



# Highclare School

***Highclare School offer specialist language teaching to all Preparatory School pupils from age 2 upwards.***

The job description below provides an outline of the role of any teacher within the Preparatory School. Specific responsibilities in relation to MFL teaching include:

- Teaching Spanish to pupils across the Preparatory School in an engaging and appropriate style for their age
- Promoting languages, language learning and cultural awareness across the Preparatory School

## **Job Description: EYFS, KS1 and KS2 TEACHER**

### **Teaching Duties**

1. To contribute to the teaching of the Department, including
  - a. Differentiating between the individual needs of all the pupils
  - b. Ensuring that pupils are provided with opportunities to manage their own learning and become independent learners
  - c. Providing a secure, happy and stimulating classroom environment, maintaining the highest standards of organization and discipline
  - d. Fostering self-image and esteem based on mutual respect
2. To contribute to the learning culture within all subject areas by identifying, sharing and deploying good and effective practice
3. To ensure that the development of literacy, numeracy and PSHCE is established in lesson planning and delivery as appropriate
4. To participate in the development of appropriate policies and schemes of work.
5. To set homework according to homework timetable
6. To incorporate the use of ICT to enhance the delivery of the curriculum.
7. To support the target setting and review process, reinforcing targets, monitoring progress, identifying, encouraging and rewarding success.
8. To keep abreast of curriculum developments and to implement new educational schemes as and when required.

### **General Duties**

1. To contribute to the pastoral care of all pupils and support their spiritual, social and moral development (SMSC)
2. To attend Staff professional development meetings as required
3. To read Staff Handbooks and follow general directions.

4. To carry out supervision duties in accordance with published rotas.
5. To attend meetings, e.g. staff meetings, parents' evenings, open days and other main school events etc. as directed by the Head.
6. To participate in duties throughout the week in both key stages.
7. To participate in the professional review procedure.
8. To participate in the school's enrichment / extra-curricular programmes, including school trips and visits as required.
9. To be familiar with the Health and Safety Policy and be responsible for the safety of pupils in your care.
10. To assist other members of the department in creating display work and keeping check of departmental resources, ensuring departmental rooms are kept in good order.
11. To support priorities identified in the School Development Plan.
12. To have a thorough awareness of Child Protection procedures.

#### **Form Teacher responsibilities (if applicable)**

1. General responsibility for supervision and welfare of form (details in Staff Handbook).
2. To adhere to the school's procedures to register and code accurately all attendance and absence, complete class registers for all groups taught and make sure any lates are accounted for.
3. To co-ordinate writing, distribution and collection of reports during the summer term.
4. To keep all records up to date.
5. To complete grade cards on a termly basis.
6. To attend Form Teacher meetings as required.

#### **Role of Subject Co-ordinator (if applicable)**

1. To lead initial reviews and amendments of policies / schemes of work with KS1 / KS2 groups in conjunction with Head of Prep Schools, Deputy Head of Prep Schools and Assistant Head.
2. To report back to KS1 / KS2 groups, implementing any amendments to current practices.
3. To arrange for copies of policies / schemes of work to be amended and distributed.
4. To ensure that long and medium term plans are appropriate to the full ability range (Gifted and Talented and Learning Support)
5. To carry out monitoring of subjects as required and offer feedback to colleagues.
6. This list is intended to be as comprehensive as possible, but is not exhaustive.