



Sarum Hall School

KS1 Teacher and Subject Coordinator Job Description

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. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Summary of the role

Teacher and Subject Coordinator

Line management responsibility for

Teaching and Learning Assistant

Main duties and responsibilities:

General

- Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact, with particular regard to e-safety policy and practice.
- Read the Staff Handbook and all relevant school policies.
- In addition to the following, you may also be required to undertake such other comparable duties as the Headmistress requires from time to time.

Teaching

- Plan lessons that reflect the curriculum with clear aims and outcomes with differentiation to enable all pupils to make progress in line with their potential.
- Teach effectively in a style which reflects the School's policies, objectives and ethos.
- Liaise with subject specialists/curriculum coordinators to maximise the effectiveness and continuity of the teaching.
- Assess record and report on pupils' attainment and progress at frequent intervals during the year according to departmental policies, and keep records of these.
- Carry out tests and assessments in line with School policy. Provide results for the Academic Director and Headmistress.
- Use assessment for learning effectively to inform teaching and planning.
- Use the information from above to plan lessons.
- Mark work frequently and instructively according to the department's policies.
- Maintain an attractive and stimulating learning environment for pupils that celebrates their work and achievement.



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- Be aware of the varied needs and abilities of the children and reflect these both in the planning and the implementation of the curriculum.
- Be familiar with and support any IEPs of children if appropriate.
- Liaise closely with LDD/SENCO on any issues concerning your pupils.

Subject Coordinator

- Work with other staff to continue the development of the subject curriculum throughout the School.
- Review and update the School's subject-related policies and development plan on a regular basis.
- Manage the School's subject budget.
- Monitor long-term, medium-term and weekly planning in liaison with the Academic Director to ensure that there is progression throughout the school.
- Carry out an annual work scrutiny in liaison with the Academic Director to monitor standards of teaching and learning in the subject.
- Observe teachers' lessons throughout the school to monitor the standards of teaching and learning in the subject.
- Liaise, advise and support subject teachers to maximise the effectiveness and continuity of the teaching.

Other Professional Responsibilities

- Provide progress reports and information to parents via school reports, assessments, parents' evenings and individual meetings. Maintain professional, appropriate and relevant communications with parents.
- Cover short-term absences of colleagues as requested.
- Prepare work for supply/cover teachers in the event of a planned absence.
- Cover duties such as early morning, playtime, lunch time and after-school duties, on a pro-rata basis.
- Attend staff meetings and INSET days and work with other colleagues on particular areas of the curriculum of relevance to your year group in order to provide a whole-school approach.
- Communicate effectively with the Senior Leadership Team (Head, Deputy, Bursar, Academic Director, Head of Pre-Prep), staff, parents and pupils.



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- Keep abreast of best practice and developments in teaching and regulations related to food matters by attending courses and reading relevant journals. Disseminate relevant information to staff on courses attended and current initiatives.
- Run a weekly after-school club.
- Accept responsibility for discipline and behaviour throughout the School.
- Participate in arrangements to appraise performance.
- Ensure that Health and Safety at Work regulations are adhered to both personally and on behalf of the School.
- Update the risk assessment for your area(s) of the School on a regular basis.
- Administer first aid if necessary.
- If working with an assistant, supervise, liaise with, motivate and assess them so that their time is used profitably and to good effect, ensuring that they are clear about their duties and responsibilities.
- As a form teacher, take the responsibility of organising termly class assemblies.

Pastoral Duties

- Always treat the pupils in an encouraging and positive way.
- Be aware of a child's home circumstances and always apply diplomacy and a positive approach in dealings with parents.
- Observe and be aware of children who may have social, physical or learning disabilities and alert the LDD/SEN SENCO and the Headmistress.
- Create a warm, caring environment in which children can grow socially, emotionally and intellectually.

Administrative Duties

- Maintain a register of attendance using SIMS at each session marked in accordance with necessary guidelines.
- Distribute letters, bulletins, etc. as appropriate.
- Prepare medium-term planning and weekly plans and keep the long term plan up-to-date
- Plan and organise outings of relevance to the topic or the children's needs in accordance with School procedures in liaison with the Deputy Head.
- Participate in administrative and organisational tasks related to the duties detailed above.



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For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.



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Head of Food Studio Person specification

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received.</i></p> <ul style="list-style-type: none"> Teaching degree or degree plus PGCE 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received.</i></p> <ul style="list-style-type: none"> Teaching experience Recent safeguarding training First aid qualifications Postgraduate training 	Production of the Applicant's certificates
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.</i></p> <ul style="list-style-type: none"> Experience and understanding of KS1 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.</i></p> <ul style="list-style-type: none"> Experience of working in an IAPS school Ability to offer suitable clubs Experience & understanding of K2 & EY 	Contents of the Application Form Interview Professional references
Skills	<p><i>The skills required by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> Ability to communicate with and relate to adults and young children including parents and colleagues 	<p><i>The skills that would enable the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> Willingness to "go the extra mile" Willingness to embrace new ideas Ability to inspire 	Contents of the Application Form Interview Professional references



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	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
	<ul style="list-style-type: none"> • Ability to motivate, inspire and teach pupils of different abilities and backgrounds • Patience • Good time management • IT literacy • Good organisation 		
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Knowledge and understanding of current educational issues • Knowledge of up to date research and thinking in education 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Knowledge of innovative teaching methods 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people.</i></p> <ul style="list-style-type: none"> • A genuine interest in teaching and learning • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people, colleagues and parents • Emotional resilience • Strong interpersonal and communication skills • Possess high professional standards and integrity 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Ability to stand back and view potentially difficult situations with a sense of detachment in order to be able to reach subjective decisions • To enjoy working in team 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>