



HOLLAND HOUSE SCHOOL

JOB DESCRIPTION **Year 6 Class Teacher**

Date of appointment: September 2020

The Role:

Following an internal promotion, Holland House School is looking for an inspirational Y6 teacher who will be able to navigate the challenging 11+ year.

You will be responsible, under the direction of the Headmistress, for overseeing the academic and pastoral development of the children in the class, and teaching core and additional subjects within the timetabling arrangements of the year group.

Reporting

Teachers in the Prep School plan under the guidance of the Headmistress and Deputy Head and report on academic and pastoral issues to the Headmistress.

Profile

Holland House is proud of its outstanding academic performance and as the Y6 teacher, an important part of your role will be to ensure these results continue by prepping the children to the highest standard for the challenging 11+ exams. However, it is essential that you are also able to maintain pupil interest once the exams are over, delivering motivational and outstanding lessons for the remaining 2 terms so that pupils are constantly engaged with their learning, striking the right balance between three very different terms and keeping them eager to come to school.

Duties and Responsibilities

Teaching and Learning

- To teach and assume the responsibilities of Form Teacher for the Year 6 class, looking after the day-to-day safety, welfare and pastoral needs of the children in the form
- To prepare appropriate lesson plans adapted to the needs of the needs and existing knowledge of pupils
- To organise termly form outings that support the curriculum
- To lead the annual Year 6 five-day residential trip to France
- To research and provide appropriate teaching resources for the pupils where necessary, according to school policies and make these available to the school
- Collation of Y6 work for the school magazine
- To liaise with parents as required
- To attend parent meetings and other such meetings that are arranged in the interest of the pupils

- To share responsibility for the well-being and discipline of all the pupils
- To be responsible for creating and maintaining a stimulating learning environment for the children in Year 6, with inspiring displays reflecting current work; to contribute to displays in public areas of the school
- To support staff on outings and assist with Games if required

Monitoring and Assessment

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and 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
- To write detailed progress reports on each pupil twice yearly, relating to the development and learning of all individual pupils
- To co-run with the Head an 11+ Tune-Up Day before school starts in January
- To report to the Head on the progress of the children when required

Curriculum Development

- As a team member contribute to the school curriculum
- To follow schemes of work as provided for each subject in the school but to be adaptable and flexible, thinking on their feet communicating own passion through lessons
- To contribute to the whole school's development activities to attend, with the Head and other members of staff a Curriculum Evening early in the Autumn Term to present the curriculum to parents, and share expectations relating to homework and achievement for the coming year

Whole School

- To support the development of the ethos and values within the school
- To participate in performance management activities
- To attend and lead Assemblies when requested
- To attend School and Year group assemblies, staff meetings and pastoral meetings
- Safe-guarding health and safety at all times
- To offer an extra-curricular activity when required
- To cover other classes and/or duties as required
- To become fully involved in the school including attendance at parent/staff events e.g. Curriculum Evening, Day Care Centre visit, Sports Day, Christmas and Spring Concerts, Year 6 Leavers Performance and Open Mornings and Afternoons
- Recognising confidentiality, child protection procedures and health and safety concerns where appropriate to attend and contribute to staff meetings and key stage meetings with enthusiasm

Professional development

- Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff

- Participate in arrangements for their own further training and professional development, and, where appropriate, that of other teachers and support staff including induction
- To participate in INSET provided by the School during the period of employment
- To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
- To keep records of INSET attended
- to take part in whole school reviews of policy and aims

Other duties:

- To cover for absent colleagues as required
- To undertake supervisory duties on a rota basis
- To arrange a yearly form assembly for parents

NOTES:

- (1) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out
- (2) This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually, and it may be subject to modification or amendment at any time after consultation with the post holder