



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

Job description - KS2 Class Teacher

Job purpose

To teach pupils in the school so that they fulfil their potential as learners.

To offer support to the learning of individual pupils through the school's pastoral system.

General areas of responsibility:

To attend all staff meetings, Open Days, staff study days, staff briefings and assemblies.

To participate in and contribute to the general well being and professional development of the staff and the school.

To help maintain and improve the ethos and performance of the whole school for the benefit of pupils by:

- Supporting pupils and colleagues by attending a range of school productions, functions and charity events
- keeping up to date with school pastoral care policies
- being aware of individual pupil's personal problems in order to act confidently and consistently alongside colleagues and maintain a common and agreed approach
- covering for absent colleagues
- attending parents' evenings and preparing subject reports in accordance with the school reporting schedule.

Specific areas of responsibility:

In consultation with the Principal & Headteacher to teach and administer each timetabled class to maximise the learning opportunities for each individual pupil within those classes by:

- Conducting lessons according to the policy and syllabus agreed at staff meetings
- ensuring pupils achieve their potential academically, socially and spiritually; and acquire a love of learning and the skills, knowledge and understanding to equip them as life long learners
- maintaining an orderly and purposeful classroom atmosphere and registering pupils at lessons
- undertaking agreed duties punctually
- setting homework according to the policy and in the main, marking it formatively to encourage and show the pupils how to improve, and follow up late work with the class teacher
- contributing to the development of the curriculum and its methodology
- assisting in methods of assessment and record keeping to monitor the attainment and progress of each pupil
- administering the class effectively and ensure that all pupils and their parents are kept fully informed of school routines and special events.
- ensuring compliance with all legal requirements including registers of attendance and health and safety regulations.
- participating in and contribute to the class personal, social and health education programme
- providing appropriate support (including discipline as necessary) for the learning and well being of each class pupil.
- keeping a comprehensive profile of the academic progress of each class pupil including thinking skills, specific learning difficulties, achievement, attainment, homework and lesson attendance, which includes regular analysis of objective assessments to inform future teaching and learning
- in liaison with the SENCO and Specialist Learning Support tutors and parents, implementing and reviewing Individual Education Plans for pupils with Specific Learning Difficulties
- being familiar with and updating the school's pupil records.

To undertake other such specific duties which may from time to time be reasonably assigned by the Principal or Headteacher.