



**SOLIHULL**

## **Job Description: Junior School Teacher**

**Responsible to:** The Head of the Preparatory School

**Primary Responsibility:** To perform “the duties of a school teacher” as outlined in the teaching standards and in accordance with the aims of the school.

### **Responsibilities:**

All teachers at Solihull School are required to support the school’s aims and policies and to play a full part in the co-curricular and pastoral aspects of school life. Preparatory School Junior School Teachers are Form Tutors and are connected to one of the five Houses in the school. Solihull School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

### **Specific Duties and Responsibilities:**

#### Teaching

- To uphold the teaching standards at all times;
- To reflect and develop your knowledge and practice in an ongoing fashion;
- To take on board whole school initiatives and apply them effectively (e.g. Novus, SEND, use of technology etc);
- To be familiar with the routines of the school day;
- To have high expectations which inspire, motivate and challenge pupils;
- To ensure work is marked following the school’s marking policy;
- To carry out, with commitment and care, all roles of a classroom teacher as laid out by academic leads;
- To demonstrate good subject and curriculum knowledge, planning and teaching well-structured lessons;
- To inspire each child to fulfil their potential and develop enthusiastic and confident learners;
- To plan work in accordance with school policy and the Preparatory School’s schemes of work, with appropriate consideration of seating plans, differentiation and challenge, individual and group learning, spiritual, moral, social and cultural development, health and safety;
- To use professional judgement and pupils’ prior levels of attainment to set appropriate and demanding targets for learning, and review regularly;
- To have high standards for appearance, punctuality, motivation and behaviour by:
  - Adhering to advice given in staff induction, the Staff Handbook and school policies.
  - Establishing a purposeful, well-organised and stimulating working atmosphere and environment, including attractive classroom displays which encourage pupils’ natural curiosity.
  - Managing behaviour effectively to ensure a good and safe learning environment;
- To liaise and collaborate with the Head of Year and other Form Tutors in the year group to ensure consistency of provision and to share resources;
- To liaise with the Curriculum and Learning Support Co-ordinator to ensure appropriate differentiation in teaching and learning, such that pupils of all abilities and learning styles are challenged appropriately;

- To be aware of developments in ICT and how they may be integrated into teaching and learning;
- To be willing to oversee a subject responsibility, participating in the development of schemes of work, materials and resources, as agreed with the Head of the Preparatory School;
- To be willing to be deployed as a Form Tutor in different year groups, within KS2, and within other key stages in the Preparatory School;
- To work collaboratively with the relevant Head of Year, helping them in creating a collegiate and supportive team for the benefit of all pupils and colleagues within the year group.

### Assessment, Recording and Reporting

- To mark work, providing formative oral and written feedback to pupils, before the next lesson, monitoring progress and setting clear targets for future learning, as appropriate;
- To report on pupil progress in line with school policy and as specified in the diary and term cycle;
- To keep parents informed of pupil progress by attendance at parents' evenings and by other measures, as appropriate;
- To be familiar with the code of practice and school policies for the identification, referral, assessment and monitoring of pupils with SEND, in accordance with the Preparatory School Graduated Approach;
- To maintain plans of lessons undertaken and records of pupils' work;
- To set prep according to school policy as appropriate for KS2 pupils.

### Pastoral Care

- To safeguard children to the best of your ability;
- To develop warm and respectful relationships with all pupils under your care and provide effective and appropriate support in line with the expectations of the school;
- To carry out, with commitment and care, all roles of a form tutor as laid out by pastoral leads;
- To undertake responsibility for a Form group, promoting the general progress and wellbeing of individual pupils and of any Form or group of pupils assigned to him/her, providing guidance and advice to pupils on academic and pastoral matters, and appraising the relevant Head of Year, and /or PMG, as appropriate;
- To be the first point of contact for parents of pupils in the Form, using good communication skills, fostering good relationships with parents, and promoting an effective home-school partnership;
- To be available and prepared to meet with parents to discuss the academic and pastoral progress of their child, and any concerns they may have, at the end of the school day;
- To promote good attendance and monitor in accordance with school policy
- To undertake responsibility for the delivery of the Wellbeing & Personal Development curriculum (WPD) to their Form;
- To be responsible for promoting and safeguarding the welfare of pupils, raising any concerns following the school's protocols and procedures.

### Professional Standards

- Treat all pupils fairly, consistently and without prejudice;
- Attend events such as open days, entrance examination and assessment days and, where possible, those in which Form members are involved, e.g. concerts, drama productions, seminars;
- Undertake duties as directed by the Preparatory Management Group, in particular, those directed specifically by the Junior School Assistant Head;
- Participate in the school's co-curricular programme, which includes trips, activities, clubs and societies, sport, drama and music. This may involve before school, lunchtime, after school, weekend and holiday time activities;
- Be willing to participate in residential activities, assisting with organisation as requested by the Head of Year, trip leader or PMG;
- Respond to parental concerns promptly and normally within 48 hours/2 working days of receipt;

- As far as is practicable teach, and if not supervise, any pupils when cover periods are required;
- Participate in administrative and organisational tasks related to the role, and the allocation of equipment and materials, ensuring the economic use of the school's resources;
- Ensure that all internal deadlines are met and those published in the school's calendar;
- Contribute to ISI inspection preparations, adhering to & upholding inspection requirements.

### General

- Promoting welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy;
- Support the aims of the school;
- Support all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Actively support the values of the school at all times;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures;
- Participate in the management of the school by attending meetings as required;
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.

### Other:

The Job Description is subject to:

- Other reasonable requests by negotiation with the Bursar and Headmaster.
- Annual Review.
- This job description may change along with the needs of the school and in consultation with the post holder.

## Person Specification: Junior School Teacher

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Professional Bodies</b>	<p>Good honours degree</p> <p>Qualified Teacher</p>	<p>Educated to degree level in relevant subject/specialism (2:1 or above)</p> <p>First Aid qualification</p> <p>D1 minibus licence or willingness to undergo training</p>
<b>Experience</b>	<p>Experience of teaching pupils at the relevant key stage(s)</p> <p>Fully conversant with the KS2 curriculum</p>	<p>Evidence of ensuring significant pupil progress</p> <p>Experience of using technology to effectively encourage learning</p>
<b>Knowledge</b>	<p>High level of knowledge of the junior curriculum and how children learn</p> <p>High standard of literacy and numeracy</p> <p>Excellent subject knowledge</p> <p>Knowledge of Microsoft Office and other IT packages</p> <p>Excellent organisational skills and the ability to multi-task</p>	<p>Knowledge of management information systems</p> <p>Knowledge of Teams</p>
<b>Personal Competencies and Skills</b>	<p>Commitment to safeguarding and promoting the welfare of children</p> <p>Suitable to work with children</p> <p>Excellent interpersonal skills</p> <p>Ability to reflect upon and improve own practice</p> <p>Ability to build excellent working relationships with internal and external stakeholders</p> <p>Ability to mentor and develop pupils</p> <p>Excellent behavioural management skills</p> <p>Ability to handle concerns or complaints in a calm and effective manner</p> <p>Creative and willing to try new ideas</p> <p>Able to meet children's different needs</p> <p>Ability to work under pressure, organise and prioritise workload</p> <p>Excellent attention to detail</p>	

An exemplary degree of personal integrity

The capacity to remain calm and cope with unexpected issues

Ability to use own initiative, work without supervision and problem solve

Ability to work under pressure, organise and prioritise workload

Physical and mental capacity to undertake the role

Diplomacy, tact and empathy, with high levels of confidentiality

Ability to draw clear, calm boundaries when appropriate

Highly professional manner

Excellent written and oral communication skills

Ability to deal with confidential information with discretion

Ability to use careful judgement, tact and diplomacy

Flexible attitude with ability to work outside of core school hours with notice