

## **JOB DESCRIPTION**

### **Lower Key Stage 2 Form Teacher**

The Lower Key Stage 2 Class Teacher is responsible to the Head of Middle School for performance, timetable and daily routine. He/she is expected to support the school and to participate in school life. The post is subject to the whole school regulations and guidelines as set out in the St. Hugh's Staff Handbook.

Working as timetabled, under the supervision and direction of the Head of Middle School and carries out a wide range of duties, which includes the following:

#### **Academic**

- To prepare and deliver stimulating lessons in line with the agreed syllabus and schemes of work across the curriculum with the exception of Science, French, ICT and Drama.
- To work closely with the Head of Middle School, other teachers and assistants.
- To stimulate and encourage pupils to make excellent progress and produce work of the highest standard.
- To ensure that all children have a dynamic environment in which to work.
- To foster independent learning and thinking skills in pupils.
- To mark and assess pupil's work in line with the School and Department Policy and to record assessment data in a clear and useful way.
- To ensure a high standard of display work on classroom boards at all times.
- To ensure that the requirements of IEP Targets are met.
- To set and mark prep in accordance with instructions given by the Head of Middle School.
- To keep abreast of educational initiatives and developments.
- To report observations about individual children's learning to both parents and the Head of Middle School promptly as concerns arise, regularly and on request.
- To liaise with colleagues in Middle School, and other areas of the School where appropriate, to ensure a seamless transition between year groups.

#### **Pastoral**

- To look after the well-being and pastoral needs of the children in the class and take a shared responsibility of all children in Middle School.
- To communicate regularly and effectively with parents and other staff.
- To keep the Head of Middle School fully informed of any pupil in the class who may be experiencing difficulties.
- To embody the St Hugh's school values at all times.

#### **Departmental**

- To work closely with the Head of Middle School to ensure that all department policies, schemes of work, records and resources are kept up to date.
- To liaise with heads of subject departments to help coordinate the teaching and learning of particular subject areas.

- To write detailed formal written reports to parents about each child taught two times each academic year.
- To attend staff meetings, parents meetings, and curriculum meetings.
- To attend Middle School Parents' evenings two times per academic year and to attend teacher meetings prior to Parents' Evenings to discuss children's progress.

#### **Additional Duties**

- To take an assembly, break time and lunchtime duties during the normal school week.
- To run an after school activity each week.
- To organise or assist with trips and drama productions etc.
- To participate in the wider life of Middle School and the whole school.
- To undertake such duties and tasks which may be reasonably requested by the Headmaster or Head of Middle School.

**Reviewed: February 2018**  
**Review Date: February 2019**