



## **JOB DESCRIPTION**

### **Full time Key Stage 2 Teacher**

All teachers, whether subject or form, are responsible for the supervision, guidance and care of the pupils so that they develop academically, morally and socially. All teachers are to give such necessary support as to enable all to achieve their true potential.

For September 2022, we require a key stage 2 teacher, ideally, we are also looking for someone with a specialist interest that will contribute to the wider curriculum, if possible.

#### **Specific Areas of Responsibility**

- To be responsible for the welfare, progress and learning of pupils
- To work with colleagues to assist with the learning of the pupils
- To work with colleagues to develop a stimulating and engaging curriculum
- To plan and teach specific areas of the curriculum
- To maintain good communicative relationships with the parents of the children in the class and keep and distribute records of any meetings and conversations.
- To ensure a safe, tidy and stimulating learning environment within the classroom

#### **General areas of responsibility**

- To promote and safeguard the welfare of the pupils
- To establish an effective system of care and control for the children in line with the established School Policies
- To maintain class discipline, good manners, punctuality, in classrooms, cloakrooms, etc, and to ensure that high standards of personal appearance are adhered to by the children
- To mark accurately attendance registers and implement all relevant administrative routines as requested
- To ensure effective communication both internally and between school and home
- To become well acquainted with the record keeping required under the agreed policies and procedures of the School and to keep these records efficiently
- To be responsible for monitoring and reporting to the Headmaster and parents the progress of pupils, to attend parents' evenings that involve the parents of those pupils taught by the teacher
- To write reports at appropriate times
- To take a full part in staff rotas, duties, class assemblies and meetings. To undertake such duties before, during and after school as can be reasonably expected
- To take weekly extra-curricular clubs at lunchtime or after school as requested
- To participate in in-service training, as required. Support of/attendance at school functions, including those organised by the Parents' Association, is expected
- To cover, if required, for absent colleagues
- To be responsible for the proper use and care of the furniture and fittings in the School and to report any problems pertaining thereto through the appropriate channels
- To be aware of all School routines, etc, as printed and updated from time to time in the Staff Handbook and other documents

- To interact on a professional level with colleagues to maintain productive relationships in order to improve the quality of teaching and learning in the School
- To maintain strong professional links with teachers across the school, to ensure continuity and to liaise with other teachers for the benefit of the children
- All staff are expected to support the ethos of the School and encourage, by example, high standards of moral and social behaviour
- To carry out professional duties of the teaching staff as per the terms and conditions document and any other duties as reasonably requested by the Headmaster or members of the Senior Leadership Team
- To move to the teaching of different year groups as required
- To be responsible to the Headmaster in all matters relating to the position
- To be responsible for his/her punctuality and wearing of appropriate dress
- To follow the school Staff Code of Conduct

The job description and allocation of particular responsibilities may be amended by agreement between the Headmaster and the individual teacher from time to time.

Richmond House School is committed to safeguarding and promoting the welfare of children and applicants must be prepared to undergo child protection screening, including an enhanced check with the Disclosure and Barring Service