



Hurlingham School

Job Description

Job Title: KS1 Teacher

Accountable to: Head of Lower School, Deputy Head Pastoral & Operations, Deputy Head Teaching, Learning & Innovation & Head

Role: The responsibilities and duties of the Teacher are as follows:

Planning, Teaching and Classroom Management

1. Work alongside year group colleagues to plan a balanced curriculum that develops the skills and knowledge required by school policies and the National Curriculum
2. Prepare schemes of work and medium term plans appropriate to the needs, interests, experience and existing knowledge of your pupils
3. Identify clear learning objectives for each lesson and specify how these will be taught to ensure progression in pupils' learning
4. Ensure the learning needs of the whole class are met by providing suitably differentiated activities for each child, including those with specific neurodiversity
5. Provide opportunities for children to use ICT through cross-curricular activities
6. Liaise with specialist subject staff, as appropriate
7. Monitor children's reading and ensure provision of a wide range of appropriate reading material for progression
8. Organise the classroom and resources within to create a positive learning environment and ensure children have opportunities to take responsibility for their learning
9. Establish good working relationships with teaching assistants
10. Plan opportunities to develop pupils' spiritual, moral, social and cultural development.
11. Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships.
12. Establish a safe and secure learning environment which promotes pupils' confidence.
13. Provide opportunities to develop pupils' wider understanding by relating their learning to 'real life'.
14. Evaluate your own teaching critically and use this to improve your effectiveness.

Monitoring, Assessment, Recording and Reporting

15. Feedback on pupils' work promptly and positively, and comment appropriately with regard to specific learning intentions and future targets, thereby facilitating positive pupil development
16. Make regular assessments and observations of children's work, keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and identify the level at which each pupil is achieving
17. Take part in whole school assessment initiatives to ensure a picture of the attainment and progress of individual children is captured throughout their time at our school
18. Meet with parents formally twice a year, and informally as required, to discuss children's well-being, progress and individual needs, drawing on attention to special skills and talents, as well as difficulties
19. Write reports on each child twice a year, and reports for transfer to other schools if required
20. Liaise with Head of Learning Support and Neurodiversity to write and review SEND records for specific children
21. Liaise with Head of Progress and Reporting to ensure appropriate opportunities are presented which allow the identification and subsequent enrichment of learning for more able pupils
22. Adhere to all school policies and procedures as detailed in the staff handbook, including the practice of confidentiality regarding pupils' records

Pastoral Care

23. Work with colleagues to create a positive culture of pupil welfare and behaviour, by taking an active role in pastoral matters
24. Take responsibility for the safety, education and social development of each child in your form
25. Provide a role model for the development of children's social behaviour and attitudes
26. Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community
27. Implement school policies and guidelines for pastoral care, including: anti bullying, safeguarding and child protection, behaviour and sanctions
28. Recognise and respond effectively to equality issues as they arise and challenge stereotyped views
29. Build and maintain positive relationships with parents

Professional Development

30. Contribute fully to the school appraisal process and be committed to your own professional development
31. Evaluate your own performance and be committed to improving your own practice through appropriate training and professional development
32. Maintain an up-to-date knowledge and understanding of all aspects of teaching and pedagogy
33. Keep up-to-date with current statutory requirements, educational thinking and practice, through personal study, attendance at courses and peer observation

34. Participate in the school's Personalised Learning Programme to support professional development
35. Have an excellent working knowledge of teachers' professional duties and legal liabilities

Other duties and responsibilities

36. Attend staff meetings
37. Carry out duties including playground, lunch, arrival and dismissal supervision
38. Assist with special events e.g. plays, concerts, school outings, sporting events, clubs
39. Prepare class assemblies and, in conjunction with colleagues, any year-group Productions
40. Taking part in events that may be during the evenings or, occasionally, at weekends
41. Abide by all health and safety procedures and report any concerns regarding health and safety immediately to the Head and Deputy Head Operations and Pastoral Care
42. Have a good working knowledge of whole school policies and aims
43. Comply with procedures relating to confidentiality and data protection
44. Promote the ethos, good name and reputation of the school at all times
45. Fulfil other reasonable duties as directed by the Head

This job description will be reviewed annually and may be subject to amendment at any time by the Head after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Last revised: March 2025