



## The Banda School

### **JOB DESCRIPTION YEAR 1 & 2 CLASS TEACHER (KEY STAGE 1)**

The Lower School (Years 1-4) is a thriving section of The Banda and seeks to appoint a teacher to take charge of a Year 1 or Year 2 class. The successful applicant will believe strongly in variety when it comes to teaching and learning, and will be innovative and creative in their approach. Instilling a love of learning should be a priority and they will be expected to create a nurturing environment in which children feel confident to enquire and explore.

The Banda allows flexibility and opportunity amongst its staff and prides itself on setting high standards and ensuring excellent communication. The Lower School currently consists of 12 classes and teachers work very collaboratively - team work is an essential component of day-to-day life.

The teacher will report to the Head of Lower School.

#### **Main Duties:**

- To take responsibility for planning and implementing appropriate work programmes for all pupils in the designated class, within the framework of national and school policies.
- To support and drive the ethos, aims and values of the school.
- To maintain and use assessment records and report on pupils' progress to staff, and to parents and carers, in accordance with school policy.
- When required, to manage a Class/Teaching Assistant within the classroom.

#### **Expectations:**

- To plan work for the class in accordance with national and curriculum policies and in co-operation with Heads of Department and the Headmaster, to ensure that the pupils experience a broad, balanced, relevant and stimulating curriculum relevant to their age.
- To follow and implement school policies and procedures.
- To ensure that the learning experience matches the individual needs of the pupils in your class – giving each child an opportunity to achieve to the best of his/her capability.
- To evaluate your teaching and use this evaluation to improve and develop teaching strategies.
- To make appropriate educational provision for pupils with learning difficulties and for those children with EAL, with support from The Banda's Learning Development Centre.

- To create a secure, happy and stimulating environment, maintaining the highest standards of organisation and discipline.
- To provide well-planned, creative and engaging learning experiences for pupils.
- To maintain a high standard of display and a stimulating environment, in the classroom and in other areas of the school.
- To play an active role in the general life of the school.
- To work closely with colleagues and to provide long and medium term plans.
- To assess pupils' progress, maintain records and provide regular written reports to parents.
- To communicate regularly and effectively to parents about pupils' progress and attainment in a positive, professional and polite manner.
- To ensure that the School's aims and objectives in relation to the curriculum, equal opportunities and behaviour are promoted in everyday classroom organisation and practice.
- To be committed to the School's Continuing Professional Development programme.
- To undertake required duties and attend regular staff meetings and INSETS, before, during and after school hours when required.
- To assist, where necessary, in extra-curricular sporting, dramatic and musical events and activities.
- To take reasonable care of school equipment, both on and off school premises.
- To organise and take pupils on trips in a safe and secure manner, in accordance with school policies.
- To liaise with colleagues from Key Stages 1 and 2, the Upper School and the Learning Development Centre.
- To ensure confidentiality concerning pupils, parents, colleagues and school business.
- To maintain professional levels of conduct and adhere to the School's Code of Conduct for staff.



## **The Banda School**

### **PERSON SPECIFICATION YEAR 1 & 2 CLASS TEACHER (KEY STAGE 1)**

#### **The Year 1 & 2 Class Teacher needs to:**

- Be a fully qualified teacher with Key Stage 1 training and experience (QTS or have a valid TSC Certificate).
- Have experience of working in British Curriculum schools.
- Be able to build good relationships with pupils, parents and families.
- Be able to build good relationships with colleagues.
- Be able to create a stimulating and engaging learning environment.
- Be able to use initiative, show flexibility and be adaptable.
- Be proactive as a part of The Banda School staff team and possess the desire to be fully involved in all aspects of life in a leading preparatory school.
- Be punctual and use preparation time appropriately.
- Be a good communicator with adults and children.
- Show good organisational skills.
- Show a competent level of written English.
- Be able to use ICT in teaching. Familiarity with using interactive screens and iPads is an advantage.
- Present a clean Police Clearance Certificate or International Certificate of Child Protection (ICPC).
- Safeguard and promote the welfare of the pupils.
- Keep up to date with educational developments in the UK.

**The post holder will have the responsibility for promoting and safeguarding the welfare of the children and young persons for whom he / she is responsible, or with whom he / she comes into contact, and will be expected to adhere to and ensure compliance with the School's Child Protection Policy at all times.**