

## JOB DESCRIPTION

**JOB TITLE:** Key Stage 2 Teacher

**REPORTS TO:** Director of Studies

**MAIN PURPOSE:**

1. To fulfil all responsibilities as a member of the teaching staff at Gayhurst to the highest standards and to contribute to the school achieving its aims.
2. To provide a stimulating and enriching education to the children, with a view to developing an interest, inquisitiveness and an enjoyment and enthusiasm for learning.
3. To keep up to date with current educational developments, initiatives and curriculum changes.

**ACCOUNTABILITIES:**

1. To aspire to the highest standards of teaching and learning and to achieve improvement where possible.
2. To plan and deliver the curriculum as agreed with the relevant Head of Department/Section and to liaise with other teachers at the same level/year group to ensure consistent levels of completion.
3. To contribute to the curriculum development and monitoring within each subject area taught by you, as guided by the relevant Head of Department and school policies.
4. To liaise with the School's SENDCO where necessary and appropriate, and to be proactive in the recognition and support of individual special needs.
5. To assess pupils regularly, in accordance with both the School and departmental "Assessment Policies", and to use assessment information and data to enhance teaching and learning.
6. To maintain clear records of pupil progress and achievement in accordance with school and departmental policies.
7. To write reports and provide grades on all pupils one teaches according to the School's Reporting and Assessment Policies. To provide this information to parents where and when requested.
8. To maintain a lively and stimulating classroom environment.
9. To attend Parent Meetings for the pupils one teaches.
10. To attend all staff meetings and INSETs held by the school and departmental meetings when scheduled.
11. To be aware of and in support of the School Development Plan and the aims and ethos of the school. To promote positively, the school at all times, supporting what Gayhurst stands for.
12. To encourage all pupils at all times to meet the School's expectations of their behaviour, speech, dress and general presentation, by example and guidance.
13. To enthuse and support all pupils in everything they do within the School context, boosting their self-esteem whenever possible.

14. To follow School procedures and policies, as detailed in the staff handbook and that may be given by members of the SLT from time to time.
15. To be attentive to the safety of all pupils at all times and to consider, through risk assessment if appropriate, strategic measures to safeguard their well being.
16. To attend a share of evening events and to attend school functions as requested from time to time.
17. To participate and support the 'House' system operating in the School.
18. To participate in extra-curricular programmes as appropriate.
19. To control expenditure in accordance with school financial policy and annual budgetary allocations as directed by the Head of Department and/or the Line Manager.
20. As Group Leader planning an external visit, ensure the planning and conduct of the visit meet the criteria set out in the school policy for external visits.
21. To set differentiated work and homework and mark accordingly in line with the relevant school policies.
22. To share the daily duty requirements with other staff, as per the printed schedules and other duties from time to time as required and requested by the SLT.
23. To undertake cover for absent colleagues on request.
24. To support and assist other colleagues where possible and generally contribute to a harmonious and collegial common room and work environment.
25. To be vigilant in protecting the welfare and safety of children and share concerns with the designated Child Protection Officer (Deputy Head). To challenge others who do not show similar commitment.

#### **SUCCESS CRITERIA:**

1. The pupils are inspired and enthused by you both in and out of the classroom.
2. You contribute significantly to ensuring the aims and ethos of the school are fulfilled.
3. You establish a reputation for being an example of all that is best in a prep school teacher.
4. The cost effective utilisation of school resources.
5. The satisfactory planning and conduct of lessons and external visits.
6. Children are well supported in achieving their targets and are suitably prepared for the next stage in their education.

#### **PERSON SPECIFICATION**

The ideal candidate must be a qualified teacher with experience of Key Stage 2. Previous experience in an independent school is desirable but not essential.

All applicants must be committed to the safeguarding and protection of children and will be required to undergo an enhanced DBS check. The current or most recent employer must also be provided as a referee.