



ALLEYN COURT PREPARATORY SCHOOL

Job Description

Class Teacher – Lower School

Childhood at its best is an exciting and wondrous adventure where learning is present at every opportunity.

We aim to make it so.

Alley Court Preparatory School is non-selective and educates children from 2 - 11yrs old. We have an average of 18 children per class and operate two forms of entry.

There are approximately 250 pupils and 75 staff. The Pre-prep follows a Montessori format. From Yr1-6 children are increasingly taught by specialist teachers, making the most of the school resources and staff expertise. This prepares children very effectively for transition to their secondary school of choice.

Alley Court Preparatory School aims to:

- provide a first-class education through an environment that promotes curiosity, creativity, wonder and a love of learning;
- use a broad, rich and stimulating curriculum to inspire each child to attain the highest levels of academic, physical, artistic, and social endeavour, through understanding that sustained effort, reflection and diligence will always enhance results;
- ensure children are best prepared for whatever expectations they encounter when they move to their chosen secondary education;
- instil a passion to pursue dreams to fruition and the skills to contribute to a world of rapidly changing opportunities and technologies.



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Areas of Responsibility and Key Tasks

TEACHING AND LEARNING

Job Purpose

To carry out the professional duties of a teacher as dictated by the Headmaster and in accordance with the school's policies.

To be an effective professional who demonstrates superb curriculum knowledge, can teach and assess effectively, take responsibility for their own professional development and create students who achieve well academically, in terms of both progress and attainment, and socially, in terms of becoming; respectful, responsible, resilient, resourceful and reflective young people.

The National Teachers Standards set out the minimum expectations the school has of all teaching staff. This job description is to be performed in accordance with the provisions of the Teachers Standards and the expectations of the Staff Handbook.

Teachers will plan schemes of work and individual lessons (in those subjects they will teach) aimed to engage children's interests, inspire curiosity and questioning and ultimately to achieve outstanding progression of learning:

Key Responsibilities

- To the children for whom you are responsible at any one time; for outstanding learning, progression and exemplary behaviour.
- To pupils and colleagues for your own professional behaviour.
- To colleagues for their professional development.
- To parents and pupils, to ensure effective and constructive home/school liaison.
- To the Headteacher and Trustees of the school.

Key Tasks

- To ensure the effective education of the pupils in your care, in line with the school's Aims and Objectives, Policies and Schemes of Work.
- To plan, provide and review class-based activities that lead to the effective education of the children in your charge.
- To create lessons designed to stimulate, engage and challenge children to learn at a rate appropriate to their individual ability.
- To ensure planning will be stored on the appropriate areas of the school's intranet systems.
- In the main school... to ensure learning objectives and success criteria will be



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frequently shared with children within each lesson. Children will be absolutely clear about what is expected from them.

- To maximise the potential of each child in all areas of his/her development and to differentiate work according to ability.
- To ensure the good behaviour and safety of all children in your care, and to develop within them positive attitudes towards themselves, adults, peers, property and work.
- To participate in agreed school assessment procedures and maintain effective records in relation to the progress of the class and individual children, using the school's MIS.
- To continually re-enforce the notion of their high expectations and set challenges to stretch children in a supportive, but rigorous manner.
- To develop and maintain a harmonious and constructive home/school partnership.
- To share in the development of positive school/community relationships.
- To consult and inform parents regarding the curriculum, progress, attainment and attitudes of their children.
- To attend, prepare for and take an active role in Staff Meetings, Open Mornings, Parents' Evenings, Inset Days, Parent Information Presentations and other occasions as requested.
- To participate in arrangements for further training and the development of your own professional skills and knowledge.
- To participate in reviewing and writing relevant Policies.
- To create a stimulating, lively, orderly and tidy environment for all children in your care, instilling in them good habits and respect for their environment.
- To lead or participate in extra-curricular activities as is reasonable and is directed by the Headteacher.
- To be part of the advertised duty rota.

Pastoral Duties

- Take every opportunity to ensure the pastoral wellbeing of children in the school.
- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Ensure that all social and emotional concerns/incidents are recorded appropriately on SchoolBase.
- Establish effective working relationships with children, parents and staff and set a good example through their presentation, personal and professional conduct;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.



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- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings etc.
- Take responsibility for own professional development and duties in relation to school policies and practices.
- Liaise effectively with parents and Trustees.
- Take an active part in the wider life of the school in line with expectations of the Independent School sector.

Class Teacher Expectations

The **Class Teacher** is expected to

- Be the lead practitioner ensuring the highest quality of academic, social and emotional provision is available for all the pupils in their **Class**, when they are within the care of the school.
- Liaise with the Deputy Head to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Plan and lead assemblies and other class/year group celebratory occasions.
- Contribute to the preparation of Action Plans, ISPs, progress files and other reports.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.
- Take the lead where appropriate in identifying the need for off-site visits and residentials to enhance the curriculum.
- To take part leading/supporting off-site and outdoor activities with your year group/s.
- In addition to the role of Class Teacher you may be expected to teach other subjects as directed by the Headmaster according to need. You may expect a maximum 20% planning and preparation time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



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This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description should be read in conjunction with the Staff Handbook and other policy documents available through the school intranet.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.



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Person Specification

Teacher – Lower School

	Essential	Desirable
Qualifications	<p>Qualified Teacher Status</p> <p>Degree/Masters</p> <p>Broad academic foundation at GCSE/O-Level</p> <p>Evidence of continuous INSET and commitment to further professional development</p>	
Experience	<p>The Class Teacher should have significant experience of teaching at Key Stage 1</p>	<p>Experiences outside the school environment.</p> <p>KS2 Experience.</p> <p>Experience of leading groups of children off-site and on residential visits.</p>
Knowledge and Understanding	<p>The Class Teacher should have knowledge and understanding of and adhere to:</p> <ul style="list-style-type: none"> the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); the monitoring, assessment, recording and reporting of pupils' progress; the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children, British Values and the PREVENT strategy; the school policies and Staff Handbook effective teaching and learning styles; <p>up-to-date pedagogy concerning the delivery and content of their subject/s.</p>	
Skills	<p>The Class Teacher will be able to:</p> <ul style="list-style-type: none"> display outstanding communication skills in Standard English, to enable them to build relationships, teach children, promote the school's aims positively, communicate with stakeholders and inspire confidence in others; demonstrate highly effective inter-personal skills within a team; establish and develop close relationships with parents, trustees and the community; create a happy, challenging and effective learning environment; comfortably demonstrate the expectations of the Teaching Standards. 	
Personal Characteristics	<p>Teachers need to be able to demonstrate that they are routinely:</p> <ul style="list-style-type: none"> Enthusiastic about working with children, your subject areas and the wider life of the school Reflective Resourceful / Well-organised Responsible Resilient Respectful Enthusiastic 	



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	<ul style="list-style-type: none">• Able to motivate self and others• Calm and good-humoured under pressure• Willing and capable to engage with the school's ethos and mission statement• Smart in presentation and have good personal hygiene• Understanding of and committed to the independent school ethos of engaging in the full life of the school• Punctual and well-prepared for the events of the day ahead
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