



THE  
**MARIST**  
**SCHOOL**  
ASCOT

The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Title of Role:** Classroom Teacher

**Reporting to:** Assistant Head: Prep

**Purpose of Role:** The Classroom Teacher will be a role model for excellent teaching practice throughout the prep school and will uphold the ethos of the school.

**Status of Role:** Full Time, Permanent

**Key Tasks and Accountabilities:**

- To support and promote the school's Mission and values
- To deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a teacher.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment and achievement.
- To share and support the school's responsibility to provide and monitor opportunities for the personal and academic development of children and young people.
- Deliver a broad and balanced Key Stage 1 or 2 curriculum.
- Liaise with the other teaching staff in the Prep phase.
- Follow the school's safeguarding policies and procedures at all times
- Planning well-structured lessons.
- Taking responsibility for own professional development and ensuring best practice in classroom teaching and learning.
- Keeping subject knowledge up to date.
- Contributing to the development of schemes of work and department resources.
- Contributing to team planning
- Contributing to the implementation of new developments within the Key Stage.
- Attending team/staff meetings as part of directed time.
- Contributing fully to the extra-curricular programme within the school.
- Undertake duties to supervise the pupils as part of the school rotas.

*Feet on the ground. Reaching for the stars.*

### **Teaching and Learning**

- Demonstrate excellent practice in teaching.
- Use the outdoor and indoor environment to enhance practical learning experiences
- Carry out teaching duties in accordance with the school's schemes of work.
- Liaise with colleagues to develop and deliver programmes of study in a collaborative way.
- Set targets for pupil progress and attainment based on effective use of EYFS data that incorporates suitable challenge.

### **Assessing and Reporting**

- Provide regular verbal and written feedback in line with school expectations
- Setting learning and achievement targets and monitoring progress towards those targets including keeping accurate records of progress.
- Annually reviewing the attainment outcomes of pupils taught and assessing and quantifying impact on pupils' learning of own teaching.
- Writing reports for pupils as part of the school assessment cycle.
- Liaise with parents and attend parents' evenings.
- Work within the Code of Practice relating to Special Educational Needs.

### **Standards and Quality Assurance**

- Support the aims and ethos of the school as identified in the SEF, School Development Plan and School Prospectus.
- Ensure awareness of national developments relevant to subject and current best practice.
- Promote and model good relationships with pupils, colleagues and parents.
- Set a good example in terms of dress, punctuality, and attendance.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training and take a lead in own professional development.
- Actively seek the views of parents and learners as part of the self-evaluation process.

### **Other requirements**

- Support the personal, social, and spiritual well-being of pupils in every aspect of your work.
- Participation and contribution to the organisation of school visits and trips that complement learning.
- Regular attendance at meetings and parents' evenings that are part of directed time.

### **Ad Hoc Tasks**

- Any other tasks as may be required by the Principal or Executive Team from time to time in support of the overall activities and smooth running of the School.
- Undertake any additional training considered appropriate for the better performance of the job.

**This job description is representative and not necessarily a comprehensive definition of the post. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its scale point.**

## PERSON SPECIFICATION

		<b>Essential or Desirable</b>
<b>Qualifications</b>	Has qualified teacher status	Essential
	Has degree qualification	Essential
	Experience as a form tutor and/or pastoral work	Desirable
<b>Knowledge and Experience</b>	Good communication and inter-personal skills	Essential
	Excellent classroom management skills	Essential
	Empathy with pupils across the ability and age range	Essential
	Understanding of innovative approaches to teaching and learning	Desirable
	The ability to motivate and inspire pupils	Essential
	A talented and ambitious practitioner	Essential
	A willingness to participate in the school's co-curricular programme	Essential
	Knowledge and understanding of the school's statutory responsibilities regarding safeguarding.	Essential
	Well-developed interpersonal and organisational skills and the ability to work collaboratively as part of a team.	Essential
	Ability to involve parents, governors, teachers, pupils, and other stakeholders constructively in planning improvements for the school	Essential
<b>Personal Qualities</b>	Clear commitment to the Schools Catholic ethos and the distinctive characteristics of Marist education	Essential
	Treats people fairly, equitably and with respect to maintain the Catholic ethos and positive working relationships	Essential
	A good sense of humour and the ability to foster positive relationships with staff and parents	Desirable
	Ability to maintain trust and be highly respected by staff	Essential
	Has high expectations and shows a passionate commitment to developing the best in young people, with a relentless focus upon ensuring outstanding attainment and outcomes	Essential
	A creative and imaginative thinker who has the ability to identify innovative solutions to problems	Desirable

### **Safeguarding and Child Protection**

The responsibility of all staff in the School is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, staff become aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguard Lead (DSL) or to one of the Deputy DSLs. All Marist staff must have an enhanced DBS disclosure.

### **Policies**

The School's policies and risk assessments, which are found in the central Policies & Risk Assessment Team, are reviewed at least annually and all staff should be familiar with the policies and risk assessments which apply to them and their role.

### **Health and Safety**

In accordance with the provisions of the Health and Safety at Work Act 1974 the School takes its duty to the health and safety of all staff very seriously. It is also the responsibility of all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

### **Appraisal**

Staff are part of the school's appraisal scheme and will have agreed objectives for each year of service. Their Line Manager will monitor and review performance.

### **Professional Development**

The School actively supports the continuing professional development of all staff. Staff should also support their own continuous professional development including participating in training and development opportunities identified by the School.

### **Data Protection**

The Marist School processes information about its current, past or prospective staff, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under UK Data Protection law. Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used. The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

### **Review and Amendment**

This job description will be reviewed regularly and may be subject to modification and amendment from time to time, and the post holder may be required to undertake additional duties, as required, by the Principal.