



Cumnor House School for Boys

Job Description

Post held: KS2 teacher

Responsible to: Headmaster

Liaises with: Senior Deputy Head and Head of Lower/Upper School

Main purpose of job:

To teach KS2 primary subjects and take on the role of the class teacher. The successful candidate will work closely with the relevant Heads of Section and Year Group Leaders for the subjects they teach. There is also an expectation to support the delivery of Sport in the Prep School. The post holder will adhere to the descriptions outlined in the 'General Teaching Duties' and 'The Role of the Form Tutor' documents also attached.

DUTIES AND RESPONSIBILITIES

Support for pupils:

To teach and deliver an inspiring, challenging and balanced curriculum
To assess, record and report on the development, progress and attainment of pupils
To maintain good standards of behaviour amongst students, both when they are on School premises and when they are engaged in authorised School activities elsewhere
To act as a Class/Form Tutor and to promote excellent pastoral care
Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times

Support for teachers:

To liaise with the relevant Heads of Section and Year Group Leaders for each subject to ensure a coherent programme of study for pupils
To participate in the development of the department and contribute to the departmental and overall School aims and objectives
To maintain appropriate records and provide relevant and accurate data for information systems to ensure that all records are up-to-date

Administrative:

Prepare and present displays of children's work as required
To prepare and produce reports for individual pupils
To plan, with colleagues, for all lessons and review and evaluate own teaching



Support for the school:

Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

Contribute to the overall ethos/work/aims of the school

Appreciate and support the roles of other professionals

Attend and participate in relevant meetings as required

Where appropriate develop a relationship to foster links between home and school

Liaise, advise and consult with other members of the team supporting the children as appropriate

Contribute to reviews of children's progress as appropriate

Set a good example in terms of dress, punctuality and attendance

Undertake other duties from time to time as required by the Head of Lower/Upper School, Senior Deputy Head and Headmaster

Arrangements for appraisal of performance

The role of KS2 teacher will be monitored through the school's Performance Management Programme.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Signed: _____ Date: _____