



Talbot House School

JOB DESCRIPTION AND PERSON SPECIFICATION

PREPARATORY SCHOOL CLASS TEACHER

Main Duties:

To take responsibility for planning and implementing appropriate work programmes for all children in the designated classes, within the framework of national and school policies.

To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

To manage additional adults within the classroom.

Principal Accountabilities:

To plan work for the class in accordance with national and school curriculum policies and in co-operation with subject leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum relevant to their age.

To ensure a close match between the learning experience offered and the individual needs of the children in the class, to give each child an opportunity to achieve to the maximum of his/her capability.

To make appropriate educational provision for children should they have learning difficulties and for those children learning EAL, with support from the SENDCo and other teachers.

Where possible, to make sure that most of the children's work is closely linked to first-hand practical experience.

To provide children with opportunities to manage their own learning and become independent learners.

To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.

To foster each child's self-image and esteem and establish relationships which are based on mutual respect.

To maintain a high standard of displays both in the classroom and in other areas of the school.

To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become responsible for their own learning.

To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.

To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.

To communicate and consult with parents and carers as necessary, about children's progress and attainment.

To respect and support the principle, values and ethos of the school.

To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.

To take responsibility for the management of other adults in the classroom.

To be committed to the school's continuing professional development programme.

To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

To run a weekly after-school club to further the extra-curricular opportunities available to children.

To take responsibility for a curriculum subject area or area of the school as agreed with the Head teacher as detailed below:

Promote the teaching of the agreed subject/area throughout the school in line with school policies.

In conjunction with the Head teacher or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject/ area, supporting other staff if necessary.

Develop and monitor a scheme of work for the subject suitable to the needs of the Preparatory School.

Take responsibility for maintaining and evaluating all material resources.

To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Head teacher

PERSON SPECIFICATION FOR A CLASS TEACHER

Experience

A proven track record of recent and successful class teaching in classes of EYFS/ primary age (or of successful training for NQTs).

Knowledge and Understanding relevant to the position

Good understanding of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age.

Thorough knowledge of the National Curriculum.

Good subject knowledge of core National Curriculum subjects and sound knowledge of foundation subjects, if appropriate to the post.

Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy.

An understanding of equality of opportunity issues and how they can be addressed in schools.

Good levels of Safeguarding awareness and of the school's Safeguarding procedures.

Skills and Abilities

To demonstrate the skills of a good teacher, including the ability to:

- Interest, encourage and engage pupils;
- Provide appropriate levels of challenge, so that pupils make good progress;
- Use methods and resources that enable all pupils to learn effectively;
- Use assessment information effectively to plan next steps in children's learning
- Make effective use of time;
- Secure high standards of behaviour;
- Make effective use of teaching assistants and other support;
- Enable pupils to acquire new knowledge and skills;
- Enable pupils to develop the skills to work independently and collaboratively;
- Enable pupils to develop self esteem and respect for others;
- Create an organised, stimulating learning environment.

Ability to make a significant contribution to a school ethos that promotes high achievement.

A commitment to raising achievement.

The ability to work as part of a team in planning and implementing the curriculum.

The ability to work within the framework of national and whole school policies to ensure consistency of practice.

The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process.

A commitment to further your own professional development and to the principle of continuous improvement.

Support of the marketing of the school by attending Open Mornings, New Parents Evenings and all other open evenings; promoting all the positive aspects of the school.

The Teacher is responsible for:

Agreeing, planning and delivering a programme of lessons for pupils.

Sharing performances with parents when appropriate and preparing pupils for public performances/concerts for parents organised by the School.

Maintaining a register of lessons delivered each week and pupil attendance.

Assessing pupil performance using the school's systems and producing written reports about pupil progress once a term.