



KIRKHAM
GRAMMAR SCHOOL

JOB DESCRIPTION

FULL TIME TEACHER (EYFS/KS1/KS2)

ROLE

The postholder is employed under the Terms and Conditions of employment as outlined in the Kirkham Educational Foundation Teachers Contract 2002. Under the direction of the Headmistress, the postholder is to be responsible for the teaching of pupils within the Junior, Infant and Pre-School.

Key Accountabilities:

Teaching & Learning

- Be an outstanding practitioner with a good track record of delivering exceptional lessons.
- Responsibility for the delivery of a curriculum which enhances the National Curriculum to include EYFS, Key Stage 1 and Key Stage 2.
- Organise the classroom and learning resources, creating displays that encourage a positive learning environment.
- Effectively plan lessons with clear objectives, setting challenge and achievable targets to ensure the progress and high attainment of all pupils.
- Prepare lessons and feedback to pupils in accordance with the School's Marking and Feedback policy in order to achieve positive outcomes for pupils.
- Where necessary deploy a Teaching Assistant according to the requirements of the lesson and ensure lessons are suitably resourced.
- Attend relevant training courses to keep abreast of developments in education.
- Evaluate and implement new ideas and approaches to teaching and learning in line with the School Development Plan.
- Lead a subject, taking direction from the Deputy Head (Academic) for the EYFS, Key Stage 1 and Key Stage 2.

Co-Curricular, Events & Fixtures

- Organise and host school events, as required, including year group day trips and residentials.

- Manage and organise co-curricular clubs during lunchtime and after school for a range of age groups as required.
- Support the programme of House events throughout the school year.
- Attend staff meetings, INSET days, Parents' Evenings, trips and additional School events as required.
- Contribute fully to the co-curricular life of the school.

Monitoring, Assessment, Recording, Reporting and Accountability

- Attend regular meetings with the Headmistress to discuss the progress and development of each pupil within the class, and liaise with other staff as required.
- Show regard to the development of PE throughout the school playing an active role in supporting our pupils to lead a healthy lifestyle.
- Monitor and record pupil attainment and progress and use this data to inform future planning.
- Report, as required, pupil progress and attainment to the Senior Leadership Team and Headmistress.
- Report pupil progress and attainment to parents regularly, including during Parents' Evenings, and keep appropriate records of these meetings.
- Undertake annual Appraisal in accordance with KGS policy.

Ethos & Behaviour

- Uphold the Junior, Infant & Pre-School Values (Be Kind, Be Curious, Be Determined) and reflect these in their teaching.
- Manage the behaviour of pupils in a positive and supportive way in line with School policies and procedures, demonstrating patience and kindness.
- Promote KGS by maintaining high standards of personal and professional conduct, always acting with integrity.
- Engage with all stakeholders of KGS in a personable and courteous manner at all times.
- Provide a stimulating yet nurturing environment that celebrates the achievements of all pupils and always be a source of encouragement to them.
- Work effectively with other members of the Junior, Infant & Pre-School department and across the KGS Foundation.

Safeguarding/Health & Safety/Resources

- Promote and safeguard the welfare of pupils.
- Submit, amend and evaluate risk assessments as required.
- Carry out maintenance checks of the cloakroom adhering to the School's Health & Safety policy.
- Administer first aid if required and also take responsibility for the administration of medication to pupils if required whilst on day trips and residential.
- Organise resources for the class and year group in accordance with a budget.
- Maintain a register of attendance for the class using iSAMS as required.

Other criteria

- Ability to drive a School mini-bus would be advantageous.
- First Aid qualifications would be advantageous.
- To perform any reasonable duties as requested by the Headmistress.

Salary: Dependent upon skills and experience.

Application: By application form and supporting letter, giving the names, addresses and telephone numbers of two referees, together with details of your current remuneration package to:

The Headmistress
Kirkham Grammar Junior, Infant and Pre-School
Ribby Road
Kirkham
Preston
PR4 2BD

Closing date: 18 May 2022

All applicants must be aware that the appointed person will be subject to an enhanced disclosure from the Disclosure and Barring Service.