



Blundell's

PREPARATORY SCHOOL

WORKING AT BLUNDELL'S
JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: KS1 Class Teacher
Department: Prep School
Report to: Head of Pre-Prep
Date: March 2022

ROLE

- Teach a class of pupils ensuring that planning, preparation, recording, assessment and reporting meet their varying age, learning and social needs.
 - Maintain the positive ethos and core values of the school, both inside and outside the classroom ensuring quality of opportunity for all.
 - Contribute to the constructive team-building amongst teaching, non-teaching staff and parents.
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SUMMARY OF DUTIES

- Implement agreed school policies and guidelines
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Be able to set clear targets, based on prior attainment, for pupils' learning
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- Report to parents on the development, progress and attainment of pupils
- Maintain good discipline amongst all pupils in the school, in accordance with the school's behaviour policy
- Develop, with others, schemes of work and teaching methods relating to the subject that is co-ordinated
- Monitor and evaluate the effectiveness of the curriculum delivered in the area of responsibility in accordance with school policy
- Ensure resources are adequate, appropriate, audited and stored for curricular use
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Communicate and co-operate with specialists from outside agencies

- Lead, organise and direct support staff within the classroom
 - Participate in the performance management system for the appraisal of their own performance
 - Ensure that are consistently aware of risk assessments and complete them as appropriate for areas of responsibility
 - Ensure that child protection procedures are understood and consistently followed
 - Be committed to personal development through CPD as well as developing others in order to enhance performance
 - Lead Assembly as and when required
 - Undertake supervision of After School Clubs on a weekly basis
 - Undertake lunch duties three times per week and playground duties twice per week
 - Administer basic First Aid as and when required
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PERSON SPECIFICATION

Essential Qualifications and Experience

- Degree and teaching certificate - PGCE, B.Ed or Cert Ed qualification with Qualified Teacher Status
- Excellent classroom practitioner, able to employ a range of teaching strategies
- Sound knowledge of KS1 curriculum and key principles
- Awareness of the regulatory compliance relevant to KS1
- Knowledge of age appropriate assessment
- Ability to empathise with young children
- Physically fit and in good health
- Communicate effectively both orally and in writing to a variety of audiences
- Ability to communicate and co-operate effectively with colleagues, working within a team
- Highly competent ICT skills
- Approachable and enthusiastic
- Well organised
- Calm under pressure
- Patient
- Committed
- Sympathy with the Christian ethos of the School
- A sense of humour

Desirable

- Experience in teaching Outdoor Learning or have Forest School qualifications
- Experience or a strong interest in Humanities as a subject

This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___