



## **The Banda School**

### **JOB DESCRIPTION LOWER SCHOOL**

#### **LOWER KEY STAGE 2 CLASS TEACHER (YEARS 3 & 4)**

The post holder will report to the Head of Lower School and will be accountable to the Headteacher.

The Lower School (Years 1-4) is a thriving section of The Banda and seeks to appoint a Year 3 or 4 Class Teacher. The successful applicant will believe strongly in variety when it comes to teaching and learning and will be innovative and creative in their approach. Instilling a love of learning should be a priority and they will be expected to create a nurturing environment in which children feel confident to enquire and explore.

The Banda allows flexibility and opportunity amongst its staff and prides itself on setting high standards and ensuring excellent communication. The Lower School currently consists of 12 classes and teachers work very collaboratively - team work is an essential component of day-to-day life.

#### **Main Duties:**

- To take responsibility for planning and implementing appropriate work programmes for all pupils in the designated class, within the framework of national and school policies.
- To support and drive the ethos, aims and values of the school.
- To maintain and use assessment records and report on pupils' progress to staff, and to parents and carers, in accordance with school policy.
- When required, to manage a Teaching Assistant effectively within the classroom.

#### **Accountabilities:**

- To plan work for the class in accordance with national curriculum, school policies and schemes of work in cooperation with Heads of Department and the Headteacher, to ensure that the pupils experience a broad, balanced and stimulating curriculum appropriate to their age.
- To follow and implement school policies and procedures.
- To ensure that the learning experience matches the individual needs of the pupils in your class – giving each child an opportunity to achieve to the best of his/her capability.
- To evaluate your teaching and use this evaluation to improve and develop teaching strategies.

- To make appropriate educational provision for pupils with learning difficulties and for those children with EAL, with support from The Banda's Learning Development Centre.
- To create a secure, happy and stimulating environment, maintaining the highest standards of organisation and discipline.
- To take an active role in the pastoral care of pupils, building positive and supportive relationships, promoting pupils' wellbeing and working closely with pastoral leaders, colleagues and parents to support pupils' social, emotional and behavioural development.
- To provide well planned, creative and engaging learning experiences for pupils.
- To create engaging and interactive displays of high standard both in the classroom and in other areas of the school.
- To play an active role in the general life of the school.
- To maintain close relationships with colleagues and work together to develop and implement short, long and medium term plans in line with agreed schemes of work.
- To consistently assess pupils' progress, maintain records and provide regular written reports to parents.
- To communicate regularly and effectively to parents about pupils' progress and attainment in a positive, professional and polite manner.
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and behaviour are promoted in everyday classroom organisation and practice.
- To be committed to the school's Continuing Professional Development programme.
- To undertake required duties and attend regular staff meetings and INSETs before, during and after school hours when required.
- To assist, where necessary, in co-curricular sporting, dramatic and musical events.
- To organise and take pupils on field trips in a safe and secure manner, in accordance with school policies.
- To liaise with colleagues from Key Stage 1 and 2, the Upper School and the Learning Development Centre.
- To ensure confidentiality concerning pupils, parents, colleagues and school business.
- To maintain professional levels of conduct and adhere to the school's Code of Conduct for staff.



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### PERSON SPECIFICATION LOWER SCHOOL LOWER KEY STAGE 2 CLASS TEACHER (YEARS 3 & 4)

#### The Lower Key Stage 2 Teacher needs to:

- Be a fully qualified teacher with Key Stage 2 training and experience.
- Have a valid Teachers Service Commission Certificate (if applying from Kenya) or Qualified Teacher Status (for overseas applicants).
- Have experience of working in British Curriculum schools.
- Be able to build good relationships with pupils, parents, families and colleagues.
- Be able to build good relationships with colleagues.
- Be able to create a stimulating and engaging learning environment.
- Be able to use initiative, show flexibility and be adaptable.
- Be proactive as a part of The Banda School staff team and possess the desire to be fully involved in all aspects of life in a leading preparatory school.
- Be punctual and use preparation time appropriately.
- Be a good communicator with adults and children.
- Show good organisational skills.
- Show a competent level of written English.
- Be able to use ICT in teaching. Familiarity with using interactive screens and iPads is important.
- Present a clean Police Clearance Certificate or International Certificate of Child Protection (ICPC).
- Safeguard and promote the welfare of the pupils.
- Keep up to date with educational developments and best educational practice.

**The post holder will have the responsibility for promoting and safeguarding the welfare of the children and young persons for whom he / she is responsible, or with whom he / she comes into contact, and will be expected to adhere to and ensure compliance with the school's Child Protection Policy at all times.**