

JOB DESCRIPTION

KS2 Teacher (part-time)

1 year fixed term maternity cover

Promote and exemplify the School Mission:

‘To inspire each child with a love of learning and prepare them for a fulfilling future.’

Promote the School Values:

- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

1. Purpose of the job

- Joint pastoral responsibility for a Year 3 Form (job share arrangement, 3 days per week).
- Key Stage 2 subject teacher.
- Involvement in wider aspects of school life, including extra-curricular activities, according to strengths.

2. Relationships (including accountability)

- Accountable to Heads of Lower School, Deputies and Headmaster.
- To participate in arrangements for professional development, including working with your assigned Staff Appraisal Leader (AL) and Personal Development Leader (PDL), who offer respectively offer oversight for your performance and professional development, (including NQT induction, if appropriate) and mentoring / coaching
- Providing such oversight as a Personal Development Leader to others as applicable.
- Able to build strong professional links with Heads of Departments, Pre-Prep and Prep School teaching colleagues. To foster good working relationships with the Bursar, administrative, domestic and maintenance staff.
- To be sensitive to the needs of the pupils.
- Able to develop clear lines of communication and co-operation with parents.
- Able to forge links with other independent and maintained schools and create local initiatives within the community.

3. Duties & responsibilities

As Form and subject teacher:

- To be responsible for the pastoral welfare and discipline of a form.
- To liaise closely with the other teacher responsible for the form.

- To provide a well organised, attractive, stimulating and safe learning environment for children.
- To encourage mutual respect and co-operation between children.
- To assist pupils with target setting and promote their personal development.
- To draw up termly work schemes within whole school subject policies, incorporating National Curriculum attainment targets where appropriate.
- To teach main curriculum subjects within a caring environment, promoting excellence and upholding traditional educational values, as captured in the School motto and rules.
- To plan and communicate clear learning outcomes and expectations to pupils, with appropriate tasks for different classes, groups and individuals.
- To promote high standards in work and behaviour through employing multi-sensory teaching methods (e.g. visual, auditory, kinaesthetic) and a range of resources.
- To keep up-to-date with preparation and marking, using informative assessment which guides and encourages pupils and feeds into future planning / teaching.
- To maintain pupils' records, with regular measurement of performance / progress/achievement.
- To write half-termly reports and/or preparation for parents' meetings.
- To function within a departmental budget, assisting in planning, recording and reviewing expenditure with Heads of Departments as appropriate.
- To develop cross-curricular opportunities, including use of the grounds.
- To develop use of ICT in administration, teaching, pupils' learning and personal professional development.
- To attend such INSET as required to keep abreast of educational change, Health and Safety requirements and to enable career development and innovate new areas/ideas.
- To be responsible for 'Continuing Professional Development', in liaison with AL and/or Head of Department (see above)
- To be responsible for the care and safety of departmental equipment and other such classroom equipment as required

General:

- To be present during normal School hours (Wednesday to Friday only) to carry out timetabled duties and to contribute to the extra-curricular life of the School (e.g. sports coaching and fixtures) as agreed with the Headmaster and according to strengths/interests.
- To assist with other supervision required.
- To cover for absent colleagues when required.
- To foster the School's corporate ethos by regular attendance of staff meetings and assemblies.
- To attend additional School functions and meetings as agreed with the Headmaster.
- To have a role within House activities eg pastoral, assemblies, inter House competitions, as required.
- To ensure punctuality and example in attitude, manners and dress at all times.
- To maintain high day-to-day standards of dress, punctuality and presentation of pupils.
- To be familiar with and work within the required Health and Safety standards as laid out in the School's policy and administered through the Bursar (Health and Safety Officer).
- To support and uphold the School's policies.
- To play a general role in PR, upholding the 'good name' of the School at all times, and to take an active part in fostering relations with former pupils, parents and staff.

4. Safeguarding Children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Child Protection Officers or to the Headmaster.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

AF 9/17