



Clevelands Preparatory School

Job Description and Person Specification

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title	Class Teacher KS1 – Mat Leave
Hours of work	8am – 5pm, Full Time
Remuneration	Commensurate with experience
Responsible to	Headteacher
Start Date	Sep 2025
Main Responsibilities:	<ul style="list-style-type: none"> • To be aware of the relevant developments to Key Stage 1 teaching, learning, assessment and recording • To deliver lessons which are consistently judged as good or outstanding in line with the school's expectations. • To develop appropriate long- and medium-term plans and daily plans in line with the school's policy on planning. • To plan engaging and motivating learning activities and achieve progression in pupils' understanding by identifying clear learning intentions and success criteria. • Lesson content will be differentiated and responsive to meet the needs of all pupils. Pitch will match current levels of understanding. • To set clear targets for pupils building on prior attainment. • To establish a safe, organised and stimulating environment with purposeful displays that foster independent exploration, extends learning and celebrates pupils' achievements. • To critically analyse the impact and effectiveness of your teaching, making timely adjustments to the curriculum where necessary and to be open to peer feedback. • To make effective use of assessment information on pupils' attainment and progress when teaching and in planning future learning. • To analyse data and prepare for pupil progress meetings. • To select and make good use of ICT and other learning resources which enable learning objectives to be met • To plan, set and assess homework in accordance with the School Homework Policy • To set high expectations for pupils' behaviour, promoting fair and consistent discipline in line with our Behaviour Policy. • To establish a pupil voice, listening carefully to pupils, analysing their responses and use this constructively to progress learning. • To liaise with parents in a diplomatic and professional manner, reporting to them the progress or otherwise of their children and to be available for such discussions at reasonable times outside normal school hours and to make time available during school holidays to meet existing and potential parents.

	<ul style="list-style-type: none"> • To be aware of confidential issues linked to home/pupil/teacher/school • To promote the acceptance and inclusion of the pupil with SEN, encouraging students to interact with each other in an appropriate and acceptable manner. • To establish supportive relationships with the students concerned • To give positive encouragement, feedback and praise to reinforce and sustain the students' efforts and develop self-reliance and self-esteem. • To know and apply school policies on Child Protection, Safeguarding, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc. • To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment • To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties. • To be willing to support break/lunchtime supervision and assist with extra-curricular activities. <p>To accompany students on educational visits</p> <p>This list is not intended to be exhaustive, and you may be required to undertake other reasonable duties as Cleveland's Preparatory School requires from time to time.</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. • To contribute towards the implementation of Individual Pupil Profiles, particularly the planning and recording of appropriate actions and outcomes related to set targets in liaison with the SENCO. • To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development. • To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents. • Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.
Subject Knowledge & Understanding	<ul style="list-style-type: none"> • To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses. • To keep up to date with research and developments in pedagogy and the subject area.
Professional Standards & 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.

	<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 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. <ul style="list-style-type: none"> ○ 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.

	Essential	Desirable	Method of assessment
Qualifications	<p>QTS</p> <p>Bachelors' Degree</p>	<p>Master's Degree</p> <p>Proven commitment to CPD</p> <p>PGCE or other suitable teaching qualification.</p>	<p>Production of the Applicant's certificates</p>
Experience	<p>Relevant teaching experience in primary education</p> <p>Designing and implementing inspirational and engaging schemes of work.</p> <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 in Key Stage 1 and 2</p> <p>Experience of the independent school sector, and how individual schools operate within.</p> <p>Experience leading a subject area.</p> <p>Experience dealing with pupils with SEN.</p>	<p>Application Form</p> <p>Interview</p> <p>Professional references</p>

Skills	<p>An excellent written and verbal communicator.</p> <p>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 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>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 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>Application Form</p> <p>Interview</p> <p>Professional references</p>