



Job Description

Job title: Lower School Key Stage Two Form Teacher

Responsible to: The Head of Lower School and, where relevant, the Deputy Head on all matters relating to the pastoral care and monitoring of pupils: to the Headmistress on all matters

Objectives of the post:

- To know, support and encourage each individual pupil within the Form and to be their first point of reference
- To teach a range of subjects and commit to extra-curricular provision
- To actively uphold the stringent safeguarding procedures of the school
- To be responsible to the Head of Lower School and Deputy Head for the behaviour and morale of the Form
- To ensure the efficient flow of information between school, parents and pupils so that good communication links are maintained
- To foster a sense of community and an ethos of achievement
- To work closely with other members of staff to ensure that every pupil can flourish and fulfil their potential in all areas of school life.

Key areas of responsibility:

Pastoral care

- To promote the safeguarding and welfare of every pupil in the school and to keep abreast of current safeguarding procedures
- To welcome and settle pupils into the Form, providing a safe and happy environment for each child
- To liaise with the SLT and SENCo over any learning support requirements
- To ensure that pupils are familiar with the school's rules and code of conduct
- To monitor the appearance, behaviour and attendance of the pupils and to take action where appropriate
- To create an attractive learning environment by putting up display work and other relevant materials and to change these regularly
- To be available at Parents' Evenings to discuss Form matters
- To meet with parents to discuss matters of concern
- To maintain records on the MIS system
- To escort and supervise pupils during assemblies, cathedral services and other functions
- To accompany pupils on residential trips
- To celebrate pupils' achievements in all areas of school life
- To ensure that the Deputy Head, as well as the Head of Lower School, are kept informed of important issues relating to pupils.

- To maintain records on the Management Information System
- To ensure a prompt response to correspondence on routine matters.

Planning, teaching and class management

Achieve progression of learning for pupils through:

- To plan, prepare and deliver outstanding lessons in a range of subjects
- To ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught, and in line with schemes of work
- To set tasks which challenge students and ensure high levels of interest
- To provide clear objectives and structures for lessons, maintaining pace, motivation and challenge
- To make effective use of assessment and ensure coverage of schemes of work
- To monitor and intervene to ensure students behave in a manner which maximises teaching and learning
- To use a variety of teaching methods and share good practice with others
- To establish a safe working environment which supports learning and in which pupils feel secure and confident
- To contributing to planning and development within the department
- To participate in the development of appropriate materials and schemes of work.
- To lead a subject which includes monitoring teaching, organising resources and supporting colleagues
- To monitor, with the teaching staff and the Head of Lower School, the academic progress of each pupil
- To keep accurate assessment records in line with the school policy.

Monitoring, assessment, recording and reporting

- To assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- To mark and monitor pupils' work and set targets for further progress
- To assess and record pupils' progress systematically and keep records to:
 - check work is understood and completed,
 - monitor strengths and weaknesses,
 - inform planning and recognise the level at which the pupil is achieving
- To prepare and present informative reports to parents
- To contribute to the setting and marking of all forms of departmental assessment.

Other professional requirements

- To have a working knowledge of teachers' professional duties and legal liabilities
- To always operate within the stated policies and practices of the school, especially those relating to the safeguarding of, and promoting the welfare of, children
- To establish effective working relationships and set a good example through personal presentation and professional conduct



- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- To take responsibility for their own professional development and duties in relation to school policies and practices
- To organise and execute educational visits, activities and extra-curricular clubs as appropriate
- To provide guidance and advice on educational and social matters where appropriate
- To contribute to the induction of new members of staff
- To carry out supervisory duties in accordance with published rosters
- To contribute towards the marketing of the school by participating in Open Mornings and parent events
- To carry out other associated duties as are reasonably assigned by the Head or other appropriate senior member of staff
- To take part in the professional review programme as a mentee and as a mentor, as directed
- To participate, when appropriate, in meetings and functions with colleagues and parents.

The post holder may also be required to perform any other duties as may be reasonably required as far is relevant to the post holder's grade and level of responsibility, for which the post holder has the necessary experience and/or training. Responsibilities may be subject to review from time to time and amended to reflect changing circumstances.