



JOB DESCRIPTION

Key Stage 2 Teacher

ROLE PURPOSE

The post holder will teach a variety of General Subjects, including English, Maths and Games to Key Stage 2 children.

AREAS OF RESPONSIBILITY AND KEY TASKS

A Planning

Plan teaching to achieve progression in pupils' learning through:

- identifying clear teaching and learning objectives and specifying how they will be taught and assessed
- setting tasks, including homework, which challenge pupils and ensure a high level of interest
- setting appropriate and demanding expectations for pupils' academic work, behaviour and general attitude
- setting clear targets building on prior attainment
- identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the Code of Practice
- making effective use of assessment information (formative and summative) to monitor, set targets, plan lessons and give feedback
- planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development
- the use of Teaching Assistant time as appropriate
- incorporate use of computing and the ICT suite into lesson plans

B Teaching and Class Management

- demonstrate excellent subject and curriculum knowledge
- establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident
- set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- provide clear structures for lessons maintaining pace, motivation and challenge
- use a variety of teaching methods to:
 - (i) structure information well, including outlining content and aims and summarising key points as the lesson progresses
 - (ii) instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary
 - (iii) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions



- select appropriate learning resources and develop study skills through library, ICT and other sources
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- critically evaluate teaching to improve effectiveness
- ensure that the classroom is kept a tidy, attractive working environment with displays of pupils' work and stimulus materials that are changed to reflect learning taking place

C Monitoring, assessment, recording, reporting in line with school policy - to:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark work promptly in accordance with the school's Marking Policy; take part in regular scrutiny and evaluation
- monitor pupils' work and set targets for progress
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- prepare and present informative reports to parents

D Other professional requirements – to:

- perform a weekly duty night
- attend Parents' Evenings and other such events
- perform form teacher role, as required
- carry out other supervisory duty as assigned by the Deputy Head
- drive school minibuses to take sports teams to away matches, umpire, manage and coach teams in Hockey, Football, Rugby, Netball and Cricket.
- attend Open Days, Speech Day and other whole school events
- have a working knowledge of teachers' professional duties and legal liabilities
- read, understand and operate at all times within the stated policies and practices of the school
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- take responsibility for their own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors as necessary
- make a positive contribution to the wider life and ethos of the school
- communicate effectively with staff members, follow protocol by informing line manager of any issues regarding the role as a teacher
- carry out other duties as reasonably required by the Headmaster.