

KEY STAGE TWO TEACHER JOB DESCRIPTION

Our mission is to develop happy, confident and successful children who are well prepared for their future.

INTRODUCTION TO WESTBROOK HAY

Founded in 1892, Westbrook Hay is a thriving co-educational independent Prep school with 370 pupils from 3-13 years who enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed. There is a strong ethos to be a welcoming, all-inclusive family community that provides the best for, and expects the best from everyone. The school has recently been rated 'Excellent' by ISI and has grown to near capacity, waiting lists are in operation in most year groups.

It is a place that inspires much devotion from those who know its ethos and it continues to have an important place in today's independent sector. It is a school which is clear about its focus on the individual, which places real importance on the value of strong pastoral care and its academic performance. Westbrook Hay is a place where pupils become confident and assured young people.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley, an environment within which children explore and enjoy all that childhood has to offer.

The teaching and learning facilities are excellent. For example, the school has a purpose-built Pre-Prep. The Performing Arts Centre was added in 2016 and boasts impressive facilities for dance, drama and music. Specialist facilities also include a science laboratory, DT workshop, sports hall, swimming pool, ICT suite and an art studio.

GENERAL

The purpose of this job description is to outline the main responsibilities of a Key Stage Two Teacher. It is not restrictive and includes any other reasonable requests that may arise.

The safety and well-being of the children in School is paramount at all times. A Key Stage Two Teacher is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. A Key Stage Two Teacher will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, a Key Stage Two Teacher becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Headmaster.

A Key Stage Two Teacher is a Tier 1 responsibility and will be line managed by the respective Head of Years and responsible to the relevant Head of Subject on specific academic matters.

A Key Stage Two Teacher is expected to be:

Personal Qualities

- Able to demonstrate high levels of interpersonal skills and emotional intelligence;
- Patient and kind, yet determined;
- Able to demonstrate integrity at all times;
- Loyal to the school and an embodiment of Westbrook Hay's values (mission, vision and ethos);
- A lover of learning who is always willing to learn themselves;
- Empathetic to the plight/work of others and flexible enough to adapt their expectations to support others' needs and challenges whilst delivering the highest quality of education;
- Understanding of the impact of their own behaviours on others;
- A personal and professional role model for the community.

Professional Qualities

- Committed to putting our children first;
- A supporter of the Westbrook Way Charter;
- The holder of high expectations for pupil attainment, progress, personal development and conduct;
- Able to maintain a good up-to-date knowledge of the relevant Key Stage Curriculum
- Courteous, professional and respectful to all, at all times;
- Discrete and professionally sensitive;
- Hard working, well organised and able to meet deadlines;
- An excellent communicator with children, colleagues and parents;
- An adopter of a creative and innovative approach to teaching and learning including the appropriate use of ICT;
- Able to work effectively in a team and independently;
- Resilient and able to recover quickly from professional setbacks;
- Proactive and creative when problem solving;
- Able to lead others with a flexible approach;
- Confident, articulate and willing to offer ideas;
- Able to manage differences of opinion and bring disagreement to an effective, respectful conclusion;
- Expected to always comply with the provisions set out in law and school policies on equality and diversity.

Key Stage Two Teacher Responsibilities

- Teach all subjects, specialising if necessary, as required to a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying academic and pastoral needs;
- Adhere to all regulatory ISSR policies, school policies and the Westbrook Hay Charter;
- Be a Form Tutor if required;
- Undertake all duties as required;
- Develop creative and exciting schemes of work;
- Liaise with other relevant members of staff regarding cross-curricular subject matter;



- Organise and lead year group/class School Trips in adherence to the relevant policies;
- Liaise with and implement the advice of the Head of Learning Support;
- Attend and contribute towards all relevant staff meetings and inset days;
- Attend parent's evenings and staff meetings for relevant year groups;
- Attend Speech Day, Open Mornings and other relevant whole school events;
- Provide a safe and stimulating learning environment;
- Maintain full and informative records as per school guidelines i.e. Records of Significant Conversations etc;
- Participate in co-curricular school activities including clubs, day and residential trips;
- Contribute to the school's assembly programme;
- Meet the health and safety and safeguarding requirements of the school at all times;
- Be responsible for any Teaching Assistants working in the classroom;
- Ensure individual reports are written for each child in accordance with Westbrook Hay reporting guidelines and ensuring relevant deadlines are met;
- Provide teaching cover as required throughout the school;
- Be committed to academic excellence and develop and implement programmes of study to ensure that each pupil develops at a good pace through differentiated planning and teaching.