



JOB DESCRIPTION

Key Stage 1 or 2 Form Teacher

Job purpose: As a confident, enthusiastic teacher you will be passionate about providing a high quality education experience for all children. This is an exciting opportunity to join a forward-thinking team at Copthorne which is part of the award-winning Caterham family of schools.

Job title: Teacher
Reporting to: Head of School
Core hours: Full Time, Term Time
Status: Permanent

All staff are expected to:

- Follow the School's Safeguarding policy and procedures and to ensure the well-being of all pupils in their care is their highest priority.
- Contribute to the day-to-day running of the school and follow its policies and procedures.
- Take an active role in ensuring the realisation of the School Development Plan.
- Treat each pupil and each other as an individual with courtesy and respect.
- Have due regard for Health & Safety within the School.

Personal Attributes

- Demonstrate smart appearance and be an enthusiastic member of the team
- Uphold moral values and emphasise their importance in education
- Exhibit commitment to the academic, personal, and social development of pupils.
- Foster an open, participative, and collegiate working style.

Main areas of responsibilities

- Plan and deliver a curriculum that takes into account previous learning and plans for children's next steps
- Plan for, teach and assess the class in a wide range of subjects in order to ensure progress and enjoyment of learning in a safe, secure and stimulating environment
- Plan and deliver the teaching programme for all pupils assigned to you with regard to the school's aims, policies and schemes of work, adapting planning to meet the needs of the pupils
- Provide a clear structure for lessons and for sequences of lessons, which maintain pace, motivation and challenge for all pupils
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons
- Ensure effective teaching of whole classes, groups and individuals (differentiation) establishing high expectations of behaviour and attainment, so that teaching objectives are met
- Monitor and intervene when teaching to ensure sound understanding and learning is taking place among all pupils
- Use a variety of teaching and learning styles to keep all pupils inspired and engaged
- Liaise with the SENCO regarding pupils with individual educational needs at both ends of the ability spectrum and set individual targets where appropriate
- Be familiar with the 'gifted and talented' pupils and ensure provision for such pupils
- Evaluate own teaching (critically) retrospectively in order to improve future effectiveness

- Support all children to develop emotional security, self-belief and mature social skills
- Promote a love of learning and an excitement about coming to school each day
- Maintain the highest levels of conduct and professional behaviour
- Take responsibility for safeguarding the welfare of children within the school
- Build good relationships with parents and carers and work in partnership to ensure the best outcomes for children and families
- Liaise with parallel class teachers to ensure consistency of provision across the year group and to share resources
- Contribute to school clubs and share in the delivery of extra-curricular activities, school trips and performances
- Perform duties at playtimes, lunch and after school as required
- Cover for absent colleagues when required, as directed by the senior leadership team
- Prepare stimulating and relevant displays to support the learning of children and to showcase that learning to parents and visitors

Knowledge

- IT literate and makes full use of digital resources and facilities within the teaching programme
- Solid knowledge of the curriculum and understands how young children learn
- Demonstrate how pupil data can be used to set clear targets for pupil progress

Monitoring, Assessment and Reporting

- Maintain regular communication with parents informing on children's progress.
- Assess and monitor children's attainment using formative and summative methods and keep up-to-date records
- To use assessment to inform next steps for teaching and individual target setting to ensure that all children are making consistent and sustained progress
- To mark children's work and provide them with next steps for their learning
- To feedback regularly to parents via parents' evenings and reports Staff Meetings
- To attend and be an active participant in departmental meetings and staff meetings discussing curriculum, pastoral and other matters

Pastoral Care

- Monitor the personal and social development of the children in the class
- Provide a role model for pupils in terms of conduct, appearance and punctuality
- Maintain open lines of communication with parents and promote an effective home-school partnership

Professional Development

- Keeps up to date with new methods of teaching and shares knowledge with other staff, taking responsibility for own personal development
- Actively participate in Staff Appraisal / PDR process
- Establish and maintain effective working relationships with parents, professional colleagues within Copthorne, Caterham and wider school network
- Contribute to the development, implementation and evaluation of the school's policies, practice and procedures in such a way as to support the school's values and vision

Safeguarding

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

Person Specification

Essential

- Qualified Teacher status
- High standard of literacy and numeracy
- Evidence of continuing professional development
- Experience of teaching pupils with a range of abilities
- Willingness to train – First Aid qualification

Knowledge & Skills

- Passion for teaching to a high level of achievement
- Be an effective and confident communicator, having a good command of English, both written and spoken
- Able to work as part of a team
- Able to support the extra-curricular life of the school including trips, clubs, open days, inset days and other school events
- Be confident in the use of technology in the classroom
- Knowledge and understanding of delivering a creative and curriculum
- Be able to use data to set targets
- Understand the issues surrounding the safeguarding of children and commitment to child welfare and safety
- Knowledge of child protection procedures
- able to motivate pupils of varying abilities by creating a warm and positive learning environment
- Be highly organised with the ability to work to tight deadlines
- Be of smart appearance
- Be flexible, versatile and self-motivated

Desirable

- Experience teaching Design Technology
- Someone who is able to teach Games
- Evidence of additional further educational qualifications
- First aid qualification

Benefits

- Pension scheme
- On-site parking
- 4 x life insurance
- Staff lunch included during term time
- Staff discount on school fees
- Employee Assistance Programme (EAP)

NB

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Copthorne Prep School is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to checks by the DBS and past employers.

