



KSI Teacher – Job Description

The role will require close cooperation with:

- **All members of the Senior Leadership Team**
- **Other members of staff.**
- **Parents, governors and the local community.**
- **Members of the inspectorate, advisory and support services.**

General:

West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection, work within the staff code of conduct, and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.

All posts at West Hill Park require staff to conduct themselves in a highly professional manner when dealing with children, parents and colleagues. Staff are expected to appreciate and promote the ethos and image of the school and should ensure that in all their actions and words they market the school in a positive manner. Disciplinary action may be taken against staff who bring the school's name into disrepute.

Staff at West Hill Park are expected to be aware of their own Health and Safety and to that of those around them and should take all reasonable steps to ensure that no one is placed in danger.

Specific Duties and Responsibilities:

Responsibility to be taken for the teaching of subject classes within the school in liaison with the Headmaster, Senior Deputy Head (Pastoral) and Deputy Head (Academic). This will include:

- Liaising closely with the Senior Leadership Team to ensure continuity of practice throughout the school.
- Contributing to the after school and/or activities programme.
- Setting a good example in terms of dress, punctuality and attendance.
- Being familiar with the requirements of the National Curriculum and Key stage Tests.
- Ensuring that, in liaison with colleagues, there are published schemes of work for each year group. These schemes should be accessible working documents indicating clearly to all interested parties the work that the children are expected to complete. They should display continuity and avoid unnecessary repetition
- Ensuring that the relevant schemes of work are implemented.
- Researching and providing of appropriate teaching resources for each age group within the department.
- Form membership of a relevant duty team.

Clerical Duties and Responsibilities:

- Ensuring that all departmental lists and registers are accurate.

- Carrying out reasonable request that may from time to time be made by the Headmaster or Governors.

Teaching Duties

Teaching of subject classes in the Prep school.

All teaching should be carried out within the framework of:

- Current legislation
- School and policy guidelines
- Relevant outside agencies' policies and guidelines relating to the curriculum and equal opportunities.
- The specific needs of individual pupils.

Planning: Plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience, and existing knowledge of pupils.

Setting and supervising work for pupils: To teach a class, classes, sets, groups or individual pupils and to set tasks to be undertaken at school and elsewhere.

Marking and recording: To mark and assess pupils' work and to record their progress, attainment and development according to school policies both at school and elsewhere.

Discipline and relationships: To maintain good order, discipline and respect for others; 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.

Communication with parents and home links: 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 problems and difficulties.

Displays and environment: To maintain an attractive and stimulating classroom environment and contribute to displays in public areas if required. All classrooms should be kept tidy and in a condition conducive to both good health and safety practice and marketing.

Overall policy and review: To take part in the whole school reviews of policy and aims and in the revision or formulation of guidelines.

Reports: To provide oral and written assessments, reports and references, both at school and elsewhere relating to the development and learning of individual pupils and groups of pupils.

Reviews: To evaluate and review own teaching methods, materials and schemes of work and to make changes as appropriate and as required by changes necessitated by outside agencies.

Corporate Life: To take part in the corporate life of the school.

Cover: To supervise and so far as is practicable, to teach any pupils whose teacher is absent.

Professional Development: Keep up-to-date with current educational thinking and practice by personal reading, attendance at courses, workshops and meetings, taking part in appraisals and reviews of own work arranged by the Head teacher or Governors.

Requests: To carry out from time to time any such reasonable requests that shall be made by the Head or Senior Leadership Team.