



## **Job Specification: KS2 Teacher of English and/or maths**

### **Job Purpose:**

The teacher will teach specialist teaching (English and/or maths) to KS2 classes. The teacher will ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs; maintain the positive ethos and core values of the school, both inside and outside the classroom; contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors; contribute to the well-being and development of the School by supervising, guiding and caring for pupils inside and outside the classroom and be responsible for the supervision, guidance and care of the pupils in his/her Form so that they may develop academically, morally and socially; and to give such necessary support as to enable them to achieve their true potential.

### **Duties:**

The teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Head, Heads of Department and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into planning;
- report to parents on the development, progress and attainment of pupils;
- lead, organise and direct support staff within the classroom;
- attend departmental meetings and INSETs as well as whole School Staff meetings as indicated by the Head or Deputy Head;
- participate in the appraisal of their own performance, or that of other teachers;
- exercise proper care of rooms and equipment and follow the School's policy on Health and Safety matters;
- attempt to improve qualifications and/or expertise;
- keep up to date with subject material and exam requirements as is necessary and practicable;
- fully participate in the extra-curricular life of the school;
- be aware of the needs of the Form and individuals, offer assistance and counsel pupils as necessary;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy and ensure that high standards of personal appearance, manners and punctuality are maintained by the members of the Form;

- observe and implement all administrative routines including the registration of pupils at the beginning of the morning and afternoon sessions.

It is recognised that this job description is not comprehensive and will alter for each subject teacher to reflect his/her own interests and involvement in the various activities and roles in operation in the School.

## Person Specification: KS2 Teacher of English and/or maths

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Qualified teacher status	Evidence of commitment to further professional development;
<b>Experience</b>	The teacher should have experience of: teaching their specialist subject across the KS2 age range	In addition, the teacher might have experience of: some KS1 or 3 teaching
<b>Knowledge and understanding</b>	The KS2 teacher should have knowledge and understanding of: the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);  statutory National Curriculum requirements at Key Stage 2;  the monitoring, assessment, recording and reporting of pupils' progress;  the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;  effective teaching and learning styles.	In addition, the teacher might also have knowledge and understanding of:  wider curriculum issues and a possible interest in taking responsibility for an area within the KS2 curriculum.

<p><b>Skills</b></p>	<p>The teacher will be able to:</p> <p>promote the school's aims positively;</p> <p>enthuse and encourage boys;</p> <p>develop good personal relationships with colleagues;</p> <p>establish and develop good relationships with parents, governors and the community;</p> <p>communicate effectively (both orally and in writing);</p> <p>computer literate;</p> <p>create a happy, challenging and effective learning environment.</p>	
<p><b>Personal characteristics</b></p>	<p>Sound organisational skills</p> <p>Enthusiastic</p> <p>Clear-sighted</p> <p>Determined</p> <p>Positive attitude</p> <p>Commitment</p> <p>Team Player</p> <p>Good communicator</p> <p>Fairness and approachability</p> <p>Flexibility</p> <p>Good sense of humour</p>	