

Role Profile: Key Stage 2 Teacher**Location: Clifton Lodge School****Function: Teaching and Learning****Reporting to: Headteacher**

Clifton Lodge is a small prep school based in Ealing, caring for children aged 3 to 11 years old. We use the word small on purpose – we see 'small' as our biggest advantage; our size allows us to provide an environment which makes our children feel safe, secure, comfortable and at home. We see that, together with our Christian ethos as being instrumental to laying great foundations for personal wellbeing, the ability to thrive, which in turn leads to achievement.

Role Purpose

To fulfil the professional responsibilities of a teacher and to meet the expectations set out in the teaching standards. To demonstrate great care for each child's well-being and learning progression.

To ensure the effective teaching 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. To teach all subjects as required in KS2.

What you will be doing**Standards and Quality Assurance**

- Support the aims & ethos of the school
- Set a good example in terms of dress, punctuality & attendance
- To participate in meetings at the School which relate to the curriculum and organisation of the school and the pastoral care of the pupils
- To attend INSET days and staff meetings, parents' evenings and Open Days
- To supervise daily, lunch sessions and other break duties as timetabled
- To take part in the wider life of the school, e.g. concerts, after school clubs, outings
- To participate in arrangements made for Performance Management
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

- Add any other duties reasonably instructed by the Head

Teaching and Learning

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge Participate in arrangements for preparing pupils for external tests
- To carry out any additional responsibility negotiated with the Head, including, but not limited to, extra-curricular activities

Assessing and Reporting

- To assess, record, track and report on children's progress and attainment in line with School Policy
- To be responsible for maintaining the children's individual profiles
- To be responsible for reporting to parents on the children's progress, as well as communicating and

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Health & Safety

The post holder is responsible for the safety of all pupils and must ensure that:

1. The resources are maintained in a safe condition for the pupils and School staff;
2. Staff carry out operations in accordance with School policy and departmental codes of safe working practice;
3. All accidents are reported to the and recorded using School's Accident Report/Medical Tracker
4. Promote the safety and wellbeing of pupils
5. Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Clifton Lodge School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

- To be signed and dated by employee:
- Signed:
- Name (print):
- Date: