



Orwell Park School

Job Title: Key Stage 2 teacher
Reports to: Head of Middle School
Date: March 2018

Main Purpose

To undertake the role of Class Teacher for Middle School Pupils (Years 3 to 5) and to participate in the extra-curricular activities programme as a member of the Orwell Park academic team.

Specific Responsibilities

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- Participate in the development of the curriculum, materials and schemes of work.
- Mark pupils' work promptly, regularly and in accordance with the school's marking policies and guidelines so that pupils and parents receive ongoing and constructive feedback.
- Record and report pupils' effort and attainment, progress and attitude to work in accordance with school systems and calendar deadlines.
- To share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment.
- Write reports on all children in accordance with the School's systems, guidelines and calendar deadlines.
- Participate in and/or lead the organisation of extra-curricular activities (field work, trips, expeditions), which will enrich the curriculum and enhance the teaching and learning of pupils.
- Attend and participate in parents/staff/departmental meetings as required.
- Identify own training needs and agree solutions with the Head of Middle School/ Deputy Head Pastoral / Deputy Head Academic as appropriate.
- Attend and participate in School INSET and other training/development events organised by the School.

- Participate in the activities programme (including some evening activities), games and duties as agreed.
- Provide pastoral care and support to pupils.
- Undertake other reasonable tasks as may be requested from time to time by the School's Senior Management team.
- Be familiar and up-to-date with the School's Health and Safety policies and procedures and attend Health and Safety training and updates as required.

Essential Skills, Knowledge and Experience:

- Qualified teacher status
- An appreciation of KS1 and KS2 and an awareness of continuing syllabus changes.
- A range of teaching skills and styles and the ability to adapt to the differing needs of individual pupils.
- Skilled in building good working relationships with pupils, parents and staff.
- Skilled in provision of pastoral support and guidance.
- Effective communication skills at all levels.
- Skilled in use of IT, both as an aid to teaching / learning and as an administrative tool.

Attributes:

- An ability and willingness to relate well to staff, pupils and parents and to communicate effectively with them.
- Versatility and adaptability in a changing world.
- Ability to inspire and motivate others.
- Enthusiasm, drive, initiative and a genuine interest in all areas of school life, both inside and outside the classroom.
- A willingness to be involved with the extra-curricular life of the school wherever possible.
- Ability and willingness to use IT effectively to aid teaching and learning.
- Sense of humour.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he/she must report any concerns to the School's DSL (Deputy Head Pastoral) or to the Headmaster.