

## **Job Description**

### **Teacher – Junior School**

Our Lady of Sion is an independent coeducational day school located in the heart of Worthing, with approximately 380 pupils, aged 3-18 years. The School was founded in 1862 and, whilst proud of our heritage, we are a very forward-looking, vibrant and dynamic institution. Our community is diverse and we welcome staff and pupils from all faiths and none, from a variety of cultures and traditions. Under our care, the next generation of Sionians discover possibilities in the world around them, develop a life-long passion for learning and respond willingly and with compassion to the needs of others.

You will find our School to be warm and friendly, where we aim to ensure all pupils flourish as happy and successful individuals. Our smaller class sizes, throughout the School, allow our staff to fully understand each child's strengths and specific needs, and our excellent teaching instils in pupils a love of learning and exploration.

We are seeking to appoint an enthusiastic, dedicated, and energetic Teacher to provide lessons to a year group in the Junior School. The successful candidate will have excellent teaching ability and have the ability to help pupils to develop the skills, which will allow them to excel and to reach their full potential.

All staff are expected to contribute to the maintenance and development of the ethos and culture of the School as outlined in the Mission Statement. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is a teaching role with required flexibility within a small school environment. This post combines academic, pastoral and administrative duties.

#### **Duties as a member of teaching staff:**

- To teach within Junior School classes.
- To provide opportunities for learning which are stimulating and varied and which take into account pupils' needs and abilities.
- To help establish a positive atmosphere and to demand high standards at all times.
- To undertake supervisory duties as and when required.
- To help cover staff absence anywhere in the Junior School.
- To notify the relevant Key Stage Co-ordinator when absent and set appropriate work, as detailed in the staff handbook.
- To undertake responsibility for the organisation of the curriculum and update policy/scheme of work when required.
- To assist with extra-curricular activities e.g. day trips, sports day, musicals, Christmas productions, after school clubs, Morning Club, Afternoon Club and Prep Club.
- To notify the relevant staff of any accidents or any risks which may need to be addressed.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Adhere to the school's health and safety policy to ensure a safe working environment for pupils, staff, parents and visitors.

- To ensure that regularly up-dated examples of pupils' achievements and developments in PE are displayed in the Hall and PE colours are awarded each half of term.
- To attend staff meetings, in-service days and relevant courses.
- To ensure that assessment is kept up to date, in line with the marking policy.
- To carry out pupil assessments on a regular basis, as set out in the Assessment and Marking policy.
- To keep records of pupils' progress and behaviour, and communicate any concerns to the Key Stage Co-ordinator.
- To complete detailed reports twice yearly and interim reports when requested. To discuss individual pupils' progress with parents on request and submit reports of any discussions for school records.
- To produce lesson plans, as detailed in the Teaching and Learning policy.
- To implement current schemes of work as laid down by the Junior School policy statements and followed throughout the school.
- To liaise with the Learning Support Coordinator when necessary.
- To attend Open Mornings/Evenings, Parents' Consultation Evenings and after school functions when needed.
- To attend Friends' Association functions whenever possible.
- To keep abreast of educational developments.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Engage actively in the performance review process
- Adhere to policies as set out on the school website and staff handbook.
- To be actively involved in supporting and helping with extra-curricular activities within the school.

The above job description is not exhaustive. The Teacher plays a key role by providing support the Key Stage Co-ordinator in creating a positive enjoyable environment where pupils can grow in confidence, creativity and sensitivity.

This job specification may be amended at any time following discussion between the Headteacher, Key Stage Co-ordinator and Teacher.

### **Professional development**

Participate in the school's appraisal procedures and training and development in order to improve own practice.

### **Communication**

Being aware of confidential issues linked to home/pupil/school work and to keep confidences as appropriate, communicate effectively with the whole school community.

### **Working with colleagues and other relevant professionals**

Being aware and adhering to school policies and procedures, collaborate and work with colleagues and other relevant professionals within and beyond the school, develop effective professional relationships with colleagues.

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Understanding of the school framework calendar and how that affects workloads.

### **Personal and professional conduct**

Maintain high standards of ethics and behaviour, within and outside school, demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community, have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

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

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties appropriate to the level of the role.*

## Person Specification

Criteria	Essential/ Desirable	Assessed by
<b>Qualifications</b>		
Good honours degree in a related subject	Essential	Application Form
PGCE, QTS or equivalent or related experience		
<b>Experience and Skills</b>		
Experience of teaching primary age children including Key Stage 1 and Early Years	Essential	Application Form/ Interview
Ability to design and deliver high quality lessons		
Proven record of developing schemes of work and of raising attainment		
Knowledge of a range of pedagogic approaches to cater for different learning styles and ensure all students are engaged		
Ability to inspire pupils and motivate others and to relate well to students		
Excellent organisational skills with the ability to coordinate and prioritise activities in a timely manner		
Ability to contribute to department developments and an awareness of national changes to the nature of teaching		
Experience of communicating with clarity and credibility		
Experience of establishing and maintaining effective working relationships at all levels		
Experience of working calmly under pressure to deadlines		
Ability to use initiative, working with minimum supervision		
Experience of maintaining confidentiality at all times		
Experience of working with children and young people	Desirable	Application form/ Licence check
Full valid driving license including D1 entitlement. Hold a current, clean and valid driving licence D1 unrestricted or a D1 restricted (car licence obtained prior to 01/01/1997)		
<b>Personal Attributes</b>		
Professional image, manner and approach	Essential	Application Form/ Interview
Problem-solver with a 'can-do' approach, positive and constructive attitude		
Flexible approach to duties and working hours		
Able to use initiative and use problem solving skills		
Able to be adaptable and be flexible to respond to regularly changing requirements		
Willing to attend further courses and training as necessary		
<b>Other</b>		
All successful candidates will be subject to an Enhanced Disclosure and Barring Service with barred list check, satisfactory references, health assessment, qualifications and legal entitlement to work in the UK and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences	Essential	Checks and clearances