



# BERKHAMPSTEAD SCHOOL

## Job Description

<b>Job Title:</b>	Teacher – KS1
<b>Reports to:</b>	Head of KS1 and EYS Co-ordinator and Ultimately, the Head Teacher Head of Pastoral care – dotted line reporting for Form Teacher

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### Position Summary

- To provide, through the delivery of teaching activity, for the:
  - educational and social development
  - care, welfare and discipline

of pupils both inside and outside of the classroom in accordance with the school's aims, objectives, policies and schemes of work – ensuring a welcoming, safe and stimulating environment for the children, and contributing to maintaining and raising standards of learning and achievement for all pupils.

- To lead the development and delivery of a given subject throughout the school [where applicable].

**Does this position have (staff) supervisory responsibilities?** No

**Does this position have budgetary responsibilities?** Yes (Subject leadership)

### Major Accountabilities

(High level accountability statements)

1. Ensure the educational and social development of assigned pupils, creating a positive learning environment and using resources and methods to stimulate learning and personal development.
2. Develop and implement suitable individual education programmes, ensuring progress is monitored, assessed and reported, keeping such records as are required.
3. Plan and prepare courses, lessons and subject materials – maintaining, updating and implementing schemes of work in accordance with the school's teaching programmes/curriculum.
4. Where applicable, manage the pupil 'learning experience' for a given subject throughout the school including the development, planning, monitoring, review and resourcing of the subject.
5. Support the Heads of Department and the Director of Teaching & Learning in the development and planning of teaching programmes, schemes of work and teaching strategies.



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6. Maintain pupil records and liaise with parents promptly and effectively regarding progress and needs.
7. Ensure the effective use of classroom support/teaching assistants.
8. Be alert to issues of safeguarding children and child protection; promote the welfare and safety of pupils and report any child safety/protection concerns to the Key Stage I Co-ordinator and Head of Pastoral Care immediately, adhering to safeguarding policies, procedures and practices.
9. Support other members of staff in implementing schemes of work as required. Supervise, and so far as is practicable, teach pupils whose teacher is not available to teach them as required by the Head teacher.
10. Supervise pupils at breaks, play and lunchtime promoting good manners and behaviour, and personal hygiene.
11. Maintain good order, behaviour and discipline among pupils and safeguard their health and safety inside the classroom and when engaged in school activities elsewhere in accordance with the school's procedures .
12. Liaise with the SENCo over the assessment and provision of support for children with learning difficulties. Work with other professionals such as speech therapists and occupational therapists as necessary.
13. Arrange pupil trips and visits to support the curriculum, accompanying and supervising children on such activities and outings.
14. Assist with and participate in the provision of games and extra-curricular activities as required and appropriate.
15. Maintain own knowledge of subject developments and teaching methods in order to maintain a high level of professional competence. Participate in professional development and training as reasonably required.
16. Be proactive in matters relating to health and safety with respect to pupils, staff, parents and visitors.
17. As a member of the staff team, contribute to and nurture a positive and professional working environment, role modeling adherence and commitment to the aims and ethos of the school and it's codes of conduct.
18. Undertake other professional duties that may be reasonably required e.g. staff meeting attendance, open days.
19. Undertake other reasonable duties or requests from time to time as requested by the Head teacher.

## **Role Attributes**

(Skills/Competencies/Behaviours – descriptor and explanation)

- **Interpersonal Skills:** Gets on with different types of people and interacts well with people at all levels. Is insightful about others ; seeking to understand other people's views, and adapts own approach accordingly.
- **Communication Skills:** Listens effectively. Communicates clearly and consistently both verbally and in writing, adapting content to the task and audience.
- **Collaboration & Teamwork:** Works co-operatively to shared objectives - involving others when generating ideas, solving problems or making decisions. Is open to sharing best practice, information, ideas and solutions.



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- **Quality Commitment:** Wants to do the best they can; setting high work standards for self and others. Seeks to understand the needs and priorities of others. Responds flexibly to changing requirements.
- **Planning & Organisation:** Manages time effectively. Develops effective procedures. Focuses on the right things, balancing conflicting priorities and meeting deadlines.
- **Resilience:** Keeps calm and in control in difficult and/or stressful situations. Is resourceful, flexible and optimistic when tackling challenging obstacles. Remains motivated and productive during periods of change or when under pressure.
- **Confidentiality & Integrity:** Respects and shows consideration for others. Builds a climate of trust and openness. Deals with information confidentially and with discretion.
- **Technical expertise & knowledge:** Applies a high level of technical expertise and experience to enhance job performance. Maintains and updates own technical knowledge. Is a respected and credible practitioner in own field.

## Position Prerequisites

(e.g. Qualifications, experience)

- Educated to degree (honours) level or equivalent
- Must have an appropriate teaching qualification or relevant teaching experience
- Previous experience of working with children, whether in a teaching environment or otherwise, is highly desirable.
- Basic knowledge of First Aid and Health & Safety
- ICT skills at basic level or beyond

This job description is not necessarily a comprehensive definition of the role and the job holder may be directed to undertake other such tasks or duties, which may be reasonably given to him/her from time to time. It may be subject to modification or amendment at any time after consultation with the post holder.

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities of the post include: Being alert to issues of safeguarding children and child protection; promote the welfare and safety of pupils and report any child safety/protection concerns to the Head of Department and Head of Pastoral Care immediately, adhering to safeguarding policies, procedures and practices.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."



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