



BENEDICT HOUSE PREP SCHOOL

JOB DESCRIPTION: Teacher and subject leader

Teachers core purpose at Benedict House Prep School is to create a learning community where everyone is valued, challenged and is successful.

In achieving this purpose our aim is to:

- Create a happy, safe and secure environment which motivates individuals to excel academically, physically, creatively, socially and emotionally.
- Develop a learning centered environment that recognises the uniqueness of every individual.
- Create a context where co-operation, interdependence, originality, flexibility and innovation are valued.
- Foster positive self- esteem and supportive relationships founded upon respect and mutual trust.
- Promote equality of opportunity for all regardless of race, religion or gender.
- Ensure commitment, contribution and a sense of responsibility as an ethical and moral citizen.
- Encourage excellence, resourcefulness and perseverance.
- Promote learning as an engaging, independent and life- long activity.

LEARNING AND TEACHING

- Develop and maintain current professional awareness of the BHPS Curriculum guidelines, planning and implementation strategies for the particular year groups/subjects taught.
- Plan, prepare and evaluate lessons, activities and learning and teaching strategies through the maintenance of a professional teaching plan.
- Provide a safe, secure and stimulating environment in which consideration is given to the individual development of all students.
- Differentiate learning and teaching and associated resources in a manner that challenges the interests of students and is appropriate to the needs and skill-levels of students.
- Take responsibility for learning and teaching and associated resources in a manner consistent with school policies and procedures, including advice and recommendations offered from Workshop.
- Apply, where appropriate, IT capability to enhance learning and teaching.
- Be open and adaptable to changing circumstances and guidelines.
- Follow policies with regard to the health and safety of students both on and off the school premises when students are under the school's jurisdiction.
- Take a pastoral interest in students in curriculum and extra-curricular activities and around the school environment so that they feel noticed, valued and cared for.
- Participate in meetings for any of the purposes above.
- Respond to emails in a timely and professional fashion.
- Take responsibility for an area of the curriculum in consultation with the Headmaster.

EXTRA-CURRICULAR

- Supervise, guide and coach pupils in the school activities program during the school year.
- Support major whole school events.
- Offer support to representative activity across the school.
- Run an afternoon club
- Supervise class trips and on occasion a residential trip.

CONTINUING PROFESSIONAL DEVELOPMENT

- Participate in the annual professional development cycle and demonstrate continuous commitment as a life-long learner.
- Actively participate in school-wide inset initiatives.
- Be proactive in maintaining and developing your IT capability up to date with BHPS IT initiatives.
- Seek inset opportunities that may arise from the professional development process, including pathways to higher qualifications.
- Seek advice from the Headmaster with regard to professional development and career paths.
- Take an active interest in maintaining subject knowledge, learning networks and current educational research.
- Take full responsibility for areas that may be identified through whole school self-evaluation.
- Contribute and respond positively to the outcomes of the school's self- evaluations review and inspection.
- Contribute to the school-wide inset and the professional development of others.

RESPONSIBILITY AND ACCOUNTABILITY

- Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its aims.
- Support the mentoring of new teachers to BHPS.
- Contribute to the smooth running of the school.
- To constructively contribute to school improvements and to implement agreed whole school policies/initiatives.
- Supervise students during non-period time as determined by the Headmaster.
- Maintain a positive attitude and work co-operatively at all times.
- Behave at all times in a manner befitting a role model for the pupils of the school and in a manner that brings only respect to colleagues and the reputation of BHPS.
- Maintain confidentiality with regard to all school matters at all times.
- Undertake any other responsibilities as may be reasonably required by the head of school and constantly nurture affection for BHPS.

CLASSROOM MANAGEMENT AND ORGANISATION

- Be prompt and well organised at all times.
- Maintain a high standard of display that reflects the variety and quality of student's work.
- Create and maintain a classroom environment that reflects the variety and quality of student's work and stimulates learning.
- Utilise positive and supportive behaviour management strategies that are conducive to effective learning and teaching.
- Organise and maintain resources so that they are accessible.

ASSESSMENT, RECORDING AND REPORTING

- Carry out a range of formative assessments of student's attainments to acknowledge and inform progress.
- Use the results of these assessments for:
 - Feedback to the student;
 - Contributing to further planning for individual, group and individual work in class, as well as to whole school planning, target setting and production of records for use in school;
 - Reporting to parents and other interested parties;
 - Using these records to inform transition from year to year as students proceed through BHPS;
- Writing and maintaining relevant records for individual student files and writing reports and references for outside agencies.
- Contribute to and maintain consistency with internal and relevant external marking schedules and moderation procedures.
- Prepare students for and administer summative assessments including both school-based and external assessments, as appropriate.
- Engage students within the assessment and self-evaluation process.

PASTORAL CARE AND STUDENT MANAGEMENT

- Accept fully, the established BHPS philosophy that children should be treated in such a way that always maintains their dignity.
- Monitor the work of class students, providing guidance, advice and support, fostering self-esteem.
- Write and maintain relevant records for individual student files and writing reports.
- Motivate students through praise, displaying an interest in the students and the presentation of well-structured stimulating lessons and activities.
- Leading PSHE sessions for small groups or the whole class as required.
- Communicate and consult with parents on a regular basis maintaining records as appropriate.
- Value and promote links with the community.
- Communicate and consult with Workshop in order to implement recommendations.
- Actively maintain the high standards of behaviour and dress of students in the classroom and in all school locations and activities.
- Ensure all policies are read, implemented and understood.
- Have a solid knowledge of safeguarding within the school.
- Be prepared to report any safe guarding issues to the DSL.

Subject leader

- Be responsible for the development and implementation of a suitable subject curriculum for the school, keeping up to date with any national changes and developments
- Oversee and monitor the work within your subject and across the school
- Ensure that a variety of teaching and learning styles, to suit needs of pupils, are being employed in the teaching of your subject
- Maintain a high profile for your subject across the school
- Arrange for outside visits or visitors to enhance the curriculum
- Be aware of individual pupils' needs and provide opportunities for extension work within your subject
- Ensure that pupils' work is regularly marked and assessed and that appropriate records are kept