



# MOYLES COURT SCHOOL

*Heart of the New Forest*

## Full Time Junior School Class Teacher Job Description

### Specific Teaching Responsibilities

The class teacher is responsible to the Head of Junior School for playing a part in the work of the department and for the efficient teaching of groups assigned to him/her.

### Teaching and Learning Responsibilities

- Lead and inspire pupils in a love for learning, excellence of standards and expectations.
- Strive to be an excellent classroom practitioner, teaching according to the needs of the pupils.
- Understand the academic, physical, emotional and spiritual needs of pupils in the class and plan appropriate tasks to maintain a close match between the work offered and those needs.
- Plan a timetable for the week within the school's guidelines of a broad, balanced and relevant curriculum.
- Plan, prepare and deliver suitable programmes of work and lessons within the established curriculum guidelines.
- Use a range of appropriate teaching methods to enable all children in each year group to learn, according to their aptitude and ability.
- Set appropriate and demanding expectations.
- Ensure equal pupil access to the curriculum.
- Provide pupils with regular constructive feedback including the marking of work (to be carried out in school and elsewhere).
- From time-to-time review methods of teaching and programmes of work.
- Maintain a cheerful and well organised stimulating environment in which pupils can work effectively and experience a sense of achievement.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice regarding punctuality, behaviour, standards of work and homework.
- Ensure the appropriate care of text and exercise books and expect a high standard of presentation in written work at all times.
- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the school and contribute to the Junior School's development plan and its implementation.
- Assess, record and report on the attendance, progress development and attainment of pupils and keep such records as are required.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Maintain appropriate paper-based and electronic records and provide relevant accurate and up-to date information.
- Attend appropriate Parents' Evenings, well prepared to discuss the work and progress of pupils with parents, write appropriate reports and references and ensure that any follow-up work is carried out.
- To arrange and lead out of school visits to enrich learning.

### **Pastoral Care Responsibilities**

- Consult with all staff over individual pupils and co-operate in any agreed courses of action.
- Communicate with the parents of pupils and with external agencies concerned with the welfare of individual pupils, after consultation with appropriate staff.
- Alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved

### **As a Member of the Junior School Department**

- Attend departmental meetings to which a contribution is made as a teacher, and any other meetings as reasonably directed by the Head.
- Contribute to the process of monitoring, evaluation and review of the curriculum area/department in line with agreed school procedures and implement modification and improvement where required.
- Assist the Head of the Junior School in the setting, marking and grading of any examinations or assessment procedures.
- Be responsible for the condition of the teaching space used and report and damage to fixtures or fittings to the Head of Junior School.
- Assist the Head of Junior School in identifying resource needs and to contribute to the efficient/effective use of physical resources.
- To participate in the school's extra-curricular programme and outdoor/off site activities
- Supervision duties assisting in the boarding house (approx. one evening a fortnight in term time)
- To undertake one Saturday morning Boarding activity per half term

### **As a Member of the Moyles Court Community**

- Contribute to the school community, to support its distinctive mission and ethos and to encourage its staff and pupils to follow this example.
- Take part in marketing and liaison activities such as open days and evenings, and events with partner schools.
- To take an active part, with all members of staff, in ensuring good relations are made with all members of the local and wider community and that the school is always promoted positively;
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To participate in supervisory duties as published on the staff notice board.
- Be familiar with the school's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- Comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- Engage actively in the performance management review process.
- Take part in the school's staff development programme by participating in arrangements for further training and professional development, including subject knowledge and teaching methods
- Undertake any other key tasks which the Head may reasonably assign.

## Person Specification – Junior School Class Teacher

	<b>REQUIREMENT:</b> E – Essential D – Desirable	<b>MEASURED BY:</b> A – Application Form/References B – Lesson Observation C – Interview
<b>Knowledge and Experience:</b> <ul style="list-style-type: none"> <li>• Proof of success of teaching at Junior level</li> </ul>	E	ABC
<b>Skills:</b> The ability to: <ul style="list-style-type: none"> <li>• Inspire a love of learning in all pupils</li> <li>• Ability to recognise and respond to pupils' needs</li> <li>• Make appropriate use of classroom technology to facilitate excellent teaching and learning</li> <li>• Use available data and various forms of assessment to individualise the learning experience of all pupils</li> <li>• Work well as a team</li> <li>• Provide a high level of pastoral support</li> </ul>	E E E E E E	ABC ABC B ABC AC ABC
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• An honours degree</li> <li>• A Teaching qualification</li> </ul>	E E	A A
<b>Qualities:</b> <ul style="list-style-type: none"> <li>• Passion for teaching</li> <li>• Values independent learning</li> <li>• Readiness to support extra-curricular activities within and outside department, after school and at other times</li> <li>• Readiness to support the boarding community within the school</li> <li>• Good organisation and planning</li> <li>• Flexibility and resilience</li> <li>• Ability to inspire and motivate</li> <li>• Interest in developments in Teaching and Learning</li> <li>• Consideration of the wider school community</li> <li>• Good sense of humour</li> <li>• Good communication skills</li> </ul>	E E E E E E E E E E E	ABC ABC AC  AC  ABC ABC ABC ABC  AC  ABC ABC

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.