



THE CHADDERTON PREPARATORY GRAMMAR SCHOOL

Job Description

The Chadderton Preparatory School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

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| Post title: | Class Teacher (Year 6) |
| Hours of work: | 8am – 5pm |
| Remuneration: | Commensurate with experience |
| Responsible to: | Headteacher |
| Start: | April 2025 |

Main Responsibilities

Key Purpose of the Job

To ensure the effective teaching and learning of all pupils, helping them to develop both inside and outside the classroom. Support the policies and aims of the School and ensure the good social, emotional and physical development of every child.

1. Teaching

- Planning and preparing courses and lessons.
- Teaching the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.

2. Other Activities

- Promoting the general progress/wellbeing of any individual group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the School.

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| | <ul style="list-style-type: none"> • Participating in meetings arranged for any of the purposes described above. • Accompanying pupils on trips away from the School. • Maintaining and monitoring display work in appropriate areas of the School. <p>3. Assessments and Reports</p> <ul style="list-style-type: none"> • Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils. <p>4. Appraisal</p> <ul style="list-style-type: none"> • Participating in any arrangements that may be made for Performance Management. <p>5. Further Learning and Development</p> <ul style="list-style-type: none"> • Reviewing from time to time your methods of teaching and programme of work. • Participating in arrangements for your professional development. <p>6. Educational Methods</p> <ul style="list-style-type: none"> • Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements. • Being aware of developments in ICT and how they may be integrated into your subject. <p>7. Discipline, Health And Safety</p> <ul style="list-style-type: none"> • Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere. <p>8. Staff Meetings</p> <ul style="list-style-type: none"> • Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements. • Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group. <p>9. Public Examinations</p> <ul style="list-style-type: none"> • Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments. <p>10. Administration</p> <ul style="list-style-type: none"> • Participating in administrative and organisational tasks related to such duties as are described above, including the management or |
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| | <p>supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.</p> <ul style="list-style-type: none"> • Attending assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after School sessions. <p>All employees at School are expected to undertake additional duties as assigned by the Headteacher.</p> <p>This list is not intended to be exhaustive.</p> |
| Monitoring, Assessment, Recording, Reporting, and Accountability | <ul style="list-style-type: none"> • To be immediately responsible for the processes of identification, assessment, recording, and reporting for the pupils in their charge. • Assess pupil's work systematically, using results to inform future planning, teaching, and curricular development. • Prepare and present accurate and informative reports to parents on their child's progress. • Keep an accurate register of pupils in each lessons, reporting unexplained absences, or patterns of absences, in line with the relevant school policy. • Direct reporting to the Headmaster, but also accountable the Governors and Directors of Alpha Schools Limited when required. |
| Subject Knowledge and Understanding | <ul style="list-style-type: none"> • Have a thorough, up to date knowledge and understanding of the EYFS, KS1 and KS2 National Curriculum programmes of study, its level descriptors for internal and external assessments. • Keep up to date with research and developments in pedagogy and relevant subject areas. |
| Professional Standards and Development | <ul style="list-style-type: none"> • To be a role model to pupils through personal presentation and professional conduct. • To arrive in class, on or before the start of the lesson, and to begin and end lessons on time. • To cover for absent colleagues as is reasonable, fair and equitable. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety. • To establish effective working relationships with professional colleagues and associate staff. • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures. • To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. |

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| | <ul style="list-style-type: none"> • To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children. • To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare. • To undertake any reasonable task as directed by the Head of Science and Senior Leadership Team. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To train in basic first aid. • To be familiar with and implement the relevant requirements of the current SEN Code of Practice. • To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> ○ have SEN; ○ are gifted and talented; ○ are not yet fluent in English. • To uphold the school's core values. |
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| Person Specification 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. | | | |
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| | Essential | Desirable | Method of assessment |
| Qualifications | QTS Bachelor's Degree | Further Qualifications/ master's degree Proven commitment to continued personal development. | Production of the Applicant's certificates |
| Experience | Relevant teaching experience in primary education and in Key stage 1 and 2 Designing and implementing inspirational and engaging schemes of work. | Experience of preparing children for Grammar school entrance exams (would be an advantage) Experience of the independent school sector, and how individual schools operate within. | Application Form Interview Professional references |

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| | <p>Of using a number of assessment, recording, and planning strategies.</p> <p>Experience managing challenging behaviour.</p> <p>Experience using a number of varied resources to deliver their lessons.</p> | <p>Experience leading a subject area.</p> <p>Experience dealing with pupils with SEN.</p> | |
| Skills | <p>An excellent written and verbal communicator. Excellent time management skills.</p> <p>An exceptional teacher.</p> <p>The ability to contribute to the school as a whole.</p> <p>Plan, set, and assess homework that reflects individual needs.</p> | | <p>Application Form</p> <p>Interview</p> <p>Professional references</p> |
| Knowledge | <p>Excellent, up to date, working knowledge of the relevant key stage curriculum and National Curriculum and how independent schools operate within it.</p> <p>Know a range of assessment approaches, and how to use the data collected from it to best benefit the pupil.</p> | <p>A specialism in teaching English.</p> | <p>Application Form</p> <p>Interview</p> <p>Professional references</p> |
| Personal competencies and qualities | <p>A commitment to lifelong learning for all.</p> <p>The ability to remain calm in many situations that involve children, adults and</p> | | <p>Contents of the Application Form</p> <p>Interview</p> |

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| | <p>wider members of the school community.</p> <p>A strong commitment to continued personal development.</p> <p>Flexible, adaptable and enthusiastic.</p> <p>The ability to motivate and inspire.</p> <p>A willingness to contribute to extra-curricular activities and other aspects of school life.</p> | | <p>Professional references</p> |
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