

JOB DESCRIPTION

KEY STAGE TWO TEACHER

REPORTS TO: SENIOR LEADERSHIP TEAM

ROLE:

- To teach a variety of Key Stage Two subjects, dependent on key strengths to pupils in Years 3 to 6.
- To fulfil all responsibilities as a member of the teaching staff at Gayhurst to the highest standards and to contribute to the school achieving its aims.
- To provide a stimulating and enriching education to the children, with a view to developing an interest, inquisitiveness and an enjoyment and enthusiasm for learning.
- To keep up to date with current educational developments, initiatives and curriculum changes.

RESPONSIBILITIES

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- To aspire to the highest standards of teaching, learning and preparation and to achieve improvement where possible.
- To inspire pupils and ensure the highest possible levels of achievement through creative teaching and providing opportunities for independent learning.
- To plan and deliver the curriculum as agreed with the relevant Head of Department and to liaise with other teachers to ensure consistent levels of completion.
- To contribute to the curriculum development and monitoring within each subject area taught by you, as guided by the relevant Head of Department and school policies.
- To liaise with the School's SENDCO where necessary and appropriate and to be proactive in the recognition and support of individual special needs.
- To maintain a lively and stimulating classroom environment.
- To be aware of and in support of the School Development Plan and the aims and ethos of the school.
- To promote the school positively at all times, supporting what Gayhurst stands for.
- To encourage all pupils at all times to meet the School's expectations of their behaviour, speech, dress and general presentation, by example and guidance.
- To enthuse and support all pupils in everything they do within the School context, boosting their self-esteem whenever possible.
- To follow School procedures and policies, as detailed in the staff handbook and that may be given by members of the SLT from time to time.
- To be attentive to the safety of all pupils at all times and to consider, through risk assessment if appropriate, strategic measures to safeguard their well being.
- To attend a share of evening events and to attend school functions as requested from time to

time.

- To participate and support the 'House' system operating in the School.
- To participate in extra-curricular programmes as appropriate.
- To control expenditure in accordance with school financial policy and annual budgetary allocations as directed by the Head of Department and/or the Line Manager.
- As Group Leader planning an external visit, ensure the planning and conduct of the visit meet the criteria set out in the school policy for external visits.
- To set (differentiated) work and homework, and mark accordingly in line with the relevant school policies.
- To share the daily duty requirements with other staff, as per the printed schedules and other duties from time to time as required and requested by the SLT.
- To undertake cover for absent colleagues on request.
- To support and assist other colleagues where possible and generally contribute to a harmonious and collegial common room and work environment.
- To be vigilant in protecting the welfare and safety of children and share concerns with the designated Child Protection Officer (the Head). To challenge others who do not show similar commitment.

ASSESSMENT, RECORDING AND REPORTING

- To assess pupils regularly, in accordance with both the School and departmental 'Assessment Policies,' and to use assessment information and data to enhance teaching and learning.
- To maintain clear records of pupil progress and achievement in accordance with school and departmental policies.
- To write reports and provide grades on all pupils one teaches according to the School's Reporting and Assessment Policies. To provide this information to parents where and when requested.
- To maintain plans of lessons undertaken and records of work.
- To attend Parent Meetings for the pupils one teaches.
- To set and mark homework in accordance with school policy.
- To provide constructive oral and written feedback, with clear targets.
- To report on pupil progress in line with School policy.

PASTORAL

- To look after the well-being and pastoral needs of the pupils in your class and take a shared responsibility of all the pupils in the Senior School.
- To communicate regularly and effectively with parents and other staff.
- To keep the Assistant Heads informed of any pupil in your class who may be experiencing difficulties.
- To be vigilant in safeguarding children and share concerns with the DSL and/or safeguarding team, in line with the school's Safeguarding Policy.

ADMINISTRATION:

- To communicate and liaise with colleagues as required regarding important events, updates, deadlines and matters that may affect the day-to-day running of the school.
- To assist in the administration of special events including School Productions, Open Days, major sporting events and Parents' Evenings.
- To have regard for personal, professional development and to attend and participate in professional development days which the Head or Deputy Head may advise and/or organise.

- To attend all staff meetings and INSETs held by the school and departmental meetings when scheduled.

ADDITIONAL DUTIES

- There will be break time, lunch time and after school duties during the normal school week.
- You may be required to organise or assist with trips, drama productions etc. and to attend Open Events, Inset, meetings with parents etc.
- Take an active role in CPD, peer observation and appraisal opportunities.
- Participate in the wider life of the whole school.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	A degree (e.g. BA, BSc, BEd, PGCE) and QTS	Evidence of additional courses attended, and certificates attained	Production of the applicant's certificates
EXPERIENCE	Evidence of teaching experience	<ul style="list-style-type: none"> • Recent at KS2 or other relevant experience • Evidence of continued • professional development 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references
SKILLS	<ul style="list-style-type: none"> • Flexibility • Good people skills • The ability to be proactive • A team player • Ability to teach at KS2 • Proficiency in ICT for own purposes • Excellent oral and written communication skills • Excellent interpersonal skills • Ability to prioritise and be well organised 	ICT skills, especially knowledge and understanding of Office 365	<ul style="list-style-type: none"> • Contents of the Application Form • Interview (including observed lesson) • Professional references
KNOWLEDGE	<ul style="list-style-type: none"> • Awareness of curriculum requirements • Awareness of appropriate teaching strategies • Awareness of Safeguarding and 	Good understanding of the needs of children at KS1/KS2	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references

	pastoral issues • Appreciation of the ethos of the school		
PERSONAL COMPETENCIES & QUALITIES	• A passion for high quality education • Commitment to professional development • Calmness under pressure • Both independent and happy within a team • Energetic, enthusiastic, flexible and approachable		• Contents of the Application Form • Interview • Professional references

Gayhurst School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Child protection screening applies to all posts.