**FORM SIX TEACHER**

We are a nurturing one form entry family run school with small class sizes (10-16 and occasionally smaller) which enable us to focus on each child’s individual needs. The behaviour in the school is very good and the children are motivated and keen to learn.

Year Six is a critical year in which pupils are prepared for the 11+ examinations and the Senior School entry interviews that follow. It is desirable that candidates are familiar with this process as well as the requirements of the North London Schools’ Consortium 11+ examination, Common Entrance and the syllabus for scholarship examinations.

This post would suit a teacher who can combine a warm and caring approach with high expectations, up to date knowledge of current educational thinking and lively and imaginative teaching .We value the arts and incorporate creativity wherever possible. The staff are friendly and supportive and have a collaborative approach to school life.

We are looking for someone with experience but would support further career development.

|  |  |
| --- | --- |
| **Role** | Form Six Class Teacher  To create a safe, purposeful and stimulating learning environment for KS2 pupils, meeting the expectations of the National Curriculum as well as the school’s own curriculum expectations. |
| **Position reports into** | This position reports to the Principal and Head Teacher. |
| **Applicable Contract Terms and Duties** | This job description is to be performed in accordance with the Service Contract. |
| **Terms / Hours of Work (in brief)** | Autumn, Spring and Summer Terms plus termly inset days  Hours of work during term time: Monday to Thursday – 8.00am to 5.00pm.  Friday – 8.00am to 4.00pm. |
| **Staff Benefits** | Lunch and refreshments  Staff Pension Scheme  Staff Accident Scheme  Optional Medical Insurance |

**Qualifications and Training**

* A UK recognised teaching degree
* Good numeracy and literacy skills
* Good IT skills

It would be desirable to have up to date

* Paediatric First Aid training
* Safeguarding training
* Data Protection regulation training

**Personal Attributes**

* Professional, hard-working, reliable and motivated
* Good communication skills
* Committed and enthusiastic about teaching
* Supportive team player
* Able to show initiative and dynamism in a range of situations
* Able to work with tact and diplomacy
* Good personal organisation and time management
* Plenty of energy for school life
* Good attendance & punctuality.

**Main Duties**

* To adhere to the School’s schemes of work and policies.
* To prepare short and medium term plans.
* To deliver the Curriculum as relevant to the abilities of the children.
* To cultivate a warm and supportive classroom environment that caters for pupils’ emotional needs, in keeping with the school’s ethos.
* To ensure that the setting and marking of work is up to date, including homework.
* To plan differentiated activities to meet the needs of all pupils – supporting and extending pupils as necessary.
* To ensure there is a productive, positive learning environment during lessons and that pupils are always properly supervised.
* To create an engaging, stimulating and relevant learning environment through displays and classroom organisation.
* To regularly assess and evaluate pupil progress using the school’s assessment and tracking systems.
* To maintain positive relationships with parents/carers.
* To provide verbal and written feedback in accordance with the School’s Marking Policy.
* To ensure the classroom is prepared at the beginning of the day and to make sure the classroom and cloakroom areas are left clear and tidy at the end of the day and before school holidays.
* To inform the Principal/School Manager of maintenance needs within the classroom or surrounding areas
* To be responsible, jointly with all the staff, for the good order of the Staffroom
* To be responsible, jointly for the good order of the Form’s cloakroom area.
* To demonstrate a supportive and positive attitude towards the children, teachers and other colleagues and the school at all times.
* To play an active role in all school activities including staff meetings, parents’ evenings and Open Day.
* To maintain a professional standard of dress and behaviour at all times.
* To be punctual and reliable.
* To engage fully in professional development opportunities, including staff INSETS and courses.
* To participate in evaluating performance and being open to advice, feedback and mentoring.
* To take responsibility for knowing what is happening in the school and keeping up to date with emails and schedules.
* To prepare termly and half termly (Autumn Term only) reports and to prepare reports for Educational Psychologists, other schools and for any other body/organisation as requested by the Head Teacher.
* To share in the responsibility of covering absent colleagues.
* To comply with all legal, Health & Safety & Safeguarding regulations, including attendance records.

**Safeguarding**

Every member of the School Staff must be committed to adhering to the School’s Safeguarding Policy, promoting the welfare of the children at all times.