



## **JOB DESCRIPTION/PERSON SPECIFICATION**

### **FIXED TERM, MATERNITY COVER**

**Job Title:** Key Stage 1 teacher – full time

**Reporting To:** Head of Pre-Prep/Head

**Commencement date:** 18<sup>th</sup> April 2018. This is for a fixed term due to maternity cover and will end within one year or on the return to work of Natasha Franklin-Mitchell whichever is the sooner.

**Principal Working Relationships:**

**Internal:**All School Teaching and Non-Teaching employees, Pupils

**External:** Parents, Education Establishments and other outside agencies

**Job Summary:**

To be an inspirational and dedicated Key Stage 1 teacher in our successful Pre-Prep department. To be committed to high standards of teaching and learning with the ability to inspire and motivate our children to develop their full potential. To fully support the policies and aims of the School and to ensure the personal, social, emotional and physical development of every child. To be a team player who is positive and proactive with good interpersonal skills and a willing approach to sharing and developing best practice.

**KEY DUTIES**

- To undertake all duties designated by the Head of Pre-Prep/Head
- Understand the needs of the individual pupils in the class, structuring their learning so that they progress at a rate which challenges them in a secure environment
- Promote the general progress and wellbeing of pupils assigned to you and to be involved in the pastoral care of all children in the department. Report any concerns to the Head of Pre-Prep/Head/DSL
- Insist on the highest standards of discipline and behaviour at all times
- Provide guidance and advice to pupils in all areas of their development
- Inspire each child to achieve their potential and develop enthusiastic and confident learners
- Plan appropriate work and organise the children's education in line with the KS1 curriculum.

- Be aware of developments in ICT and how they may be integrated into subjects
- Work as part of a team and attend planning meetings with appropriate staff members
- Facilitate, support and monitor the overall progress, learning and development to help the children achieve and exceed expectations
- Carry out assessments to inform next steps and set targets
- Maintain records as evidence of learning for each individual pupil's profile
- Set and mark work (including assessments) to be carried out by the pupils in school or at home, as required
- Assess, record and monitor the progress of each pupil and report relevant information on the progress and attainment of pupils to their parents (Parents Evenings take place and written reports are prepared at the end of each term)
- Regularly review your methods of teaching and Schemes of Work
- Participate in arrangements for your professional development and any arrangements that may be made for teacher appraisal
- To oversee a subject responsibility, as agreed with the Head of Pre-Prep/Head
- Plan and organise curriculum related visits/speakers to enhance learning experiences and assemblies
- Undertake a proportion of duties to ensure the smooth running of the school, supervisory duties, breaks, lunchtime and After School Clubs
- Take responsibility for classroom displays and a proportion of the displays in Pre-Prep
- Promote equal opportunities for all pupils
- Participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the Teachers and the ordering and allocation of equipment and materials
- Attend staff meetings/parent evenings etc that take place before the new term starts, in the mornings and after school as the term progresses
- Attend all 'INSET' days

## **PERSONAL SPECIFICATION**

- A good degree (QTS preferred, but an NQT would be considered)
- To demonstrate excellent teaching practice & be fully conversant with the Key Stage 1 curriculum
- To act in a professional manner at all times
- To be an adaptable, supportive, vigilant, positive, willing member of staff and to enjoy working

with children.

- Be an outstanding teacher
- Be confident and able in ICT
- Communication skills – be able to make points clearly and understand the views of others.
- Self-management – be able to plan time effectively and to organise yourself well
- Be able to run an extra-curricular activity, if required
- Work with colleagues to develop a holistic education which blends tradition with innovation
- Work in close partnership with the class Teaching Assistant, parallel Teacher and Head of Pre-Prep
- Work in partnership with parents
- To adhere to the School's dress code.
- Milbourne Lodge School offers a caring and stimulating environment to all pupils. The high expectations of staff and parents regarding educational standards and social behaviour needs to be reflected
- Smoking is not allowed on the premises
- Teachers will abide by the terms and conditions for their employment as outlined in their contract with the School

### **Remuneration**

- Salary dependent on experience
- Contributory pension scheme
- School fee discount
- Professional development

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*