



# HARRODIAN

## **JOB SPECIFICATION KS2 TEACHER OF ENGLISH AND HUMANITIES**

**Reporting to:** Head of Lower Prep

**Main purpose:** To teach inspiring English and Humanities lessons to Year 4, 5 and 6 pupils in the Prep School. To take on Form Tutor responsibility and play a full part in the co-curricular life of the Prep School.

**Main responsibilities:**

- Plan, deliver and review differentiated lessons which are appropriate to the age, ability and need of students in their care and in accordance with Harrodiian's and the national curriculum, so as to promote high standards of learning and ensure appropriate progression;
- Ensure that, in the case of students with special educational need, that Individual Education Plans are in use;
- Teach to a high standard and with due care and attention to the abilities and needs of students a timetable of English and Humanities subjects to the appropriate age range (Key Stage 2);
- Be an outstanding classroom practitioner with a passion for teaching and Mathematics;
- Follow agreed guidelines, syllabi and schemes of work, ensuring an excellent knowledge of the requirements of the national curriculum;
- Regularly mark, assess and record pupils' work in accordance with internal examination criteria and department policies, so as to provide ongoing monitoring of student progress and to provide frequent, clear and constructive feedback for students and parents.
- Set clear and achievable targets for student improvement;
- Assist with the setting and marking of examination papers;
- Manage all relevant teaching areas, equipment and resources so as to create a positive learning environment;
- Carry out departmental duties involving syllabus development within prescribed curriculum guidelines. This may involve producing Schemes of Work or materials for use by all appropriate staff, as identified and allocated by the Head of Department;
- Manage teaching areas, equipment and resources so as to create a positive learning environment for the students:
  - have concern and responsibility for the safety of students at all times, with reference to the School's Safeguarding and Health and Safety Policies;
  - strive to maintain the rooms and furnishings in good condition;
  - report damage and faults which can be repaired;
  - display guidelines for expected behavior;
  - ensure that good order and behaviour is maintained in the corridors and stairways which adjoin the classroom.
- Participate in relevant decision-making and consultative meetings in support of the management of the department and of the School;
- Carry out pastoral duties, which may include the duties assigned to Form Teachers, and work with pastoral leads to support pupil welfare;
- Have an enthusiasm to take on responsibility for the organisation of extra-curricular activities, to participate and assist with trips and visits, and to run an activity or club once a week;

- Undertake duties before, after and during the school day, as organised and published;
- Undertake general duties which will include administrative tasks, consultation with parents, reports, contributions to professional discussions at meetings both within and external to the School;
- Establish good working relationships with a wide range of people including pupils, parents and colleagues;
- Play a full part in the life of the school community, supporting its ethos and policies;
- Ensure that adequate cover work has been prepared and whenever necessary, according to the procedures outlined in the Staff Handbook.

### **General**

This job description should be regarded as enabling rather than prescriptive. It will be subject to regular review as the needs of the school and department evolve. It may be subject to modification at any time after consultation with the post holder. This list of duties is non-exhaustive and you may be required to undertake other reasonable and comparable duties as your line manager and the Headteacher may require from time to time.

All staff have a responsibility to safeguard and promote the welfare of children. The post-holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.