

Job Description

KS2 Teacher



Responsible to: The Headmaster

General Responsibilities

- Teach effectively with high expectations of both themselves and the pupils
- Take responsibility for the good conduct and behaviour of the pupils at all times, both inside and outside the classroom setting
- Actively undertake a pastoral care role in order to safeguard the welfare and safety of the pupils at all times
- To promote British Values and the Social, Moral, Cultural and Spiritual ethos of the school
- Perform all duties and responsibilities in a professional manner and in keeping with the school's high standards
- Dress in a manner which reflects their professional status as teachers
- Protect Keble's good reputation by supporting the school in all dealings and conversations with parents and other interested parties with particular reference to confidentiality
- Work in a spirit of collaboration and cooperation with fellow members of the teaching and non-teaching staff; management team and Headmaster. Ensure that teaching assistants are used effectively
- Create a high quality, rich, and stimulating learning environment that is planned to ensure accelerated progress but that also captures pupils' attention and leads to independent exploration across all areas of learning.
- Make effective use of assessment information on pupils' attainment and progress when teaching and in planning future learning. Ensuring that all learning is appropriately differentiated so that the learning is well pitched, and all pupils are challenged at their current level of understanding.
- Use existing channels of communication to ensure that good ideas are heard and acted upon and that grievances are addressed swiftly
- Play a full and active part in the life of the school by attending and supporting school events, as reasonably directed by the headmaster, and make a contribution to the extra-curricular activities programme
- Take a full and active part in the appraisal process
- Keeping informed about new initiatives in teaching and current good practice
- Take advantage of opportunities for regular professional training and development

- Be aware of the contents of the Staff Handbook with particular attention to the Health and Safety and Child Protection Policies.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing.
- To ensure any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Job Specification

- To be in school by 08.15 at the latest to prepare the classroom and be ready to welcome children as they arrive from 08.30.
- To register attendance and punctuality and take steps, when necessary to liaise with parents/headmaster if unsatisfactory.
- To plan and prepare a programme of work incorporating the requirements of the National Curriculum.
- To evaluate the programme of work regularly, regarding the child's progress and participation.
- To prepare a timetable for the class.
- To keep a record of every child's progress, marking work regularly, where possible do so with positive and encouraging comments.
- To keep records on the school's MIS (Arbor) for each child, with reference to home/family/background, medical notes, assessments, parental visits etc.
- To create a well-organised and interesting environment with firm discipline and opportunity given for discussion of moral issues and the correct way to behave.
- Establish class discipline, why we need rules etc. and lead children towards self discipline.
- Show the class that they belong to the wider school community, making them aware of and introducing them to other members of staff and to the needs of other children.
- To liaise with the Headmaster and other relevant members of staff and parents with regard to a child's progress.
- To be available at the gate, or by appointment, whenever necessary, to discuss progress with parents.
- To consult with and inform parents of their child's progress.
- To provide written reports on the progress of their child three times a year with full reports on the autumn and summer terms and a general report in the spring term.
- To hold a welcome meeting for parents early in the autumn term to acquaint them with classroom procedures, homework/reading routines.
- To keep abreast of changes and development in the National Curriculum and in education in general and attend courses for professional development, where appropriate.
- To order, through the Bursar, all materials needed for the class annually, within a given budget.
- To attend and support school functions.

- Assist with end of term entertainment for prize giving.
- Assist with setting up of Open Day.
- To produce themed assemblies with the boys, to be performed for parents.
- To attend morning briefings and staff meetings.
- Keep the classroom tidy and books and materials in good repair.
- To award house points for good work/behaviour/effort and keep a chart recording these.
- Be prepared to provide cover for other classes in the school and to forfeit non contact time in the event of the absence of another staff member.
- Organise/support outings (of an educational nature) for the class as appropriate.
- Support the school and headmaster in any conversations with parents.
- To carry out duties involving the supervision of children during lunch and play, in line with school policy.

