

HALSTEAD PREPARATORY SCHOOL

Woodham Rise, Woking, Surrey GU21 4EE

Job Description for a Key Stage 1 Teacher (Maternity Cover)

Commencing from:	January 2020 (Maternity Cover)
Line Manager:	Head of Pre-Prep
Summary of the role:	<ul style="list-style-type: none">• To teach a KS1 class; fulfilling all assessment, tracking and reporting tasks as required• To be responsible for the pupils' pastoral and academic welfare• To be prepared to teach all subjects (although some specialist teaching is given)• To undertake supervisory duties as directed and attend staff meetings, parent consultations and school events• To contribute to the extra-curricular life of the school• To be an active and supportive 'team player' in all areas of school life.
Person Specification:	<p>Knowledge and expertise It is expected that the successful candidate will possess the following knowledge and expertise:</p> <ul style="list-style-type: none">• Qualifications to at least graduate level, including qualified teacher status for the primary age range• A full understanding of the education of young children; KS1 in particular.• A sound understanding of recent educational developments as they affect primary education.• Evidence of recent and appropriate professional development.• The ability to use ICT (including interactive whiteboards and Ipads) both in the classroom and for planning and communication. <p>Skills and attributes The KS1 teacher should be able to show:</p> <ul style="list-style-type: none">• Good interpersonal skills with a friendly manner• Understanding of exemplary classroom practice and a commitment to both the pastoral and academic welfare of the pupils

	<ul style="list-style-type: none"> • The ability to communicate effectively in speech and writing to a variety of audiences including pupils, parents and colleagues • The ability to keep appropriate records • An understanding of, and interest in, teaching a range of subjects • Excellent organisational skills • Willingness to actively contribute to the friendly, dedicated and enthusiastic team of staff • A commitment to high levels of achievement and care. <p>Personal Qualities Personal qualities should include:</p> <ul style="list-style-type: none"> • Commitment to a range of teaching approaches that encourage pupils to give of their best • Commitment to setting high expectations in all aspects • A commitment to partnership between school and parents • An enthusiastic approach to the role • A willingness to be involved in the extra-curricular life of the school • The ability to be flexible and manage time well • The ability to maintain a view of the 'big picture' and a sense of humour in all situations!
<p>You may also be required to undertake such other comparable duties as the Headmistress requires from time to time</p>	
<p><i>Halstead Preparatory School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.</i></p>	

Applications should be made on the school's Application Form and should be accompanied by a handwritten covering letter to the Headmistress, Mrs P Austin. You are welcome to submit your CV along with your application form if you so wish.

Mrs P Austin, BA (Hons) LTCL PGCE NPQH
Headmistress
Halstead Preparatory School
Woodham Rise
Woking
Surrey
GU21 4EE

Interview Date: Upon receipt of strong applications