



**Thomas's Battersea**

## **Job Description for KS2 Form Teacher (Maternity) General Professional Duties**

It is expected that a KS2 Form Teacher will meet all of the DfE Teachers' Standards.

The General Professional Duties of KS2 teaching staff include: -

### **1. TEACHING**

- a) Following schemes of work prepared by the Subject Leaders.
- b) Preparation of medium and short-term plans in conjunction with the other year-group teachers.
- c) Planning for differentiation (including catering for gifted pupils).
- d) Teaching lessons at the times stipulated on the school timetable.
- e) Adapting planning and teaching to meet the needs of pupils.
- f) Maintaining order and good discipline among pupils and safeguarding their health and safety.
- g) Setting and marking of work to be done in school and for homework.
- h) Providing regular and timely written and verbal feedback which provides pupils with the information they require to move forward.
- i) Liaising with the Head of Learning Support, regarding pupils with diagnosed or suspected special educational needs.
- j) Providing a stimulating working environment in the classroom.
- k) Accompanying and organising trips and events.

### **2. ASSESSMENT AND REPORTING**

- a) Making regular assessments of pupils' attainment and progress.
- b) Keeping records of pupils' progress.
- c) Assessing and marking internal assessments.
- d) Setting targets for pupils which enable them to move forward.
- e) Writing reports on pupils' attainment and progress (twice per year).
- f) Attending parents' evenings to discuss pupils' progress with parents (twice per year).
- g) Providing written reports on pupils on request e.g. for applications to senior schools or for school transfers.

### **3. PROFESSIONAL DEVELOPMENT**

- a) Periodically reviewing programmes of work and methods of teaching.
- b) Attending courses to develop professional skills.
- c) Attending meetings.
- d) Evaluating performance and being committed to improving practice through appropriate professional development.
- e) Acting upon advice and feedback and being open to coaching and mentoring.
- f) Observing and being observed by colleagues as a means of sharing good practice.

#### **4. STAFF MEETINGS**

- a) Attending staff meetings to discuss curriculum, pastoral and other matters.

#### **5. COVER**

- a) Supervising the class of a colleague on short-term absence.

#### **6. PASTORAL CARE**

- a) Being actively involved in promoting the well-being of pupils.
- b) Providing a role model for pupils in terms of personal standards of conduct, appearance and punctuality.
- c) Reporting any academic or behavioural problems to the Head of School.
- d) Maintaining open lines of communication with parents.
- e) Attending school assemblies and church services.
- f) Sharing in the pastoral duties on a rota basis e.g. break and lunchtime duties.

#### **7. CHILD PROTECTION**

*This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.*

*The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy Safeguarding Officer.*