

JOB DESCRIPTION POST: KS1/KS2 Class Teacher

GRADE: Main Scale

Hunter Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PURPOSE OF THE POST:

To ensure the highest possible of standards of education of the pupils for whom the teacher has class/group responsibility

To ensure the appropriate levels of development for pupils within class group

To assume continuity of policy and curriculum, promoting equal opportunities for all.

DUTIES AND RESPONSIBILITIES:

1. The teacher will work in liaison with other members of staff and advisory services as required including organisations and networks relevant to the teacher's duties; parents, governors and the local community.
2. The teacher will work within the framework of national legislation, including Education Acts from 1944 to 1993, the SEN Code of Practice and school policies and guidelines on the curriculum and school organisation including those relating to curricular aims and principles, and to race and gender equality.
3. To plan and prepare schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in the class.
4. To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere if appropriate.
5. To mark and assess pupils' work, and to record their development, progress and attainment, both at school and elsewhere, having regard to the requirements of national standards and to inform future planning and ensure differentiation.
6. To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.
7. To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to challenges and difficulties.
8. To maintain an attractive, stimulating learning environment; to contribute to displays in the school as a whole.
9. To take part in whole-school reviews of policy and aims, and in the formulation of guidelines for new policies etc.
10. To provide and/or contribute to oral and written assessments, reports and references, relating to the development and learning of individual pupils and groups of pupils.
11. To evaluate and review own teaching methods, materials and schemes of work, and to make changes as appropriate.

Frenchfield
Penrith, Cumbria
CA11 8UA

Headteacher: Mrs D Vinsome

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12. To keep-up to date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings
13. To take part in the community life of Hunter Hall by, for example, attending and preparing children for assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions and attending whole school special events.
14. To supervise, and so far as practicable, to teach any pupils whose teacher is absent.
15. To play a full part in curriculum development work undertaking key tasks and responsibilities as agreed within the curriculum group.
16. To participate in review of learning materials, and of relevant equipment, and on the allocation of these resources within the school.
17. To support new members of staff and supply teachers with the school's policy and guidelines, and to assist them in practical implementation when appropriate.
18. To participate in in-service workshops, meetings, sessions and activities with other members of staff.
19. To organise displays of children's work to show recognition and affirmation to the children themselves, and in this way provide stimulus and ideas for colleagues and information for parents.
20. To participate in periodic reviews of pupil and class performance in order to monitor progression in order to determine future priorities.
21. To work with curriculum leaders to ensure that there is continuity across year group and key stage.
22. To keep abreast of new thinking and practice, by attending courses and in-service sessions, and by reading books, articles newsletters, documents, etc.
23. To give information to, and to collect and disseminate information from schools to which pupils transfer whenever appropriate.
24. At all times to carry out responsibilities/duties with due regard to the school's equal opportunities employment policy.
25. To adhere to all Health and Safety Policies and ensure that a safe environment is provided for children, staff and parents and other members of the public.
26. To achieve personal appraisal targets as agreed with the Head teacher.
27. To take a full and active part in the co- curricular aspects of school life – running after school activities and covering duties as appropriate.
27. To undertake additional duties commensurate with your post as directed by your line manager.

The duties and responsibilities above are neither exclusive or exhaustive and the post holder may be required to carry out appropriate duties and responsibilities within the context of the post applied for.

CONFIDENTIALITY:

The nature of this job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

PERSON SPECIFICATION: show how you demonstrate on your application form how you meet the following criteria:

EDUCATION AND EXPERIENCE	
E1. Qualified Teacher Status and evidence of appropriate subsequent INSET/other training.	
E2. Recent successful teaching experience across Key Stages 1 or 2 or both.	
E3. Proven experience of high standards of primary classroom practice and of teaching area of responsibility.	
E4. Evidence of the personal and intellectual qualities required to set an example to others.	
E5. Respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process.	
E6. Evidence of a commitment to excellence and the maximising of academic and personal achievement for all pupils.	
E7. An understanding of the ethos of working in the independent school sector	



HUNTER HALL

PREPARATORY & PRE-SCHOOL

SKILLS, KNOWLEDGE & ABILITIES	
E7. An understanding of the different ways in which children learn and the appropriateness of a variety of teaching styles to meet the individual learning needs of each child.	
E8. Evidence of the ability to organise successfully the curriculum for a class of pupils of mixed abilities, aptitudes and educational needs through planning, preparation, monitoring and assessment.	
E9. A thorough knowledge of the requirements for curriculum planning and learning strategies for children of all abilities.	
E10. Evidence of good general knowledge of the requirements of the National Curriculum	
E11. Evidence of good organisational skills to create and maintain a stimulating and attractive learning environment.	
E12. Evidence of the ability to define effective measures for the performance of pupils and classes and to keep these measures under systematic review alongside the head of assessment.	
E13. Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within the school.	
E14. Evidence of the ability to maintain effective classroom discipline in a positive context and to promote well-ordered and self-disciplined behaviour throughout the school.	
E15. Evidence of good interpersonal skills and the ability to work as member of a team and develop and maintain good relations with all members of the school community and outside agencies as required.	
E16. To support the head teacher and governors in promoting the ethos of the school	
E17. Evidence of the ability to communicate clearly both orally and in writing with pupils, parents and colleagues.	
E18 Show commitment to good attendance and excellent punctuality.	
E19. Evidence of the ability to use technology in the classroom as part of your classroom teaching	
E20. An understanding of the responsibility of the class teacher with regard to the health and safety of pupils in your care.	
E21. Evidence of a commitment to an equal opportunities policy in curriculum delivery and an understanding of its effective operation within school. An ability to ensure that each child's identify is respected and maintained and enhanced and that stereotypes are challenged in a sensitive way.	

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In addition, one of the posts MUST have GAMES specialism.

Main criteria:

Ability to teach pupils of all ages, but particularly those in upper school (years 3 to 6) games – netball, hockey, rounders and others as appropriate	
To have training in games disciplines which ensures that you can teach, lead and referee games and matches	
Plan and prepare lessons in order to deliver the curriculum ensuring breadth and balance in all sports	
To identify clear teaching objectives and learning outcomes with appropriate challenge and high expectations.	
Contribute to schemes of work and long-term plans as directed by Director of Sport.	
Ensure that all items of equipment relating to the designated sports are maintained in accordance with agreed procedures and stored correctly.	
To communicate with parents with regard to arrangements relating to sporting fixtures	
To prepare reports for all pupils for whom you teach games.	
To continue professional development related to games and keep up to date with changes from various sporting bodies	
To work closely with the Director of Sport – taking your lead from them and their plans for the sports department	
Actively contribute to the organisation of PE and Games, helping with the organisation of fixtures, transport, and catering details - liaising with other schools as to the fixture programme when your team is involved.	
To notify the school office of team selection and ensure effective communication all relevant information.	
Be vigilant in terms of health and safety and carry out risk assessments, as necessary.	
Promote the well-being, health and happiness of children in their lessons, fostering positive self-esteem and setting high expectations of behaviour and discipline and ensuring children on fixtures represent school in a positive light.	
Drive the school minibus	