



Blundell's

PREPARATORY SCHOOL

WORKING AT BLUNDELL'S
JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: KS2 Teacher
Department: Prep School
Report to: Head Master of Prep School
Date: May 2022

ROLE

The successful candidate will teach subjects across Key Stage 2, including English and Maths. They will be a Key Stage 2 Form Tutor and will be willing to involve themselves fully in the extensive extra-curricular programme on offer at Blundell's Prep.

SUMMARY OF DUTIES

Teaching and Learning

- Through consultation with the Head of Department, to secure and sustain effective teaching and learning for all children.
- To ensure curriculum coverage, continuity and progression in the subject for all children, including those of high ability and those with special educational needs.
- To support the Head of Department to develop, improve and implement clear policies and practices for assessing, recording and reporting, using this information to recognise achievement and to assist the children in setting targets for further improvement.
- To work with the Learning Success Department to ensure that Individual Education Plans are used to set specific targets that tailor work to each child's needs.
- To ensure any proposed changes in planning, policies and schemes of work are co-ordinated with the Head of Department.
- Through consultation with the Head of Department, to identify appropriate resources for the teaching of the subject throughout the school.
- To advise the Head of Department on likely priorities for expenditure.
- To ensure that there is a safe working and learning environment in which risks are properly assessed.
- To teach a small number of additional lessons as requested by the Head Master.

Primary Responsibilities for all Key Stage 2 teachers:

- Be available to meet, greet and register pupils from 8.30am each morning.
- Be flexible and able, if required, to teach across all Prep year groups.
- Provide cover for colleagues within the department when required.
- Be able to offer one or more specialist subject areas.
- Deliver a differentiated Key Stage Two curriculum.
- Keep records, plan effectively for children of all abilities and assess pupil's progress.
- Maintain full, up to date records of pupil attainment. Monitor the progress of all pupils taught and take action where necessary to ensure that standards are upheld.
- Maximise the potential of each child.
- Liaise and work alongside outside agencies when necessary.
- Maintain a positive atmosphere in the classroom.
- Promote and maintain a high standard of pupil behaviour.
- Plan for and work with Teaching Assistants.
- Write full and detailed reports in accordance with the reporting schedule and collate and proof read reports from specialist teachers.
- Produce long term, medium term and short term plans of work and save electronic copies on the school's network as directed.
- Know and adhere to the systems and school policies defined in the Staff Handbook.
- Be enthusiastic and informative to parents and visitors, always presenting the school at its best to all stakeholders.
- Report to parents formally once a year and attend Parents' Evenings twice a year.
- Build positive, professional relationships with parents.
- Provide stimulating displays that are regularly changed, both inside and outside the classroom
- Take a full part in all school activities. Attend and contribute to meetings, Open Days, and school functions as required.
- Ensure that a professional standard is maintained in terms of dress and behaviour, promoting the overall professionalism of the School.
- Undertake playground and lunchtime duties as directed by the Deputy Head.
- Lead Prep Assemblies twice a year.
- Attend weekly staff meetings, appropriate Inset and have an awareness of current educational issues.
- To be aware of the Safeguarding policy and to be vigilant, reporting any concerns immediately to the Designated Safeguarding Lead.
- To contribute to the School newsletter, Review and website as and when required.

THE POST HOLDER MUST PROMOTE AND SAFEGUARD THE WELFARE OF CHILDREN AND COMPLY WITH THE BLUNDELL'S PREPARATORY SCHOOL SAFEGUARDING POLICY

PERSON SPECIFICATION

Essential Qualifications and Skills:-

- Degree and teaching certificate, PGCE, B.Ed. or Cert Ed qualification with Qualified Teacher Status.
- Excellent practitioner, able to employ a range of teaching strategies.
- Excellent knowledge of Key Stage Two Curriculum.
- Knowledge of age appropriate assessment.
- Ability to empathise with young children.
- Physically fit and in good health.
- High standards of written and spoken English.
- Ability to communicate and co-operate effectively with colleagues, working within a team.
- Highly competent ICT skills.
- Sympathy with the Christian ethos of the School.
- A sense of humour.
- A flexible attitude.
- Ability to carry out first aid duties.
- Self-motivated, adaptable and able to use initiative when required.

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: ___ / ___ / ___