applicable, to carry out boarding duties responsibly and full in line with the School's expectations and policy]
- To contribute to the School's co-curricular provision in the form of activities, clubs, etc., such as:
 - sport
 - arts
 - academic enrichment
 - outdoor pursuits
- To do other appropriate duties as directed by the School's Leadership Team, such as:
 - co-operating with marketing and admissions
 - attending staff meetings, in-service training, etc.
 - attending whole school events such as Foundation Day
 - serving on school committees

Personal Requirements

1. Be professional at all times, in tune with the aims of the School, and always prioritise the students' welfare.
 2. Be modern and flexible in approach to teaching and learning, prepared to adapt and learn new methods.
 3. Be comfortable and active in the use information technology for teaching and learning.
 4. Show initiative and independence but also be a good team-member.
 5. Be willing and open towards areas of self-improvement.
 6. Have a good sense of humour.
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