BUCKINGHAM PREPARATORY SCHOOL

AN INDEPENDENT SCHOOL FOR BOYS

CLASS TEACHER

(WITH EYFS COORDINATOR)

Job Description

POST: CLASS TEACHER
JOB PURPOSE: • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for all learners. • To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and contribute to raising standards. • To uphold the ethos, aims and values of the school, its policies and codes of practice at all times and in all circumstances.
REPORTING TO: The Headteacher, Deputy Headteacher
LIAISING WITH: All staff (teaching/ support), parents and governors, LA representatives, Government and external agencies.
LINE MANAGEMENT OF: Support staff as defined by the Headteacher.
KEY RESPONSIBILITIES:

• **Set high expectations which inspire, motivate and challenge pupils**
  • Establish a safe and stimulating environment for pupils, rooted in mutual respect.
  • Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
  • Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

• **Promote good progress and outcomes by pupils**
  • Be accountable for pupils' attainment, progress and outcomes.
  • Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these.
  • Guide pupils to reflect on the progress they have made and their emerging needs.
  • Demonstrate knowledge and understanding of how pupils learn and how this impacts your teaching.
  • Encourage pupils to take a responsible and conscientious attitude to their own work and study.

• **Demonstrate a good subject and curriculum knowledge**
  • Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings.
  • Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship.

- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.
- If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics.
- If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

- **Plan and teach well-structured lessons**
  - Impart knowledge and develop understanding through effective use of lesson time promote a love of learning and children's intellectual curiosity.
  - Set homework and plan other out-of-class activities to consolidate and extend the knowledge & understanding pupils have acquired.
  - Reflect systematically on the effectiveness of lessons and approaches to teaching contribute to the design and provision of an engaging curriculum within the relevant subject area(s).
- **Adapt teaching to respond to the strengths and needs of all pupils**
  - Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
  - Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these.
  - Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
  - Have a clear understanding of the needs of all pupils, including those with SEN; those of high ability; those with EAL; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- **Make accurate and productive use of assessment**
  - Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
  - Make use of formative and summative assessment to secure pupils' progress use relevant data to monitor progress, set targets, and plan subsequent lessons.
  - Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.
- **Manage behaviour effectively to ensure a good and safe learning environment**
  - Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.
  - Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
  - Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.
  - Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- **Fulfil wider professional duties**
  - Make a positive contribution to the wider life and ethos of the school.
  - Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
  - Deploy support staff effectively.

- Take responsibility for improving teaching through professional development, responding to advice & feedback from colleagues.
- Communicate effectively with parents with regard to pupils' achievements and well-being
- Take on an additional responsibility as designated by the school.
- To take on an after-school club responsibility for a class each week.
- Residential Trip (KS2).

EYFS Coordinator Responsibilities

- Lead the strategic development of the Early Years Foundation Stage in line with the EYFS statutory framework and whole-school priorities.
- Monitor and evaluate the quality of teaching, learning and assessment across EYFS, providing support and guidance to staff to ensure consistently high standards.
- Ensure effective implementation of an ambitious, inclusive and well-sequenced EYFS curriculum that promotes strong outcomes for all children.
- Lead assessment, moderation and tracking within EYFS, using data to inform planning, intervention and transition into Key Stage 1.
- Support and develop staff expertise in early years pedagogy, including child development, continuous provision and effective observation and assessment.
- Promote strong partnerships with parents, carers and external agencies to support children's learning, well-being and readiness for school.
- Ensure EYFS provision meets safeguarding, welfare, health and safety requirements at all times.

PERSONAL & PROFESSIONAL CONDUCT

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within & outside school

a) Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
b) Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
c) Showing tolerance of and respect for the rights of others.
d) Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
e) Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
f) Follow the BPS 'Code of Conduct' as agreed at offer of employment.

Have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality

Have an understanding of, and always act within, the frameworks which set out their professional duties and responsibilities.