

<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	Upper KS2 Class Teacher (Maternity Cover January 1 - end March 2023)
<b>DEPARTMENT/SECTION</b>	Preparatory School
<b>LINE MANAGER</b>	Senior Deputy Head of the Preparatory School
<b>RESPONSIBLE FOR</b>	Upper KS2 Class Teacher (Maternity Cover) and some cross-phase class teaching
<p><b>SAFEGUARDING:</b></p> <p>Forest School is committed to safeguarding and promoting the welfare of children.</p> <p>The postholder will be required to:</p> <ul style="list-style-type: none"> <li>• Complete an Enhanced Disclosure and Barring Check (DBS).</li> <li>• Complete Child Protection Training.</li> </ul> <p>Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact</p>	
<p><b>JOB SUMMARY:</b></p> <p>The position will require the successful applicant to teach the 'core' subjects of Maths, Science and English to their class as well as one or more of the humanities, PSHE and possibly to others. The Prep School has a number of subject specialist teachers who will teach their pupils a range of other subjects, which include Engineering, Mandarin, Drama, Music and Dance. The successful candidate will also have the opportunity to teach a variety of classes each term, in addition to the home class, in order to support staff development.</p>	
<p><b>KEY DUTIES AND RESPONSIBILITIES:</b></p> <p>Teaching and Learning</p> <ul style="list-style-type: none"> <li>• establish and maintain a happy, positive and working environment within the classroom;</li> <li>• plan, prepare and deliver engaging, challenging and enjoyable lessons to assigned classes.</li> <li>• 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;</li> </ul>	

*Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.*

- 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.

*Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.*

- 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 duties assigned to them by the Head of the Preparatory School.
- Attend department meetings and moderation meetings as requested by the Senior Deputy Head of the Preparatory School