



The Mall School

Classroom teachers (Infants and Juniors) Job Description

Are responsible to the Head of Juniors for the academic achievements and pastoral care of their pupils.

Duties include:

- taking the register
- being the first port of call for parents about individual boys
- liaising with parents over pupil illness and absence
- liaising with parents and Head of Juniors over pupil behavioural and work problems
- supervision of the classroom at the beginning and end of the day (informing the Head of Juniors if cover is needed)
- keeping an ongoing record of pupil achievement
- administration of assessments as required, including any Record of Achievement that may be introduced

Are responsible to Head of Juniors for the delivery of the curriculum and the quality of their marking, recording and reporting on pupil progress.

Duties include:

- planning and preparing lessons
- setting and marking class work and homework
- assessing and recording the development, progress and achievement of their pupils
- encouraging, supporting and challenging pupils of all levels of ability
- the general welfare and individual needs of pupils in their class
- class management in order to maintain good order and behaviour in lessons and tidiness in classrooms
- Health and Safety in their classrooms
- liaison with parents, SENCO and outside agencies where appropriate
- liaison with staff in Mall Infants, Junior and Senior School
- attending Parents' Evenings
- attending departmental meetings
- display of pupil work
- organisation and use of resources
- liaising with SENCO and parents in the setting, implementation and review of pupil targets
- developing schemes of work
- assessing prospective pupils

Are responsible to the Head of Juniors for their contribution to the extra-curricular life of the school:

- the administration for the activity (assisted by the Bursar's Department) and the co-ordination of dates with the School diary
- ensuring that all safety requirements are met and proper procedures followed, including written risk assessments
- ensuring that all pupils are able to contribute to and benefit from the activity
- liaison with the School Office (including the Bursar) and with parents

Are responsible to the Head of Juniors for their share in the good running of the School including:

- participating actively in the rota of duties
- leading assemblies as required
- maintaining standards of pupil behaviour and discipline at all times
- setting up and helping to run Open Days
- setting an example to pupils and maintaining professional standards at all times
- maintaining and promoting the reputation of the School

Person Profile

- Be a graduate with a recognised teaching qualification and have an excellent record as a classroom teacher
- Be able to teach a range of subjects from Reception to Year 3.
- Excellent ICT skills, including the use of interactive whiteboards, the successful candidate will understand the opportunities ICT affords in education
- An ability to build relationships quickly and to create a fair, trusting and honest environment
- Hard working, flexible and able to demonstrate initiative
- Sense of humour

Reception Teacher Person Specification

Training and Qualifications		Essential	Desirable
1.	Qualified teacher status	✓	

Experience		Essential	Desirable
1.	Relevant teaching / teaching practices	✓	
2.	Experience of teaching in Reception / Early Years		✓
3.	Experience of working effectively as part of a team to ensure good pupil progress	✓	
4.	Experience of teaching in other year groups across KS1/2	✓	
5.	Experience of teaching in more than one school		✓

Abilities and skills		Essential	Desirable
1.	Effective communication and interpersonal skills	✓	
2.	Able to meet the individual needs of pupils	✓	
3.	Evidence of an ability and willingness to work co-operatively with colleagues, outside agencies and parents	✓	
4.	Effective behaviour management skills	✓	
5.	Ability to plan, teach and assess effectively to a high standard	✓	
6.	Understand and experience of using ICT	✓	

Knowledge and Understanding		Essential	Desirable
1.	An understanding of the different ways in which pupils learn and how to motivate them	✓	
2.	An understanding of a variety of teaching styles	✓	
3.	An understanding of the responsibility of the class teacher with regard to the health and safety of pupils in their care	✓	
4.	An understanding of a variety of ways in which pupils might be considered to have special educational needs	✓	
5.	Understanding of and commitment to equality of opportunity	✓	
6.	Knowledge of current educational issues		✓
7.	Knowledge of the independent school system		✓

Personal Qualities / Attitudes		Essential	Desirable
1.	Ability to work effectively as part of a team	✓	
2.	Ability to engage and motivate pupils	✓	
3.	A commitment to quality and excellence	✓	
4.	Make an effective contribution to the qualities and aspirations of the school	✓	
5.	Willingness to become involved in all aspects of school life including clubs, school trips and extra-curricular activities		✓