



# Brentwood School

PREPARATORY

## Key Stage 2 Class Teacher

<b>Department:</b>	<b>Preparatory School</b>
<b>Hours:</b>	Full time
<b>Report to:</b>	Headmaster
<b>Job Purpose:</b>	All teachers are responsible to, and work as directed by, the Headmaster. They are expected to help pupils meet high standards of behaviour, appearance and punctuality, and a purposeful attitude to work. At all times, they are expected to uphold the good name of Brentwood Preparatory School and maintain confidentiality
	<b>Key Responsibilities/Accountabilities</b>
<b>Teaching</b>	<p>Teachers are expected to teach lessons which:</p> <ul style="list-style-type: none"><li>• Follow the subject scheme of work. This will require knowledge of the National Curriculum at Key Stage Two.</li><li>• Use a variety of approaches at a pace that maintains the interest of the pupils.</li><li>• Provide feedback to both teacher and pupils on understanding and progress in the lesson.</li><li>• Encourage the development of an individual's thought process.</li></ul> <p>Teachers are also expected to:</p> <ul style="list-style-type: none"><li>• Use the reward and sanction procedures to ensure good discipline.</li><li>• Set regular meaningful homework and mark it in accordance with School policy.</li><li>• Ensure punctuality to lessons.</li><li>• Assess, record and report on the development, progress and attainment of pupils.</li></ul>

	<ul style="list-style-type: none"> <li>• Co-operate in the production of courses of study, teaching, programmes and methods of teaching, Learning Support and individual pupils' needs.</li> <li>• Share and support the pastoral well-being of the pupil body, as individual groups or classes, maintaining confidentiality at all times.</li> <li>• Safeguard the general health and safety of pupils.</li> <li>• Communicate and consult with parents and relevant outside agencies.</li> <li>• Participate in all relevant meetings; whole school, departmental or other.</li> <li>• Undertake to carry out supervision, cover for absent staff and duties as required.</li> <li>• Contribute to the co-curricular activities as mutually agreed.</li> <li>• Participate in the weekly duty system as set out in the published information.</li> <li>• Create and effectively display pupils' work conducive to a positive learning environment.</li> </ul>
<b>Appraisal and development</b>	<ul style="list-style-type: none"> <li>• Participate in appraisal arrangements in accordance with the scheme agreed with the Headmaster and Governors.</li> <li>• Review of individual teaching methods and progress from time to time.</li> <li>• Participate in appraisal arrangements for further training and professional development, in conjunction with the Headmaster.</li> </ul>
<b>Person Specification</b>	<p>Essential qualifications, skills and attributes:</p> <ul style="list-style-type: none"> <li>• Educated to a degree level with Qualified Teacher Status.</li> <li>• The ability to teach pupils from Years 3-6, but with a wider interest in Primary Education.</li> <li>• Evidence of outstanding classroom practice and excellent teaching in KS2.</li> <li>• A commitment to enable all students to fulfil their potential.</li> <li>• The ability to foster a genuine spirit of enthusiasm for learning.</li> <li>• Experience of teaching and being responsible for a KS2 class.</li> <li>• An excellent classroom practitioner, able to employ a range of teaching strategies.</li> <li>• Ability to work as a team member and to form good working relationships with colleagues.</li> <li>• Good communication, organisational and administrative skills.</li> <li>• Ability to meet deadlines and show good attention to detail.</li> <li>• Good personal presentation.</li> <li>• An excellent record of attendance and punctuality.</li> <li>• A commitment to co-curricular activities.</li> <li>• The ability to use ICT in day-to-day teaching.</li> </ul>

	<ul style="list-style-type: none"> <li>• The ability to use initiative and demonstrate self-motivation.</li> <li>• A proactive and flexible working approach.</li> </ul> <p>Desirable qualities and skills:</p> <ul style="list-style-type: none"> <li>• Experience of teaching in both the State and Independent School sectors.</li> <li>• Experience of teaching all subjects within a KS2/Prep environment.</li> <li>• The ability to offer history and humanities is desirable but should not deter candidates with other strengths from applying for this position.</li> <li>• A flexible attitude.</li> <li>• Teaching maths and English to a high level across a range of year groups.</li> </ul>
	<p>To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Child Protection Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School's Designated Safeguarding Lead.</p>