SHREWSBURY HOUSE SCHOOL TRUST

JOB DESCRIPTION

for the post of Class Teacher at The Rowans School

Job title: Class Teacher (The Rowans School) – Maternity Cover

Reports to: The Head of The Rowans School

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

Primary Purpose:

- Ensure that planning, preparation, delivery of lessons, as well as recording, assessment and reporting, meet the academic, pastoral and social needs of each individual child.
- Offer pastoral care and support, providing the children with a secure environment in which they can learn.
- Have the ability to build good relationships with children, parents and colleagues and show effective communication skills. Patience, flexibility and a sense of humour are useful attributes.
- Have responsibility for a subject area.

Key Tasks and Responsibilities:

- To provide a stimulating, challenging, well-organised and inspiring classroom environment
- To plan appropriately, on a short- and medium-term basis, to meet the needs of all children
- To set clear, measurable targets to ensure children's learning progresses
- To keep efficient tracking and progression records including formative and summative assessment
- To report to parents on the development, attainment and progress of their child
- To take responsibility for the development of a curriculum area
- To deliver curriculum sessions to parents and teaching staff
- To manage behaviour through positive reinforcement and role-modelling
- To participate in meetings as and when required
- To lead, direct and communicate effectively with support staff within the classroom
- To communicate and cooperate with external agencies and future schools as and when necessary
- To take responsibility for finding opportunities in which to further their professional development
- To observe, both formally and informally, other teachers within the school
- To participate in their own appraisals, and other staff, if asked
- To visit other schools and share good practice
- To be able to work in a team, whilst also being able to use your own initiative
- To take responsibility for the development of children in the school beyond those just in their own class
- To run an Extra-Curricular School Club

- To provide cover for staff as and when required
- To show good organisational and time-management skills
- To have some knowledge of the Early Years Foundation Stage
- To have some awareness of the 7+ application process for local London day schools.

Whole School Trust

- Support the aims and core values of the Trust and adhere to all policies and procedures;
- To attend regularly and contribute to all necessary assemblies, staff meetings, professional learning sessions etc. and to attend parents' evenings and school events when required;
- To develop and maintain professional, productive relationships with all staff members;
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the Trust's health and safety policy and to work within its guidelines;
- To undertake any training assigned to you for the better performance of your duties;
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
- Any other reasonable project or duty assigned by your Head

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.

Signed: _____ Date: _____