



ROLE PROFILE

Primary Phase Maths Teacher – Fixed Term Contract

Job Family:	Teaching staff
Report To:	Head Teacher
Direct reports:	n/a
Status:	Initial fixed term contract
Hours:	Full Time

Purpose of the role:

- To teach mathematics to our pupils in the upper prep school on an initial fixed term contract.
- To undertake form tutor responsibilities in the upper prep school.
- To take responsibility for planning and implementing appropriate work programmes for all children in the designated classes, within the framework of national and school policies.
- To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
- To manage additional adults within the classroom.
- To support and develop Games lessons and fixtures with our prep school pupils and to contribute to the extra-curricular life of the school.

Key Responsibilities:

- To plan work for the classes in accordance with national and school curriculum policies and in co-operation with senior leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum relevant to their age.
- To ensure a close match between the learning experiences offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
- To make appropriate educational provision for children should they have learning difficulties and for those children learning EAL, with support from the Director of Teaching & Learning and other teachers.
- Where possible, to make sure that most of the children's work is closely linked to first-hand practical experience; thereby developing a mastery approach.

- To provide children with opportunities to manage their own learning and become independent learners.
- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- To maintain a high standard of displays both in the classroom and in other areas of the school.
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become responsible for their own learning.
- To work closely with colleagues to undertake medium- and short-term planning and to ensure the implementation of agreed schemes of work.
- To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
- To communicate and consult with parents and carers as necessary, about children's progress and attainment.
- To respect and support the principle, values and ethos of the school.
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in everyday classroom organisation and practice.
- To be committed to the school's continuing professional development programme.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
- To take responsibility for a curriculum subject area or area of the school as agreed with the Headmistress as detailed below:
 - Promote the teaching of the agreed subject/area throughout the school in line with school policies; through the provision of an annual whole school subject themed day and potential trips/ residential.
 - In conjunction with the Headmistress or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject/ area, supporting other staff if necessary.
 - Develop and monitor a scheme of work for the subject suitable to the needs of the Preparatory School.
 - Take responsibility for maintaining and evaluating all material resources. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Headmistress

Key Skills:

- Qualified Teacher Status
- Ability to maintain interest, encourage and engage your pupils
- Commitment to providing appropriate levels of challenge, so that pupils make good progress
- Ability to use methods and resources that enable all pupils to learn effectively
- Ability to use assessment information effectively to plan next steps in children's learning
- Strong organisational and time management skills

- Ability to secure high standards of behaviour
- Ability to make effective use of teaching assistants and other support services
- Ability to enable pupils to acquire new knowledge and skills
- Ability to enable pupils to develop the skills to work independently and collaboratively
- Ability to enable pupils to develop self-esteem and respect for others
- Ability to create an organised and stimulating learning environment.
- Ability to work within the framework of national and whole school policies to ensure consistency of practice.

Personal attributes:

- To demonstrate the skills of a good teacher as above
- Attitude and aptitude to make a significant contribution to our School ethos that promotes high achievement.
- Drive to achieve results - a commitment to raising achievement.
- Team player – aptitude to work as part of a team in planning and implementing the curriculum.
- Communication at all levels - ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process.
- Aptitude to develop and further your own professional development and to the principle of continuous improvement.

Experience and Education:

- Qualified Teacher Status - essential
- A proven track record of recent and successful class teaching in classes of primary age (or of successful training for NQTs) - essential
- Knowledge and understanding relevant to the position - essential
- Good understanding of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age - essential
- Thorough knowledge of the National Curriculum – essential
- Good subject knowledge of core National Curriculum subjects and sound knowledge of foundation subjects - essential
- Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy - essential
- An understanding of equality of opportunity issues and how they can be addressed in schools – essential
- A comprehensive understanding of safeguarding arrangements in educational settings and an understanding that safeguarding is everybody's responsibility - essential