



## JOB DESCRIPTION

<b>Job Title:</b>	Class Teacher
<b>Line Manager:</b>	A member of the Prep Leadership Team (PLT)

### **The job role:**

#### **Key Responsibilities**

##### **Teaching and Learning**

- To teach, plan and deliver outstanding lessons.
- To teach a broad, balanced and relevant curriculum and prepare Schemes of Work, teaching materials, teaching programmes, methods of teaching and assessment.
- To facilitate and encourage high quality learning which provides boys with the opportunity to achieve their full potential.
- To deliver well-planned, engaging and creative lessons, ensuring that the needs of all boys are met.
- To differentiate appropriately, using approaches that enable every boy to access the learning and make excellent progress.
- To demonstrate excellent subject knowledge in all relevant areas.
- To set boys challenging learning and developmental goals, and to draw upon varied strategies, resources and technologies to support boys in achieving these goals.
- To follow school procedures for assessing, recording and reporting on pupil's achievements and to use this information effectively to convey progress in report writing and record keeping.
- To provide pupils with regular written and oral feedback and encourage them to reflect and respond to their feedback.
- To prepare and present regular displays of boys' work around the school.
- To take part in residential trips.
- To participate fully in the School's extra-curricular and school activities programme.

##### **Professional Standards**

- To attend assemblies, parents' evenings, school functions and other staff meetings.
- To attend professional development and staff training opportunities.
- To recognise the importance of being an exemplary role model to all boys within the School.
- To maintain high standards of professional behaviour in accordance with the school ethos, including timekeeping and personal presentation.
- To take personal responsibility for evaluating and reflecting upon your teaching in order to continually develop and improve your practice.
- To always maintain professional and productive relationships with colleagues.

##### **Pastoral Care**

- Promote the inclusion and acceptance of all boys within the classroom.
- Support the boys consistently whilst recognising and responding to their individual needs.
- Encourage the boys to interact and work cooperatively with others as well as ensuring that all boys are engaged in activities.
- Promote independence and employing strategies to recognise and reward achievements and self-reliance.
- Provide positive values, attitudes and good behaviour dealing promptly with conflicts and incidents in line with established policy and encouraging boys to take responsibility for their own behaviour.
- Support break time supervision, as requested by line manager.

## **Standards and Quality Assurance**

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend staff meetings.
- Undertake professional duties that may be reasonably assigned by the Head or line manager.
- Be proactive in matters relating to health and safety.
- Take responsibility for their own professional development.

## **School development and the schools' wider aspirations:**

- To establish / take responsibility for particular roles that further the school's provision and contribute to the school's development and wider aspirations.

## **Other Duties**

Staff are expected to carry out other duties as reasonably requested by the Headmaster or line manager.

## **Staff Handbook**

To follow the directions contained in the Staff Handbook, which change from time to time.

## **Child Protection and Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons with whom he or she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out their duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he or she **must** report any concerns to the Designated Safeguarding Lead as in accordance with the School's Child Protection Policy.

The above list is not meant to be comprehensive or exhaustive rather to give an understanding of the nature and breadth of the position.

## **Review Arrangements:**

The details contained in this Job Description reflect the content of the job at the date it was prepared. It is inevitable that over time the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time in consultation with the postholder.



## **ALTRINCHAM PREPARATORY SCHOOL**

### **CLASS TEACHER – PERSON SPECIFICATION**

#### **Qualifications and Experience**

##### **Essential**

- A good relevant honours degree and recognised teaching qualification, e.g. PGCE, with Qualified Teaching Status (QTS).
- Experience of teaching in either EYFS, Key Stage 1 and/or Key Stage 2.

##### **Desirable:**

- Evidence of continuous in-service training and commitment to professional development.
- Experience of teaching a variety of year groups, experience of working in a preparatory school environment and experience of teaching in a single sex setting.

#### **Knowledge, Skills and Attributes**

##### **Essential**

- To have a passion for teaching.
- Experience of curriculum development.
- To challenge and support children to achieve their very best.
- Be an excellent classroom practitioner – ability to demonstrate outstanding, sustained, and successful experience as a class teacher.
- Ability to plan well-structured and exciting lessons that are relevant to Topics being taught.
- Evidence of a desire to continue to improve teaching and learning and ensure high standards of behaviour are met at all times.
- Effective communication skills with staff, pupils and parents.
- Commitment to the pastoral role of a teacher.
- Commitment to safeguarding and the welfare and the health and safety of pupils.
- Develop and maintain good working relationships and work as part of a team
- Willingness to act as a role model for staff and pupils, and act as an ambassador for the School to current and prospective parents and the wider school community.
- Willingness to lead in a wide range of extra-curricular activities.
- Willingness to organise and lead school trips.
- Contribute whole-heartedly to other aspects of school life.
- Excellent computing/ICT and literacy skills.

##### **Desirable**

- Experience in leading a curricular area.
- Innovative approach to curriculum delivery; drives initiatives and generates idea.
- Experience of preparing and delivering quality lessons online.
- Experience in preparing pupils for secondary school entrance examinations.

#### **Personal Qualities**

- Ability to stretch the most able pupils, whilst also ensuring the curriculum is accessible to all.
- Ability to inspire boys with a love of learning.
- Ability to understand the needs challenges and opportunities of a boys' only preparatory school community.
- Strong personal relations and team-working skills
- Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all boys.
- Ability to work with and apply all school policies.
- Rigorous can-do attitude, positive team player with a sense of humour.
- Be willing to work hard and with enthusiasm, avoiding a "nine-to-five" approach.
- Commitment to the ethos and values of APS.