



JOB DESCRIPTION

JOB TITLE	Lower KS2 Class Teacher
DEPARTMENT/SECTION	Preparatory School
LINE MANAGER	Head of Curriculum of the Preparatory School
RESPONSIBLE FOR	Lower KS2 Class Teacher
SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training. Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact	
JOB SUMMARY: The position will require the successful applicant to teach the 'core' subjects of Maths and English to their class as well as one or more of the humanities to their class and possibly to others. The Prep School has a number of subject specialist teachers who will teach their pupils in the other subjects, which include Engineering, Mandarin, Drama, Music and Dance.	
KEY DUTIES AND RESPONSIBILITIES: Teaching and Learning <ul style="list-style-type: none">• establish and maintain a happy, positive and working environment within the classroom;• plan, prepare and deliver engaging, challenging and enjoyable lessons to assigned classes.• ensure that each pupil receives teaching appropriate to his/her age and abilities, and is set appropriate targets to maintain good progress across the curriculum;• participate in the development of appropriate curricula, materials and schemes of work;• monitor the progress of each pupil within the framework of the school's monitoring systems, and to report the outcomes appropriately to parents and the Deputy Head Academic;• mark pupils' work systematically and sensitively, checking their development in accordance with the School's procedures;• liaise with the Head of Learning Support with regard to any pupils who may be experiencing difficulties and to act in accordance with any specific recommendations;	

Pastoral

- promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact;
- be familiar with the School's health and safety guidance and be responsible for personal health and safety and that of the pupils;
- maintain positive links with parents through regular communication and to alert the Deputy Head Pastoral to any concerns relating to pupil safeguarding or wellbeing;
- manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the School's Behaviour Policy
- encourage positive relationships between pupils and to act according to the school's Anti-Bullying Policy and Child Protection Policy;
- maintain up-to-date subject knowledge;

Co-Curricular

- Make a positive and proactive contribution to the wider life of the Preparatory School by delivering timetabled Activities and clubs;

Other Professional Duties

- attend all Open Days, Parents' Evenings, Chapel services, School concerts and productions, meetings for new parents/pupils as required by the Head of the Preparatory School;
- participate in the Preparatory School's staff appraisal and monitoring procedure and to undertake INSET as deemed appropriate for professional development.

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching to inspire pupils.
- Encourage pupils and show enthusiasm in the classroom.
- Mark and acknowledge pupil work, giving appropriate feedback and maintain records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Use appropriate teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account pupils with learning needs.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

Department

- Carry out any reasonable subject-related duties assigned to them by the Head of the Preparatory School.
- Attend department meetings and moderation meetings as requested by the Head of Curriculum of the Preparatory School.

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- Contribute to the Preparatory School's devising and writing of new subject materials when required.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Curriculum of the Preparatory School and Deputy Head Co-Curricular and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Senior Deputy Head of the Preparatory School that they be excused.

Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's *Vision, Aims and Values* and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by the Senior Deputy Head of the Preparatory School punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, INSET sessions and similar important functions both in and out of normal School hours, and participate in Open Days as necessary.
- Notify the Head of Operations of the Preparatory School and the Senior Deputy Head of the Preparatory School as early as possible if they are going to be absent from School, explaining the reason for their absence, and set rigorous, appropriate work.
- Take part in the School's performance management scheme and appraisal

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.