



# Clifton Lodge

## Job Specification for: Year 1 Teacher

### PURPOSE OF JOB

To be a teacher who cares equally about the subjects they teach and the children for whom they are responsible, who has the highest possible expectations of each and every one of their pupils, and who, explain ideas with clarity and enthusiasm that captures the child's imagination.

### Safeguarding of Pupils and Prevent Strategy

**All staff at Clifton Lodge are expected to treat the safeguarding of children with the highest priority and to make sure that they are aware of, and keep up to date with, the school's policies and procedures that relate to safeguarding.**

Staff members at Clifton are required to observe the key elements of the Prevent strategy. This includes:

- (a) Actively promote the fundamental British values: democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- (b) Prevent the promotion of partisan political views in the teaching of any subject in the school
- (c) Take such steps as are reasonably practicable to ensure that where political issues are brought to the attention of pupils they are offered a balanced presentation of opposing views.

### Safeguarding is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Enabling children to have optimum life chances and to enter adulthood successfully

### Safeguarding outcomes for children are:

- Children are safe
- Children feel safe

### Safeguarding is not just about protecting children from deliberate harm. It includes issues such as:

- Pupil health and safety
- Bullying
- Racist abuse
- Harassment and discrimination
- Use of physical intervention
- Meeting with the needs of pupils with medical conditions
- Providing first aid
- Drug and substance misuse
- Educational visits
- Intimate care
- Internet safety



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- Issues which may be specific to a local area or population, for example gang activity
- School security

### MAIN ACTIVITIES AND RESPONSIBILITIES

1. To have a secure knowledge and understanding of the concepts and skills teaching Year 1 pupils
2. To prepare and maintain a curriculum, schemes of work and lesson plans for Year 1; teach agreed lessons and produce teaching resources, set homework, mark work, complete assessments, portfolios and pupil monitoring and tracking.
3. To promote and maintain a purposeful, productive learning environment.
4. To prepare and deliver a programme of work suited to meet the needs of the assigned teaching groups, in line with the Year 1 scheme of work and relevant Curriculum requirements; ensuring that work is differentiated so that it is accessible by all the pupils in the class.
5. To contribute to cross curricular activities.
6. To keep records of teaching and of individual pupils' progress and development
7. To work with other staff to co-ordinate schemes of work and to give and receive assessment data for pupils moving up the school.
8. To attend staff meetings and twilight sessions as required.
9. To prepare reports and attend parents' evenings. To liaise with parents (in consultation with the Executive Head) regarding pupil learning issues in Year 2.
10. To promote Equal Opportunities and support school policies.
11. To keep up to date with school and Cognita policies and initiatives.
12. To carry out any additional responsibility negotiated with the Executive Head.
13. To meet the requirements of the school's Safeguarding and Prevent policies and Strategies.

# Clifton Lodge Preparatory School

## Job Specification for: Year 1 Teacher

### GENERAL PROFESSIONAL RESPONSIBILITIES

1. To set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
2. To understand how students' learning is affected by their physical, intellectual, emotional and social developments.
3. To use teaching methods which sustain the momentum of students work and keep all students engaged.
4. To liaise with the Inclusion Manager in relation to supporting pupils with specific needs.
5. To be aware of the pupils' Able, Gifted and Talented register and plan lessons to take account of these pupil's needs, liaising with the Able, Gifted and Talented Co-ordinator as required.
6. To use their teaching to promote students' spiritual, moral, social, cultural, mental and physical development.
7. To follow the school Prevent Strategy at all times.
8. To have established, during work in school, effective working relationships with professional colleagues including, where applicable, associate staff.
9. To set a good example to the students they teach, through their presentation and their personal and professional conduct.
10. To be committed to ensuring that every student is given the opportunity to achieve their potential and meet the high expectations set for them.
11. To understand the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
12. To understand their professional responsibilities in relation to school policies and practices, including those concerned with pastoral and personal safety matters, including bullying, attendance and punctuality.
13. To recognise that learning takes place inside and outside the school context, and understand the need to liaise effectively with parents and other carers and with agencies with responsibility for students' education and welfare.
14. To act as the form teacher for Year 1
15. To assist with the organisation of a school house, as allocated by the Executive Head.
16. To support extra-curricular activities (these may be out of normal school hours).
17. To carry out other duties applicable to the post, as deemed necessary by the Executive Head or his designated staff.

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### PERSON SPECIFICATION

Category Item	Essential	Desirable
<b>Experience</b>		
NQT or Qualified Teacher Status	✓	
Ability to teach KS1 / KS2	✓	
<b>Education and training</b>		
Graduate	✓	
Knowledge and understanding of current issues in KS1/KS2 Education	✓	
Understanding of the importance of ICT to raising standards and a commitment to e-learning or willingness to develop		✓
<b>Skills and Abilities</b>		
Ability to work as a team member and to form good working relationships with colleagues	✓	
Initiative	✓	
Approachable, can form positive relationships with students, colleagues and members of the community.	✓	
Good Organisational skills	✓	
Good Communication skills	✓	
Evidence of good classroom practice and excellent teaching		✓
Evidence of successful teaching to a range of abilities		✓
Ability to meet deadlines and show good attention to detail	✓	
Ability to undertake tasks related to monitoring and evaluation	✓	
Commitment and ability to work with colleagues to improve classroom effectiveness and raise achievement	✓	
Ability to manage students firmly, fairly and effectively	✓	
Competent User of ICT or willing to develop		✓

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<b>Disposition</b>		
Enthusiastic, positive and determined	✓	
Well motivated and hard working	✓	
Reliability and integrity	✓	
Good personal presentation	✓	
<b>Other Requirements</b>		
Strong educational values	✓	
Record of good health and attendance	✓	
Willing to contribute to extracurricular activities (One Club, 4-30 to 5-30)	✓	
An excellent record of attendance and punctuality	✓	

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*