

## APPOINTMENT OF CLASS TEACHER IN THE PRE-PREPARATORY SCHOOL FROM SEPTEMBER 2010

Founded in 604AD, King's School is an Independent School. The School, which is divided into Senior, Preparatory and Pre-Preparatory School departments, has a total of around 590 pupils between the ages of 3 and 18 years. Although the school is comparatively small, it has a strong academic tradition.

The school enjoys an almost idyllic setting within the heart of historic Rochester. The buildings, many of which are listed, occupy a widespread campus set around the castle and Cathedral. King's is a Christian School which is part of the Cathedral Foundation. The Pre-Preparatory School is housed in a modern purpose-built state of the art building, Chadlington House.

King's Pre-Preparatory School is a "Tied House." Dr Ian Walker, Head Master of King's School is Head of all three schools. The Headmistress of the Pre-Preparatory School, Mrs Sarah Skillern reports through him to the Governors and has authority for the School delegated through him. The Pre-Preparatory School has 118 boys and girls (in Reception Year, Year 1, Year 2 and Year 3) and a Nursery of approximately 20 children. Within the Pre-Preparatory School each class has a maximum class size of 18 pupils, with many classes being smaller in number than this.

We are seeking to appoint a teacher for one of our Year 2 or Year 3 classes in the Pre-Preparatory School. The classrooms are all well-proportioned with excellent facilities. Each Year 2 class has a part-time classroom assistant. There are weekly planning meetings and staff meetings, and plenty of support is given by colleagues in the Common Room.

The enclosed 'Job Description' explains in detail the duties and responsibilities of Class Teachers in the Pre-Preparatory School.

The salary, which is pensionable under the DCSF Teachers' Superannuation Scheme, will be in line with the common pay spine. In addition, all members of staff are paid a King's Allowance, reviewed annually by the Governing Body of the School, which currently stands at 8%.

Closing date for the receipt of applications is Friday 19th March. Applications should be made by using the school application form provided. This should be sent to:-

Mrs Sarah Skillern, Headmistress  
King's Pre-Preparatory School  
Chadlington House  
Lockington Grove  
Rochester  
Kent  
ME1 1RH

Telephone: 01634 888566

Email: [preprep@kings-school-rochester.co.uk](mailto:preprep@kings-school-rochester.co.uk)

Website: [www.kings-school-rochester.co.uk](http://www.kings-school-rochester.co.uk)

Interviews will be held on: Thursday 25<sup>th</sup> March 2010



FOUNDED 604 AD  
**KING'S SCHOOL**  
ROCHESTER

## **JOB DESCRIPTION PRE-PREPARATORY SCHOOL CLASS TEACHER**

### **MAIN DUTIES:**

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
3. To manage additional adults within the classroom.

### **PRINCIPAL ACCOUNTABILITIES:**

1. To plan work for the class in accordance with national and school curriculum policies and in co-operation with subject leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum relevant to their age.
2. To ensure a close match between the learning experience offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. To make appropriate educational provision for children should they have learning difficulties and for those children learning EAL, with support from the Educational Support Coordinator and teachers.
4. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
5. To provide children with opportunities to manage their own learning and become independent learners.
6. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
7. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
8. To maintain a high standard of display both in the classroom and in other areas of the school.

9. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
10. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
11. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
12. To communicate and consult with parents and carers as necessary, about children's progress and attainment.
13. To respect and support the worship and ethos of our Cathedral-linked Christian School.
14. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
15. To take responsibility for the management of other adults in the classroom.
16. To be committed to the school's continuing professional development programme.
17. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
18. To run a weekly after-school club to further the extra-curricular opportunities available to pupils.
19. To take responsibility for a curriculum subject area as agreed with the Headmistress as detailed below:
  - Promote the teaching of the agreed subject throughout the school in line with school policies.
  - In conjunction with the Headmistress or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area, supporting other staff if necessary.
  - Develop and monitor a scheme of work for the subject suitable to the needs of the Pre-Preparatory School catering for 3 – 8 year olds
  - Take responsibility for maintaining and evaluating all material resources. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Headmistress

## **PERSON SPECIFICATION CLASS TEACHER**

### **QUALIFICATIONS**

- Qualified Teacher Status.

### **EXPERIENCE**

1. A proven track record of recent and successful class teaching in mixed ability classes of primary age (or of successful training for NQTs).

### **KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB**

1. Good understanding of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age.
2. Thorough knowledge of the National Curriculum and revised National Literacy and Numeracy Strategies and Early Years Foundation Stage Curriculum.
3. Good subject knowledge of core National Curriculum subjects and sound knowledge of foundation subjects
4. Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy.
5. An understanding of equality of opportunity issues and how they can be addressed in schools.

### **SKILLS AND ABILITIES**

1. To demonstrate the skills of a good teacher, including ability to:
  - a. Interest, encourage and engage pupils;
  - b. Provide appropriate levels of challenge, so that pupils make good progress;
  - c. Use methods and resources that enable all pupils to learn effectively;
  - d. Use assessment information effectively to plan next steps in children's learning
  - e. Make effective use of time;
  - f. Secure high standards of behaviour;
  - g. Make effective use of teaching assistants and other support;
  - h. Enable pupils to acquire new knowledge and skills;

- i. Enable pupils to develop the skills to work independently and collaboratively;
  - j. Enable pupils to develop self esteem and respect for others;
  - k. Create a well organised, stimulating learning environment.
2. Ability to make a significant contribution to a school ethos that promotes high achievement.
3. A commitment to raising achievement.
4. The ability to work as part of a team in planning and implementing the curriculum.
5. The ability to work within the framework of national and whole school policies to ensure consistency of practice.
6. The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process.
7. A commitment to further your own professional development and to the principle of continuous improvement.
8. A commitment to teaching in a Cathedral-linked Christian school.