

SAPIENTIA EDUCATION TRUST

WYMONDHAM COLLEGE PREP SCHOOL JOB DESCRIPTION

CLASS TEACHER

Line Manager:	Headteacher
Salary:	MPR minimum to UPR maximum

THE POST

Wymondham College Prep School is seeking to appoint a Class teacher to join our school. The ideal candidate will have a proven record of excellent classroom practice, and a strong understanding of the importance of environment and provision in enabling learning.

Wymondham College Prep School is a member of the Sapientia Education Trust (SET). The school is committed to the professional development of all staff and provides a safe and supporting environment to work in.

On appointment, the successful candidate will be required to complete a six month probationary period.

PERSON SPECIFICATION

Personal Qualities

Wymondham College Prep School expects its teachers to have the following personal qualities:

- Be an innovative, independent thinker with the capacity for strategic thinking;
- Be creative and proactive in finding solutions;
- Be flexible and adaptive to changing needs and priorities;
- Be resilient, empathetic, calm and professional under pressure;
- Be insightful and analytical with good problem-solving skills;
- Have excellent inter-personal and communication skills and evidence of being able to build and sustain effective working relationships with staff, children, parents/carers and the wider community;
- Be a self-reflective practitioner who always seeks to improve;
- See the 'big picture' in relation to whole school priorities & improvement;
- Able to reason their educational philosophy, in tune with the school ethos;

- Be willing to contribute to the extra-curricular life of the school;
- Possess a sense of humour;
- Have the ability to inspire and enthuse staff and children about learning;
- Passion for working with primary aged children;
- Be highly self-motivated, able to energise and motivate others;
- Be insightful and understanding of national, international and research developments relevant to teaching and learning in their subject.

Professional Competence.

Wymondham College Prep School expects its teachers to have the following professional competences:

- Be an outstanding teacher with evidence of impact on outcomes with a proven track record of total commitment to helping every child achieve, make progress and flourish;
- Have excellent understanding of what constitutes excellence in teaching and learning;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for children and staff on a day-to-day basis;
- Develop positive relationships with pupils, parents and staff;
- Collaborate effectively with staff, parents/carers and children;
- Liaise and work with partner schools and other relevant external agencies in the pursuit of continued improvement;
- Excite and engage visitors about the school at open evenings and all other events;
- Have very high expectations of the learning of all children at all times;
- Make effective use of IT.

JOB SPECIFICATION

General Responsibilities

The successful candidate will be employed as a teacher under the standard conditions of service for teachers at Wymondham College Prep School.

The teacher will be responsible to the Headteacher, for teaching using their skill, experience and best endeavors and in accordance with Teachers' Standards. They will abide by the Code of Conduct for Staff and Volunteers at Wymondham College Prep School. A contribution to the wider life of the school is an expectation of all staff, for example by supporting the extra-curricular activities within the school.

Wymondham College Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning;
- To plan and prepare lessons and medium-term plans in order to deliver the expectations of the National Curriculum ensuring breadth and balance in all areas and subjects;
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations;
- To maintain good order and behaviour among the pupils, safeguarding their health and safety;
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities, adapting teaching styles to suit all learners and provide a supportive learning environment;
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning;
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress, using this information to inform lesson planning decisions;
- To ensure effective use of support staff and other adults within the classroom;
- To be part of a whole school team, actively involved in decision-making and participating in staff meetings as required;
- To be familiar with school systems, structures, policies and procedures, reflecting these in your daily practice;
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional;
- To liaise with outside agencies when appropriate;
- To self-evaluate your teaching in order to improve effectiveness and take part in continued professional development, maintaining a portfolio of training undertaken;
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures;
- To maintain and complete each pupil's Profile;
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity;
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy and any school-specific procedures / rules that apply to this role;
- To carry out supervisory duties as per published rosters;
- Demonstrate high standards of personal and professional standards of conduct;
- To carry out any other appropriate tasks as requested by the Headteacher.

REMUNERATION

Salary Details:

MPR minimum to UPR maximum

All payments are pensionable under the Teachers' Pension Scheme.

DRESS CODE

The post holder will be expected to wear appropriate attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that children, staff and visitors are able to identify Wymondham College Prep School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Wymondham College Prep School Performance Management programme.