



WELLOW HOUSE SCHOOL
WELLOW, NEWARK, NOTTINGHAMSHIRE NG22 0EA
T: 01623 861 054
E: office@wellowhouseschool.co.uk

Job Description

Wellow House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Post title:	KS2 Teacher
Hours of work:	Full Time, 8:30 am till 5: 15 pm, Permanent, Term Time
Remuneration:	£26k - £30k
Responsible to:	Head Teacher
Main Responsibilities	• Inspire pupils with an enthusiasm and a love of learning • Employ a range of teaching methods and apply them effectively, according to the maturity and ability of the pupils and the desired learning outcomes • Plan work in accordance with department schemes of work • Liaise with colleagues on the planning of units of work for collaborative delivery and the development of teaching materials and resources • Take account of pupils' prior levels of attainment and use them to set targets for future improvement • Set appropriate homework tasks and set work for pupils absent from school when needed • Maintain good discipline and take responsibility for initial disciplinary sanctions (in accordance with school's policy) • Set high expectations for pupils' behaviour by establishing a purposeful working atmosphere • Set appropriate and demanding expectations for each pupil's learning, motivation and presentation of work • Promote effective learning by pupils through the development of mature work habits and a range of learning skills and methods • Be familiar with assessment and examination results of pupils and use these when planning lessons and work • Keep up to date with current developments in your subject area and • Attend relevant in-service training both within and without the school • Undertake responsibility for specific areas within the department as identified by the head of department • Make use of ICT and other technologies to promote achievement • Ensure that all lessons are well planned and that records of pupils' work are kept • Mark (in accordance with the school's and, where appropriate, department policy), monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate • Carry out assessment programmes (reports, grades) in accordance with school guidelines



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	• Attend the appropriate parents' evenings to keep parents informed as to the progress of their child • Devote sufficient time outside of formal school hours for preparation, assessment and administration
Duties as a Form Teacher (where appropriate)	• Be the first point of contact for pupils and parents • Be responsible in the first instance for the general welfare of the pupils in that form • Be responsible for overseeing a pupil's academic and social progress in school that year • Co-ordinate the form's school reports and write a general report for these pupils • Register the form each morning • Disseminate any information or correspondence as required • Maintain an ordered, attractive Form Room in which the pupils can take pride as their base • Help the form to develop a collective spirit of loyalty, trust and support
General School Duties	• Promote and support school academic and pastoral policies • Carry out break and supervisory duties as designated • Attend staff briefings and meetings, parent meetings and other meetings outside normal school hours as required • Attend school outings and take part in residential trips as needed • Drive the minibus if/when required (training provided)
Professional Standards & Development	• Support and promote the aims and ethos of the school • Treat all members of the community, colleagues (teaching and non-teaching) and pupils, with respect and consideration • Treat all pupils fairly, consistently and without prejudice • Set a good example to pupils in terms of dress • Arrive at school in good time and remain at school until the end of the working day, allowing enough time after this for further preparation • Carry out break and supervisory duties as designated • Promote the aims of the school when attending and participating in



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	events such as assemblies, sports, music and drama events • Take responsibility for own professional development and participate in training when provided • Reflect on own practice and contribute to the process of continuous improvement of the school e.g. participation in mutual observation process) • Contribute to the school's extra-curricular programme according to the needs of the school and own personal interests and expertise and/or participate similarly in the games programme • Contribute to the corporate life of the school through effective participation in all meetings • Read and adhere to all the school policies as outlined in the school handbook(on line) and contribute to the development of new policies • Undertake all responsibilities as prescribed within school policies • Ensure that all deadlines are met as published
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Person Specification

Wellow House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Criteria	Essential	Desirable	Method of assessment
Qualifications:	Teaching qualification		Production of the Applicant's certificates
Experience:		Experience of preparing pupils for grammar school entry	CV Interview Professional references



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Skills:		Ability to teach/coordinate MFL Ability to produce high – quality classroom display Ability to teach across Key Stages	CV Interview Professional references
Knowledge:		Ability to contribute to the school's extra-curricular programme.	Contents of the Application Form Interview Professional references
Personal competencies and qualities:	Professional and efficient. Honesty and reliability. Hard working. Motivational and inspirational.		Contents of the Application Form Interview Professional references