**JOB DESCRIPTION**

1. **a) TITLE OF POST**  
   Key Stage 2 Teacher  

   **b) SALARY SCALE**  
   Rose Hill Scale, currently at 11.8% above state pay scale and according to experience.  

   **c) ALLOWANCE**  
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2. **PURPOSE OF THE JOB**  
To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headmaster.

3. **APPLICABLE CONTRACT AND DUTIES**  
This Job is to be performed in accordance with Schedule B of the Teacher’s Contract of Employment which details the Professional Duties a teacher may be required to perform (attached).

4. **RELATIONSHIPS**  
The postholder is responsible to the Headmaster via appropriate line managers.  
The postholder is responsible for the supervision of any classroom assistance provided.

5. **SPECIFIC RESPONSIBILITIES**

   **TEACHING:** General subjects including Girls Games (NB specialist areas such as Art, Music, IT, DT, PE and French are taught by specialists)

   **PASTORAL:**  
   Looking after a Year 3 group of 18 boys and girls  
   Promoting and safeguarding the welfare of all pupils

   **EXTRA CURRICULAR:**  
   Contributions to Sport, Drama, Creative Arts especially welcomed.  
   Applicant’s own skills and interests taken into account.
OTHER:
Duties - including playground, lunchtime, prep
School events - attendance at and support for regular events throughout the year such as Summer Fair, Carol Service, Speech Day
After-School Clubs

6. PERSONAL SPECIFICATION FOR THIS POSITION
Appropriate qualifications and preferably experience of Key Stage 2
Successful teaching record
Good knowledge of National Curriculum requirements
The ability to work collaboratively and supportively
Commitment to the protection and safeguarding of children
Good IT/IWB skills
Effective classroom management skills, including catering for individual needs
Good ‘people’ skills
Contribution to the extra-curricular life of the school
Enthusiasm for teaching and a sense of humour

In addition to the ability to perform the duties of the post, the interview for short-listed candidates will explore issues relating to safeguarding and promoting the welfare of children.

Rose Hill is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to have an enhanced DBS check.
JOB DESCRIPTION

School Aims

Mission Statement

To provide a quality all round education for all pupils which enables them to reach their true potential. Within a secure environment, based on clear Christian principles, children are encouraged to meet new challenges with confidence.

School Aims
To provide the best possible all round education for each pupil in the school by:

a. enabling every child to achieve his/her full academic potential in small classes
b. helping all pupils to develop their individual personalities within the framework of a stimulating environment
c. providing a strong pastoral system which responds to the needs of the individual
d. developing a partnership, between home and school, by communicating the social and academic progress of each child to parents at regular intervals, through an all embracing system of parents’ evenings, mid-term assessments, detailed end of term reports and personal contact
e. fostering many possible talents of the individual eg musical, artistic, sporting, dramatic or other, by providing an environment which motivates the child to explore the wide range of activities available at Rose Hill.
f. encouraging positive relationships, good manners, social awareness, and a sense of responsibility and discipline in a supportive Christian community.

Organisation (Pre-Prep)

Children are accepted into our Kindergarten from the age of three. From the age of 3, there are parallel classes with an average of 16 children in each class. Key Stage 1 tests and tasks are used in Year 2 to support teacher assessments and there is usually automatic transfer from year 2 to year 3 which is the first year of the Prep School.

Organisation (Prep School)

In Year 3 the children are setted for Maths and English. Specialist subject teaching occurs in Art, Music, ICT, French, PE, Games and DT. Setting is extended to include Science and French in Year 5. All non-core subjects are taught in class (ie mixed ability) groups and the maximum class size is 18.
Curriculum (Pre-Prep)

The Foundation Stage and National Curriculum are followed but independence allows continuous review and selection. The basic skills of literacy and numeracy are given high priority, but a balanced curriculum is vital for the development of the whole child, and physical, creative and artistic work of all kinds is encouraged.

Subject specialist teachers from the Main School offer support and guidance in all subject areas. Specialist lessons in French, Music, I.T and Sport are introduced progressively through Key Stage 1.

Curriculum (Prep School)

The School follows the National Curriculum but our independence allows continuous review and selection. For example, Classics is introduced in Year 5 and, by the time the children reach Year 3, they have completed two years of French. Key Stage 2 SATS are taken in Year 6 and the Independent Schools Common Entrance Syllabus (which is more challenging) is followed in the top three years.

The use of specialist teachers from Year 3 for Sport, Art, Music, ICT, DT and French ensures high standards across the curriculum. Academic specialists are introduced from Year 5.

Key Information Related to Teaching Posts

- Fully pensionable under the TPS
- Salary above Teachers Pay Spine
- Opportunities for professional development through INSET
- Spacious, well resourced facilities
- Significant allowances for the education of teacher’s children
- Initial contract for two terms probationary period

Application Procedure and Interview

Preferably a handwritten letter to the Headmaster, together with the completed Application Form which includes details of two referees, one of which should be the last employer. Short-listed candidates will be required to bring proof of identity and original certificates or certified copies of qualifications obtained and to teach a lesson as part of the interview process.

Appointment Requirements

- Enhanced Criminal Records Bureau (CRB) check
- Induction Training, including safeguarding (photo ID/passport and evidence of address)
SCHEDULE B
Professional Duties

B.1 Professional Duties

The following duties shall be deemed to be included in the professional duties which the Teacher may be required to perform:

B.1.1 Teaching

B.1.1.1 planning and preparing courses and lessons;

B.1.1.2 teaching, according to their educational needs, the pupils assigned to the teacher, including the setting and marking of work to be carried out by the pupils in the school and elsewhere;

B.1.2.3 assessing, recording and reporting on the development, progress and attainment of pupils;

B.1.2 Other Activities

B.1.2.1 promoting the general progress and well-being of individual pupils and any class or group of pupils assigned to the teacher;

B.1.2.2 providing guidance and advice to pupils on educational and social matters; making relevant records and reports;

B.1.2.3 making records of and reports on the personal and social needs of pupils;

B.1.2.4 communicating and consulting with the parents of pupils;

B.1.2.5 communicating and co-operating with persons or bodies outside the school;

B.1.2.6 participating in meetings arranged for any of the purposes described above;

B.1.3 Assessments and Reports

providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

B.1.4 Appraisal

participating in any arrangements for the appraisal of the teacher’s performance and that of other teachers;

B.1.5 Review: Further Training and Development

B.1.5.1 reviewing from time to time the teacher’s methods of teaching and programmes of work;

B.1.5.2 participating in arrangements for the teacher’s further training and professional development as a teacher;
B.1.6 Educational Methods
advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

B.1.7 Discipline, Health and Safety
maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised school activities elsewhere;

B.1.8 Staff Meetings
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;

B.1.9 Cover
supervising and so far as practicable teaching any pupils whose teacher is not available to teach them;

B.1.10 Public Examinations
participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations;

B.1.11 Management
B.1.11.1 contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers;

B.1.11.2 co-ordinating or managing the work of other teachers;

B.1.11.3 taking part as may be required of the teacher in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School;

B.1.12 Administration
B.1.12.1 participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and material;

B.1.12.2 attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.