

Job Description: **Classroom Teacher for Frewen Prep School (Full time)**

<u>Responsible to</u>	Head of the Prep School and, through her, to The Principal.
<u>Responsible for</u>	1. Teaching children at from Year 3 – Year 6 with specific learning difficulties and other needs according to the admissions criteria.
<u>Aim of the Post</u>	To share in the corporate responsibility for the well-being, learning and discipline of all pupils.
<u>Responsibilities</u>	<ol style="list-style-type: none">1. To be concerned for the social and emotional well-being of the children in all classes. To be prepared to consult with parents, welcome them into the school and encourage their appropriate participation in class and school life.2. To be responsible for the education, conduct and welfare of all pupils.3. To ensure (having regard for the child's ability, circumstances and previous achievements) that all possible pupil progress is made in each curriculum area during the year with a healthy regard for a lively and creative curriculum.4. To plan Individual learning programmes suitable for each child in the classes - involving experience in all curriculum areas - displaying pupils' achievements and the learning process, where possible.5. Learning programmes must incorporate a cross-curricular approach with multi-sensory aspects and make reference to objectives described in the National Curriculum, where appropriate.6. To attend departmental staff meetings as required, one of which will be after school.
<u>Key Tasks and Additional Duties</u>	<ol style="list-style-type: none">7. To contribute to on-going and key stage assessments whilst keeping detailed records of children. To respond to the special needs of individual children.8. To ensure that all reports and relevant documentation have been read and relevant action taken for children.9. To arrange appropriate out of school visits and to attend one annual residential trip which would involve a maximum of two nights away.

	<p>10. To attend INSET and other relevant CPD.</p> <p>11. To be involved in school curriculum initiatives in conjunction with the Headmistress of the Prep School.</p> <p>12. To offer a minimum of one extra-curricular activity after school each week.</p> <p>13. To accept the agreed share of playground duties and before/after school supervision.</p> <p>14. To take part in termly parental consultation meetings.</p> <p>15. To incorporate the administration procedures relating to registers, absences, monies, welfare and all matters necessary to running an orderly school.</p> <p>16. To attend Parent Consultations as requested.</p> <p>17. To report to parents termly through the extended Provision Map, termly reports and an end of year report.</p>
<p><u>General Teacher Duties</u></p>	<p>18. To carry out duties as detailed in the Teachers' (Terms and Conditions of Service) Regulations.</p> <p>19. To carry out all duties in a manner which complies with:</p> <ul style="list-style-type: none"> a. current Health and Safety Regulations b. the requirements of the Children's Charter c. the School's security requirements d. the requirements of Frewen College's policy documents <p>20. To act as a Form Tutor to an assigned class and to carry out related duties in accordance with the general job description of a Form Tutor.</p> <p>21. To maintain high and exemplary standards in terms of preparation, classroom management, display and assessment.</p> <p>22. Ensure that a stimulating and relevant programme of study is followed for each child and high standards are achieved.</p> <p>23. To carry out a share of pupil supervisory duties including Prep, in accordance with published rosters.</p> <p>24. To participate in appropriate meetings with colleagues, parents and pupils.</p> <p>25. To implement all school policies and procedures.</p>

	<p>26. To play an active part in promoting the school ethos, vision, mission and values.</p> <p>27. To be responsible for the organisation and delivery of some school extra-curricular activities.</p> <p>28. To undertake all reasonable duties as requested by the Principal or the Deputy Principal.</p> <p>29. To perform any other key tasks which the Principal may reasonably assign.</p>
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Signed:Date:

Signed: Principal

Person Specification: **Classroom Teacher for Frewen Prep School**

<p><u>Necessary Criteria</u></p>	<ul style="list-style-type: none"> • Suitable to work with children
<p><u>Qualifications and Experience</u></p>	<ul style="list-style-type: none"> • Good Honours Degree or equivalent with teaching qualification. Specialist dyslexia qualification or the commitment to commence training within 6 months of appointment. • Successful and varied teaching experience in the primary sector. • Experience of involvement with a department or team. • Evidence of active involvement in whole school developments. • Evidence of continuing professional development.
<p><u>Knowledge and Understanding of</u></p>	<ul style="list-style-type: none"> • How to improve teaching and learning. • Curriculum developments for pupils in KS2 & KS3. • School self-evaluation and improvement strategies. • Safeguarding principals as applied to schools
<p><u>Skills</u></p>	<ul style="list-style-type: none"> • Ability to develop and implement policies. • Ability to generate, organise and analyse data for specific purposes. • Good ICT skills. • Efficient and capable administrator. • Excellent interpersonal and communications skills.
<p><u>Qualities</u></p>	<ul style="list-style-type: none"> • High standards and expectations of self and others. • Integrity, loyalty and commitment. • The capacity to inspire confidence in staff, parents, pupils and colleagues. • Ability to be flexible and manage change. • Ability to work under pressure. • Sense of humour and enthusiasm. • Good team player. • Commitment to equal opportunity.
<p><u>Availability</u></p>	<p>Desirable: a willingness and availability to extend working hours as pupil numbers increase.</p>