

## Job Description

<b>Job Title:</b>	Class Teacher / EYFS Teacher / Subject Teacher
<b>Group:</b>	UK Independent Schools
<b>Dept/Project/Service:</b>	St Andrews
<b>Reports to:</b>	Assistant Principals
<b>Responsible for:</b>	N/A
<b>Usual office base:</b>	St Andrews School
<b>Grade:</b>	Teaching Scale

### **Job Purpose:**

To deliver curriculum and pastoral care to EYFS/KS1/KS2 Pupils. Managing and developing all aspects of teaching in assigned class together with the other teachers in the year group/Key Stage. To lead and manage curriculum content and delivery within the class.

### **Job Objectives:**

#### **Operational Responsibilities:**

1. Review and implement the curriculum
2. Plan, deliver and evaluate lessons
3. Teach the relevant curriculum
4. Mark work regularly, test and report on pupils' progress/conduct
5. Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships
6. Ensure effective systems are in place to provide high levels of communication regarding learning, progress and conduct in the class, with staff and parents
7. Prepare and present informative reports to parents

8. Foster close relationships with parents/carers and the wider community. Assist them to support their child's learning at home. Present a positive image of the school to all other stakeholders
9. Participate in arrangements made by the school for performance management and continuing professional development
10. Participate in or support School Events
11. Run an After-School Club (if necessary)
12. Maintaining the classroom environment and assisting with updating some of the displays in other areas of the school
13. Have responsibility for Risk Assessments in relation to Health & Safety in relation to class trips and events
14. Provide cover for other teachers as appropriate

**Conditions of Employment:**

1. To promote and support the School Aims
2. To share in the corporate responsibility for the well-being and discipline of all pupils
3. To take responsibility for your own learning and development and promote the development of others under your supervision
4. Work as part of the teaching team promoting good morale

**Curriculum Responsibility:**

1. Review implementation of the School Curriculum in the relevant Key Stage
2. Delivery of all relevant subjects
3. Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
4. Continuously raising the profile of the subjects you teach and being in-touch with new developments, ideas and initiatives
5. Contributing resource and equipment ideas to a whole school budget
6. Ensure Equal Opportunities for all pupils

**General**

1. The Teacher may be called upon to perform other duties that the Principal considers reasonable, that are commensurate with the grading and designation of the post
2. Core hours for Nursery and Pre-Reception teachers (8am – 3.30pm)
3. Core hours for other fulltime teaching staff (8.30am – 4pm)

4. As part of the role of a teacher, teaching staff are expected to complete work outside of the core hours e.g. planning, marking, parents' evenings, school events and will not be paid overtime

### **School Events**

All Teachers are expected to attend the following events, which occur out of school hours

- Annual Open Day (Saturday)
- Christmas Fayre (Saturday)
- Year 6 Prize Giving (evening)
- Year 6 Leavers' Play (evening)
- Annual Art Exhibition (Saturday)

And at least one of the following

- Christmas Disco (evening)
- Get Your Grown Ups Gardening Event (Saturday)
- Junior Summer Concert (evening)
- Saturday Sports Fixture (Saturday)

## **Person Specification:**

### **Experience**

Essential:

- » Experience of working as a Teacher in a Pre-School, Primary School or Secondary School
- » Experience of delivering lessons in the subjects you will be teaching
- » An awareness of the 2014 National Curriculum
- » Positive approach to behaviour management
- » Demonstrate the ability to learn and adapt from past experience
- » Knowledge & understanding of the National Curriculum/EYFS
- » Experience of managing support staff

Desirable:

- » Knowledge of all phases of Foundation Stage / Key Stage One/ Key Stage Two
- » Using ICT effectively to support learning
- » Experience of organising and running trips and events

## Skills

### Essential:

- » Commitment to safeguarding and promoting the welfare of children and young people
- » Communication skills to promote and develop effective working with children, colleagues and agencies at an appropriate level to achieve understanding and constructive response
- » Ability to communicate effectively both verbally and in writing
- » Effective contribution to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests
- » Ability to use a variety of teaching and learning styles
- » Commitment to an involvement in extra-curricular activities
- » Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure

### Desirable:

- » An in-depth understanding of the curriculum (EYFS, KS1 or KS2) relevant to the year group placement
- » Able to offer expertise in a specific subject or area

## Practical Skills

### Essential:

- » Confidence and ability to reflect and develop own practice
- » Team Player
- » Ability to create a stimulating and attractive learning environment in the classroom
- » Excellent organisational skills and time management
- » Prompt and reliable

## Personal Attributes and Qualities

Essential:

- » Confidence and ability to reflect and develop own practice Commitment to lifelong learning by undertaking further training and developmental opportunities offered by the school to further knowledge
- » A thoroughly professional approach to all aspects of the role, contributing to the school as a whole
- » Have a genuine interest and enjoyment of children
- » A capacity for hard work and to cope under pressure
- » Demonstrate creativity and imagination
- » A good listener

## Our Values



**Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure and Barring Service (DBS). This will be at minimum a basic DBS check.**

**Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.**