



JOB DESCRIPTION	
JOB TITLE	KS1 Class Teacher (September 22 or January 23 start)
DEPARTMENT/SECTION	Preparatory School
REPORTS TO	Head of the Pre-Prep
RESPONSIBLE FOR	Year 1 Class
JOB SUMMARY: The successful candidate will have an enthusiasm for Pre-Prep/KS1 teaching and be able to provide the necessary skills to enable pupils of the Pre-Prep phase to make the most of their opportunities.	
SAFEGUARDING: 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.	
KEY DUTIES AND RESPONSIBILITIES: TEACHING AND LEARNING <ul style="list-style-type: none">• To ensure that teaching is in line with the Preparatory School policies;• To ensure that each pupil receives tuition appropriate to his/her age and abilities, and is set appropriate targets to maintain good progress across the curriculum;• To participate in the development of appropriate curricula, materials and schemes of work;• To 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 Head of the Preparatory School;• To mark pupils' work systematically and sensitively, checking their development in accordance with the School's procedures;• To liaise with the SEND teacher with regard to any pupils who may be experiencing difficulties and to act in accordance with any specific recommendations; PASTORAL RESPONSIBILITIES <ul style="list-style-type: none">• To establish and maintain a happy, positive and working environment within the classroom;• To record attendance of pupils according to the norms established by the school;• To encourage positive relationships between pupils and to act according to the school's Anti-Bullying Policy and Child Protection Policy;	

- To maintain positive links with parents through regular meetings and to report the outcomes of all such contacts to the Head;

ADDITIONAL RESPONSIBILITIES

- To attend all Staff Meetings;
- To 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;
- To undertake particular responsibility for storage and use of teaching materials and books within the class;
- To undertake additional responsibilities which may reasonably be required by the Head of the Preparatory School eg playground supervision;
- To be aware of the school's policies, to act in accordance with these and to help in their revision and preparation, as and when required to do so by the Head.
- To 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 their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining 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.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of LDD pupils.
- 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 meetings as requested by the Head of the Preparatory School.
- Be familiar with the contents of their Preparatory School Handbook and endeavour to follow closely the guidance provided in this document.

Other Professional Duties

- Be familiar with the School's health and safety guidance and be responsible for personal health and safety and that of the 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.
- Support and foster the aims of the School.
- Be familiar with the contents of the Preparatory School Handbook, the School's aims 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 their Head of the Preparatory School or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Prizegiving, Inset sessions and similar important functions both in and out of normal School hours, and participate in the Open Days for prospective parents and pupils.
- Notify the Deputy Head of the Preparatory School as early as possible if absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of the Preparatory School.
- Take part in the Preparatory School's performance management scheme and appraisal

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

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, 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 by the Head of the Preparatory School.

JERS – April 22