



# Mylnhurst

Preparatory School and Nursery



Mylnhurst  
Campus Group

MOTIVATE. ENGAGE. INSPIRE.

*Class Teacher Maternity Cover (3 Terms)  
Job Description and Person Specification*

## *Job Description*

POST: Class Teacher (Maternity Cover)

### *Job Purpose*

1. To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headmistress.
2. To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

### *Areas of Responsibility and Key Tasks*

#### *Planning, Teaching and Class Management*

Teach allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge students and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- be aware of and make provision for students who are AEN/SEN, very able, or who have other particular individual needs
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- ensuring effective teaching and best use of available time
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- using a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to students, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, ICT and other sources
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluating own teaching critically to improve effectiveness
- ensuring the effective and efficient deployment of classroom support
- liaise with the Subject Leader to ensure the implementation of department policy and best practice

#### *Monitoring, Assessment, Recording, Reporting*

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor students' work and set targets for progress
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving
- undertake assessment of students as requested by examination bodies, departmental and school procedures

- prepare and present informative reports to parents
- undertake assessment of students and participate in the school's system reporting to parents

#### Curriculum Development

- support subject leaders in aspects of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance

#### Pastoral Duties

- promote the general progress and well-being of individual students and of the class as a whole
- liaise with the SLT to ensure the implementation of the school's pastoral systems
- register students, accompany them to assemblies and encourage their participation in other aspects of school life
- contribute to the preparation of reports and SEN plans as necessary
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff
- contribute to PSHE and citizenship and enterprise according to school policy

#### Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- know subject(s) or specialism(s) to enable effective teaching
- take account of wider curriculum developments
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, and events
- take responsibility for own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## *Person Specification*

The following attributes are essential for the successful candidate to possess. These should be demonstrated within the application and will form part of the interview process for shortlisted candidates.

### Training & Qualifications

1. Qualified Teacher Status
2. Evidence of continuing and recent professional development relevant to the post

### Knowledge and understanding

1. Understanding of equality of opportunity issues and how they can be effectively addressed in schools.
2. The knowledge and understanding of current theory and best practice in learning and teaching, particularly as this relates to high achievement and attainment.
3. Understanding of a diverse range of teaching and learning styles and techniques.
4. Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards.
5. Good understanding of effective procedures for managing and promoting positive behaviour among pupils.
6. Good understanding of the role of parents and the community in school improvement and how this can be practised and developed.
7. Clear understanding of data analysis and the important impact this can have on achievement and attainment

### Characteristics and Competencies

1. Ability to promote the school's aims positively.
2. Ability to develop good personal relationships within a team; making an effective contribution to high morale.
3. Ability to establish and develop close relationships with parents, governors and the community.
4. Ability to communicate effectively (both orally and in writing) to a variety of audiences.
5. Ability to create a happy, challenging and effective learning environment.
6. Boundless enthusiasm, determination and drive to inspire others to achieve high standards.
7. A solution-focussed mindset and a determined approach to maintaining Mylnhurst's exceptional standards.
9. A personable nature to build effective relationships with parents and all members of the school community
10. A lively, creative and good-humoured approach to all aspects of teaching, management and leadership
11. Ability and keenness to promote the school's positive culture and ethos