



Saint Felix School **Job Description – KS2 Teacher**

*Please note that this non-contractual Job Description is not fully inclusive
and tasks may change according to operational needs*

Role. We are seeking to appoint excellent and inspiring Key Stage 2 teachers, 1 full-time and 1 part-time (0.4FTE), to join our Prep Department (Year 3 to Year 6). The candidates will:

- be creative, flexible and innovative in their approach to teaching and learning
- be able to quickly build positive relationships with children, staff and parents
- be dedicated to raising achievement for all children
- have high expectations for learning and behaviour
- possesses excellent academic skills with the ability to teach the full range of subjects across the curriculum

These positions would suit either an NQT or an experienced teacher.

Teachers are responsible to the Head(s) of Department(s) in which they are teaching. They are also responsible to a range of other people in their pastoral and extra-curricular roles and in their other professional duties.

Line Management

Reports to: Head of Preparatory Department

Key Interfaces: Headmaster, Deputy Head

Terms and Conditions

Employment: Monday to Friday (full-time)
Thursday and Friday (part-time)
35 weeks per annum (with some open mornings on Saturday)

Meals: Lunch is provided free of charge during term time periods

Training: You are expected to keep abreast of topical business relevant to the role and may apply for training courses as part of your CPD

Appraisals: The employee is expected to participate in an annual appraisal process

Medical: The employee is expected to take reasonable steps to maintain an adequate level of fitness and health throughout the period of employment. The School does not provide private medical insurance cover. The school is a non-smoking site

Salary: Saint Felix School has its own pay scales

Duties and Responsibilities

- Have a passion for teaching primarily Upper KS2, although cover for Lower KS2 and some KS3 may be required
- To deliver lessons effectively
- To plan, prepare and deliver high quality, engaging and differentiated lessons across the curriculum
- To set clear targets, building on prior attainment, and give regular feedback to pupils
- To support pupils with their studies
- To manage and deliver the teaching of a Year 5 and Year 6 class
- To identify SEN or very able pupils
- To provide clear structures for lessons maintaining pace, motivation and challenge
- To mark the register, ensuring absences and lateness are accounted for, taking appropriate action when they are not
- To control and oversee the use and storage of books, stationery and other teaching materials
- To liaise effectively with parents
- To be a form tutor responsible for the pastoral care of the pupils in the group
- To maintain and manage a caring, supportive, purposeful and stimulating environment which is conducive to pupil's learning.
- To promote learning and celebrate achievement through bright, varied and up to date class displays
- To plan opportunities to develop spiritual, moral, social and cultural aspects of pupils' learning
- To enable pupils to develop and maintain positive attitudes towards learning
- To monitor and be responsible for the progress of individual students, including thorough marking, assessment, recording and reporting
- To implement strategies to support SEND and EAL pupils in the classroom
- To promote high standards of behaviour and discipline among the pupils, safeguarding their health and safety
- To promote strong relationships with parents and carers, communicating with them about all aspects of their child's education – academic, social and emotional
- To attend Parents' Meetings and information evenings
- Take part in residential trips
- Contribute to the ethos and development of Saint Felix School
- Teach without discriminating or stereotyping
- Maintain the confidentiality of pupil information
- Act professionally and with integrity

General

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. You must be aware of and adhere to:
 - all school safeguarding related policies and regulatory requirements;
 - the Employee Handbook (Including the Staff Code of Conduct) and any other school policies relating to the role
- To operate at all times within the stated policies and practices of the school
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct
- To ensure any safety regulations are observed
- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
- Undertake any other responsibilities as may reasonably be required from time to time

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead.

This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

Requirement	Essential	Desirable	Method of assessment
Qualifications	Appropriate Degree with UK PGCE	Masters	Application
Knowledge	<p>Inspirational teacher</p> <p>Enthusiastic, innovative and creative teacher with a commitment to the extra-curricular life of the school</p> <p>Committed to raising standards and monitoring pupil progress</p> <p>Have outstanding professional and personal qualities</p> <p>Caring, supportive and willing to adapt their teaching to suit the educational and pastoral needs of the pupils</p> <p>Excellent standard of Literacy and Numeracy skills</p> <p>Proficient with the use of ICT in the classroom</p> <p>Show good planning skills</p>	<p>Experience of teaching in a similar setting</p> <p>Specialism in English</p> <p>Experience of a similarly academic environment</p> <p>Experience of leading a subject area in KS2</p> <p>Confidence to lead planning for a core subject/s i.e. English, Maths or Science</p>	Application Interview
Skills and knowledge	Excellent communication skills to enable effective dialogue with colleagues, staff, visitors and pupils	Experience of working in small teams	Application Interview

	<p>A proven record for meeting targets and deadlines</p> <p>Ability to perform well and remain professional whilst under pressure</p> <p>Tactful and discreet, whilst mindful of observing Safeguarding and professional standards</p> <p>Organised, reliable and stable.</p> <p>Well-developed problem-solving skills</p> <p>Self-motivated and able to work alone without direction</p> <p>Adaptable and flexible with working patterns when required</p> <p>Committed to contributing towards the school community</p>		
Attributes	<p>The ability to build and maintain highly effective working relationships with a range of</p> <p>Able to work independently with initiative but also as a flexible team member</p>		Application Interview
Other	<p>There is an expectation that there will be occasional out of hours travel</p>		

Signed:

Date: