**Prep School Class Teacher Job Description & Person Specification (Full Time)**

**Required for April 2025 (or September 2025)**

**Responsible to: Head**

The role of the class teacher is to ensure that each pupil is encouraged to reach her full potential, and support in the delivery of the highest standards of teaching and learning. They are accountable for the outcome and achievements of the pupils they teach. All class teachers are expected to be a professional and active member of the Argyle House School community, working to raise standards, improve outcomes and opportunities for all students and encourage students to embrace the School’s ethos.

**Job Description**

**Responsibilities**

Teaching

1. To enable pupils to acquire knowledge and make progress according to their ability so that they increase their understanding and develop their skills in the subject taught.
2. To foster in pupils the application of intellectual, physical or creative effort, interest in their work, and the ability to think and learn for themselves.
3. To create well-planned lessons and deliver through effective and appropriate teaching methods, activities and management of class time.
4. To show a good understanding of the aptitudes, needs and prior attainments of the pupils and ensure these are considered in lesson planning.
5. To utilise effective strategies for managing behaviour and encouraging pupils to act responsibly.
6. To teach, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in class and at home.
7. To assess, record and report on pupils’ development, progress and attainment.
8. To assist in the preparation and development of courses of study, teaching materials, teaching programmes.
9. To contribute to the development of the curriculum, and to be aware of the pedagogical developments.
10. To provide academic support according to the timetables and needs of the pupils.

Pupils

1. To ensure that all pupils are able to learn effectively.
2. To be responsible for the monitoring of pupils’ progress and performance in the subject, using data as appropriate.
3. To be responsible for ensuring that pupils receive effective subject mentoring.
4. To carry out regular scrutiny of pupils’ work as a means of monitoring the quality of teaching and learning with the department.
5. To analyse the performance of pupils on internal and external examinations by completing the required documentation and to use this analysis as a tool for departmental development.
6. To offer a range of enrichment activities to pupils to promote the subject and foster an enthusiasm for its learning.

Parents

1. To deal with parental concerns, and communicate with parents in a timely manner by email, phone and in person.
2. To record on the MIS (iSAMS) details of any contact with parents.

Extra-Curricular

1. Commitment to the before school, lunchtime and after school extra-curricular and enrichment programme.
2. Commitment to leading and accompanying day trips and residential visits.

Other

1. To undertake any further reasonable duties as requested by the Head.

**Person Specification**

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| **Factors** | **Essential** | **Desirable** |
| **Qualifications** | Good Honours Degree in a relevant subject (1st or 2:1)PGCE or QTS | Higher degree or evidence of further study |
| **Training** | Evidence of Continuing Professional Development relating to teaching & learning, pastoral work, SEND etc. |  |
| **Experience** | Experience of teaching in Ks1 & KS2 |  |
| **Knowledge and Skills** | Knowledge and understanding of:* 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 Child Protection;
* Up-to-date and thorough knowledge of developments in the teaching in KS1 / 2 and pedagogic practice

Excellent ICT skills – Experience of teaching using iPads and other technology to enhance Teaching and LearningExperience of incorporating the use of technology into lessons, to enhance pupils’ learning and progress | Experience of ensuring curriculum continuity between Key Stages 2 & 3 |
| **Personal Qualities** | Highly developed interpersonal skillsIntegrity, loyalty, positivity and commitmentHigh expectations of self and othersCommitment to equal opportunityProven commitment to professional developmentPositive and flexible approach to opportunities and challengesResilience and ability to work under pressure and meet deadlinesGood team player |  |
| **Safeguarding** | Full understanding of safeguarding requirementsCommitment to implementing whole school policies relating to the safeguarding of children |  |