



TEACHER

JOB DESCRIPTION



Highfields

Independent School & Day Nursery
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THE ROLE:

To provide an exceptional standard of academic teaching and pastoral care across your specific age group.

REPORTING TO:

Teachers should liaise with the relevant Curriculum Director/SLT for Lower School and Upper School regarding curriculum matters. Pastoral issues that cannot be dealt with directly by the teacher, or SLT (or which are considered to be potentially serious) should be raised with the Deputy Head, who has overall Line Manager responsibility for Teaching staff.

Key Responsibilities:

Teaching

Plan and execute lesson preparation and teaching throughout the academic year, in accordance with appropriate schemes and national curriculum requirements.

Maintain excellent standards of discipline, by demonstrating and reinforcing consistently the positive attitudes, values and behaviour expected of all pupils within the classroom and school environment.

Enrich the national curriculum with additional activities throughout the year which stretch pupil understanding, acceptance of and cultural reference to the wider social world, current affairs, nature and the environment.

Take account of the prior level of achievement for each pupil and use this for both individual and group target setting, tailoring the lesson towards capturing the understanding of all pupil ability ranges.

Set challenging but age and ability appropriate tasks, aiming to build on current skills and to achieve realistic overall improvement by academic year end, quantifiable by visible improvement of national standards of emerging, expected and exceeding ability levels for each pupil.

Identify any key traits for 'SEN' and 'Gifted and Talented' pupils and escalate relevant individuals to nominated SENCO specialist for one to one evaluation and additional support.

Maintain a bright and colourful classroom, with interesting and engaging curriculum relevant displays, whilst balancing this with awareness of and adherence to Health and Safety, Fire and Risk Assessment policies.

Assessment, recording and reporting

Keep appropriate records of pupils' work, completing records of achievement in line with school policy.

Carry out assessment programmes as agreed by school and in line with national policy.

Complete standard issue school reports, attend parents' evenings as required and keep parents informed on an ongoing basis with regard to their child's individual performance and future targets. Be available (within reason) to discuss and address any individual parental concern regarding the progress of their child.

Co-ordinate/deliver SATS and booster programmes for KS1/KS2.

Accountabilities

Attend and contribute to staff (and SLT if appropriate) meetings, supporting agreed school strategies.

Maintain a professional interest in personal CPD and educational initiatives and developments in personal field of expertise.

Support Governor, Headmaster or FFH led school activities, which underpin school's strategic plan to enhance the financial, academic or pastoral position of school.

Remain committed to continual improvement by aiming to meet or exceed personal targets set during appraisal discussions.

Fully support the philosophy of maximising pupil roll and recruiting and retaining pupils in school.

Teachers with additional teaching responsibility (eg: Physical Education) should ensure that an inclusive approach is taken with all pupils and that any competitive sporting fixtures are organised and arranged via liaison with the school office.

Leading and Learning Together (Curriculum Directors only)

Help the Headmaster and Deputy Head with succession planning for school, including spotting opportunities for staff career development, CPD and participating in staff recruitment and selection, as required by the Headmaster.

Ensure that staff meetings, appraisals and regular reviews take place on a regular basis and that you are generally available for support, advice and discussion with your team when required.

Lead assemblies if Headmaster/Deputy Head are unavailable.

Take temporary first line duty of care responsibility for school operation, staff management decisions, Health and Safety issues and safeguarding of pupils during any absence of the Headmaster or Deputy Head.

Take responsibility for the development of planning, coverage and delivery of the National/Cambridge Curriculum and teaching and learning policies, keeping abreast of any changes or alterations to national educational strategy.

Pastoral Care

(ALL)

Maintain an accurate register of attendance, noting attendance patterns for any pupils with high or intermittent absence levels and report issues or concerns to SLT or Headmaster, as deemed necessary.

Ensure that school's robust Safeguarding Policy is adhered to at all times and that pupils are made to feel safe and secure within your care.

Carry out supervision duties at break times, as agreed via the supervision rota and in accordance with school's Safeguarding Policy.

Support school's policy of curriculum enrichment through the provision of certain themed clubs after school and through organising and attending outings to reinforce pupil learning and development.

Carry out any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the role of Teacher, as explicitly or implicitly defined within a Job Description, or by custom and practice.

All staff as an inherent part of their terms and conditions of employment are expected to demonstrate and uphold the Code of Conduct attached to school, as outlined in the Staff Handbook.

+ KS2

Advise parents and position Headmaster on request, with your opinion and advice as to what might be appropriate secondary education for individual pupils (eg: 11+ Grammar School/Independent Selective/Independent Non-Selective/State.)

Support pupils with their chosen route for secondary education through school's preparation programme (eg: 11+ Reasoning lessons/Selective examinations/Interviews.)