

JOB DESCRIPTION

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| <i>Job Title:</i> | Duchy College – Prep Class Teacher – Key Stage 1 |
| <i>Works for:</i> | Head and Deputy Head of Duchy College Prep and Principal |
| <i>Direct involvement with:</i> | Head, Class Teachers, Specialist Teachers, Teaching support staff, SENCO, parents and pupils |
| <i>Hours:</i> | Full time, term time post |
| <i>Salary:</i> | Reflective of experience |

Job Purpose: Duchy College Prep is a leading independent prep school for boys and girls aged 4-11 years, with both day and boarding pupils and is based in Harrogate, North Yorkshire.

Prep celebrates an important and wonderful stage in a child's development. From the very first day at school we aim to make this a happy, exciting and inspiring journey and by the time children leave us they are fully equipped to tackle the next stage in their educational career.

A class teacher in Prep has direct involvement with Prep and Senior School Staff, pupils and parents, along with the wider school community.

Reports to the Deputy Head in Duchy College Prep School and the Head of Duchy College Prep School.

- Responsibilities:*
- Have an extensive knowledge and understanding of a range of teaching, learning and behaviour management strategies, including how to personalise learning and use this to provide opportunities for all learners to achieve their potential.
 - Design learning sequences within and across lessons that are effective and consistently well matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
 - Make effective use of a range of assessment strategies to diagnose learners needs, to set challenging targets for improvement and to monitor the progress of learners.
 - Maintain appropriate records to demonstrate progress made by pupils.
 - To be responsible to the Head of Prep through the school management structure.



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- To be willing to work in a co-operative and collaborative manner, including teaching in teams.
- To be responsible for general administrative class duties and organise the learning environment and resources to make provision for high quality learning experiences in line with school policy.
- To share responsibility for the learning and physical environment of the school, e.g. displays / grounds, etc.
- To ensure the health and safety of children and staff is maintained during all activities, both inside and outside.
- To supervise the work of ancillary/support staff as required (including students - both on School Practice or Work Experience).
- To participate fully in the performance management process as a job holder.
- To participate fully in the pastoral responsibilities of the school and employ positive behaviour strategies in line with school policy.
- To work in close liaison with parents/carers, giving written and verbal information and explanations and involving them in their child's learning.
- To share knowledge gained with other practitioners and other professionals.
- To lead a proportion of school assemblies on a rota basis.
- To continue with own professional development and to participate fully in all school meetings and INSET.
- Keep up to date with changes in the curriculum and developments in best practice.
- To lead extra-curricular activities as directed by the Head of Duchy College Prep School.
- To be able to relate to children positively and have high expectations in relation to securing outstanding behaviour throughout school.
- To attend Staff Meetings on a Wednesday evening.
- To work to the Statement of Duties for Prep Teachers which includes the expectation of running a Club and undertaking a lunchtime duty



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General:

Education is an ever-changing service and all staff are expected to participate constructively in the school's activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence

*Person
Specification*

Essential:

- Qualified Teacher status
- Experience of working in a primary school setting
- Ability to communicate effectively orally and in writing;
- Ability to liaise with other teaching staff and work in co-operation with colleagues;
- Ability to effectively manage, organise and control pupils' working;
- Ability to motivate pupils through the use of a variety of teaching methods and the setting of appropriate goals and monitoring of progress;
- Ability to assess, monitor and report on pupils' progress;
- Ability to successfully encourage pupils to the highest standards of individual achievement.
- Ability to deal sensitively with children's pastoral needs or learning needs in the classroom;
- Ability to develop productive working relationships with parents

Duchy College (Formerly Harrogate Ladies' College) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The School is an educational charity and equal opportunities employer.