



# Newcastle Preparatory School

## Class Teacher

### Job Description

#### Job Details

**Salary:** NPS Teachers' Pay Scale M1-M6 dependent upon experience

**Contract type:** Full time, Permanent

**Reporting to:** Head Teacher

A class teacher at NPS works to fulfil the school's aims, ensuring that all children experience excellence and enjoyment, through a broad and individualised education. All staff are committed to ensuring the welfare and safeguarding of all pupils in their care and are a vital part of the wider school community.

#### Job Description

<b>Class Teacher</b>	
<b>Key Roles</b>	<ul style="list-style-type: none"> <li>• Create and manage a stimulating learning environment for all pupils</li> <li>• Plan and teach a balanced and engaging curriculum which follows and exceeds National Curriculum standards, using the NPS planning overviews</li> <li>• Deliver lessons and produce high-quality resources which meet the individual needs of learners</li> <li>• Arrange for enriching visits, workshops and events to take place</li> <li>• Make regular, informal assessments and observations of children's learning, alongside undertaking termly formal assessments, where appropriate, and reviewing individual pupil progress</li> <li>• Reflect on teaching and learning to adapt to the strengths and needs of pupils</li> <li>• Demonstrate a commitment to personal professional development and contribute to the execution of the school development plan</li> <li>• Meet the expectations set out in the Teachers' Standards</li> <li>• Manage and deploy resources and budgets efficiently</li> <li>• Show genuine enthusiasm and passion for preparatory school education</li> <li>• Any other duties which may reasonably be requested by the Head Teacher to ensure the effective operation of the school</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Work as part of a year group team to plan, develop and review the curriculum delivered</li> <li>• Attend CPD and staff training sessions on a regular basis</li> <li>• Participate in staff development review (appraisal)</li> <li>• Share and contribute to the whole school vision within the school teaching community</li> <li>• Work harmoniously with colleagues on collaborative projects</li> <li>• In the event of staff absence, provide cover for other classes and subjects where appropriate</li> </ul>

<p style="text-align: center;"><b>Children</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate excellent knowledge of safeguarding procedures, confidently implementing them where required</li> <li>• Actively promote the health, safety and wellbeing of all pupils</li> <li>• Support and encourage all children to make progress and achieve targets in all areas of the curriculum</li> <li>• Be a reliable and consistent presence in the classroom to promote excellent behaviour and attainment</li> <li>• Maintain effective discipline within a positive and caring environment</li> <li>• Contribute to the implementation of whole-school initiatives, activities and themed days/weeks</li> <li>• Work with pupils on an individual basis towards their personalised aims and targets</li> <li>• Keep effective records, including assessment data, individual education plans and registers of attendance</li> <li>• Contribute to the additional provision for pupils with identified areas of need</li> <li>• Provide exciting, engaging and ever-evolving provision for pupils</li> </ul>
<p style="text-align: center;"><b>Parents</b></p>	<ul style="list-style-type: none"> <li>• Provide regular feedback to parents on their child's progress, attainment and wellbeing</li> <li>• Be an approachable, reliable and informative contact for parents to communicate with</li> <li>• Prepare topic overviews, letters and regular updates for parents</li> <li>• Keep effective records of meetings and communications with parents</li> <li>• Create detailed written reports twice a year</li> <li>• Share insight into each individual's experience in school through parents' conferences twice a year</li> </ul>
<p style="text-align: center;"><b>School Community</b></p>	<ul style="list-style-type: none"> <li>• Make positive contributions to the wider life and culture of NPS</li> <li>• Uphold the school's core values and ethos</li> <li>• Readily participate in events for families and staff</li> <li>• Organise and run extra-curricular activities, in addition to contributing to the early and late room supervision</li> <li>• Support and encourage children in their extra-curricular interests</li> <li>• Work effectively with school partners and other professional bodies</li> <li>• Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision</li> </ul>

*This job description may be amended at any time in consultation with the postholder.*



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### Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree</li> <li>• Successful primary teaching practice</li> <li>• Demonstrable experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate qualification</li> <li>• Good honours degree</li> <li>• Relevant and proactive professional learning and development</li> <li>• Paediatric first aid training</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching and learning strategies</li> <li>• A sound knowledge of children's learning needs</li> <li>• Evidence of adaptive and differentiated teaching to meet individual needs</li> <li>• Ability to build effective working relationships with pupils, parents and colleagues</li> <li>• Thorough knowledge of requirements and procedure relating to safeguarding children</li> <li>• Effective implementation of positive behaviour management strategies</li> <li>• Good ICT skills to deliver lessons and support pupil learning</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive ICT skills and evidence of innovative use in the classroom</li> <li>• Enhanced knowledge in pedagogical approaches and strategies</li> <li>• Read Write Inc phonics or spelling delivery experience and training</li> <li>• Knowledge of a broad curriculum, including planning for a cross-curricular approach</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Effective communication and interpersonal skills</li> <li>• A commitment to striving for the best outcomes for all pupils, promoting the ethos and values of the school</li> <li>• Set high expectations for children's attainment, progress and curriculum</li> <li>• Ability to work under pressure, prioritising and managing time effectively</li> <li>• Duty to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding young people</li> <li>• Understanding of equality, diversity and inclusion within the classroom and workforce</li> <li>• Creative and motivated approach with the ability to use initiative</li> <li>• Exemplary attendance and punctuality records</li> </ul>	

Newcastle Preparatory School is committed to creating a representative workforce and actively encourages applications from suitably qualified candidates from diverse backgrounds and experience. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.