

JOB DESCRIPTION

Job Title: Lower Key Stage 2 Teacher

Reports To: Head of Middle School

Purpose of Job: To develop and nurture the children to ensure that they progress to their maximum potential.

Main Duties and Responsibilities

Academic

- Class teachers will generally teach one English set and one Mathematics set within the year group. You will, in addition, have the opportunity to teach other subjects to classes within the department.
- The preparation and delivery of stimulating lessons in line with the agreed syllabus and schemes of work across the curriculum with the exception of Science, French, ICT, Music, Sport and Drama.
- To stimulate and encourage pupils to achieve excellence in their work.
- To ensure that all children have a dynamic, well organised environment in which to work.
- To plan, mark and assess pupils' work in line with both the School and the Departmental Policy and to record assessment data in a clear and useful way, following departmental systems and guidelines.
- To foster independent learning and thinking skills in pupils.
- To ensure that the requirements of IEP Targets are met.
- To ensure a high standard of work is on display in the classroom at all times.
- To direct and supervise effectively the work of the allocated classroom Teaching Assistant, when relevant.
- To liaise with other key stage teachers to ensure a seamless transition between year groups.
- To work closely with the Head of Middle School, other teachers and assistants.

Pastoral

- To look after the well-being and pastoral needs of the children in the class and take a shared responsibility of all children in the Department.
- To communicate regularly and effectively with parents and other staff.
- To keep the Head of Middle School fully informed of any pupil in the class who may be experiencing difficulties.

Middle School

- To work closely with the Head of Middle School to ensure that all department policies, schemes of work, records and resources are kept up to date.
- To be part of a rota for break time and lunchtime duties during the normal school week,
- To organise or assist with trips, drama productions etc.
- To take a full and active part in the co-curricular programme including running an after-school club once a week.
- To participate in the wider life of the whole school.

General Responsibilities

- To attend and take assemblies in accordance with prepared rotas
- To attend staff meetings and liaise and co-operate with colleagues on whole school matters
- To attend staff training days and other functions, which may fall outside normal school hours
- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
- To cover for absent colleagues when required
- To attend parents' consultation meetings and liaise with parents informally as appropriate
- To ensure that you are familiar with all school policies and the contents of the staff handbook
- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding including Child Protection Policy and Procedures at all times
- Display correct staff identification at all times whilst on site
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice in conjunction with the Head of Middle School and the Deputy Head Operations.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification – Lower Key Stage 2 Teacher

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by /evidence
Education and Qualifications	<ul style="list-style-type: none"> • A good honours degree • Graduate with QTS 		A / I
Knowledge and skills	<ul style="list-style-type: none"> • Outstanding classroom practitioner. • Experience in schools, to include working with children of ages 7 - 9 years old. • Evidence of a commitment to professional development. • Evidence of ICT confidence. 		A / I / L
Personal competencies and qualities	<ul style="list-style-type: none"> • Enthusiastic and positive mindset about learning and teaching • Commitment to maintaining the highest standards in classroom delivery • Ability to communicate succinctly and effectively both orally and in writing, using appropriate language • Friendly and approachable with a can-do mind-set • Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations • High degree of personal motivation, initiative, energy, creativity and drive • Ability to build good relationships with parents and colleagues, including working well within a team and an ability to take direction • Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking 		A / I / L

	ownership of a task and seeing it through to completion •Capacity to think strategically		
Other requirements	<ul style="list-style-type: none"> •Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults •Flexible approach to working hours • Empathy with the ethos and aims of St Hugh's 		A / I / L