



JOB DESCRIPTION

Key Stage 2 General Subjects Teacher

**The School:**

Twyford is a successful co-educational, independent day and boarding prep school for pupils age two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 23 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

We are seeking an inspirational, committed and talented general subjects teacher.

Job Purpose:

You will be responsible for delivering an engaging curriculum to KS2, lessons are expected to be of high quality, with focus on pupil learning and with emphasis on positive reinforcement. Ensuring that all appropriate schemes of work are in place (liaising with Head of Years 3, 4, 5 and 6 and Deputy Heads), and planning individual lessons appropriate to the needs of the pupils in the classes taught.

Hours of Work: Full time (8am-6pm Monday to Saturday plus a boarding duty, 1/2 day off in the week)

Salary: Commensurate with experience.

Notice Period: 1 term.

Reporting line: Deputy Head Academic



Key Responsibilities

- To provide a stimulating working environment for pupils both inside and outside of the classroom
- To follow the guidance of Learning Support Specialist Teachers to ensure pupils with specific needs make best progress
- To monitor, record and report on the children's progress in accordance with the policies of the School
- To maintain good order and discipline in the classroom and around the School by promoting the School's Values and Learning Qualities, as well as safeguarding, health and safety
- The person appointed must respect the position of trust and responsibility attached to the post and be aware of the sensitive and confidential nature of much of the information to which they have access
- To establish good working relationships with all staff and to liaise with them as necessary
- To build and maintain co-operative relationships with parents and communicate with them on pupils' wellbeing, learning and progress
- To be part of the weekly duty team. This includes breaks, lunch times, departure and evening
- To play a full part in the life of the School - including sports fixtures and the extracurricular activities programme



General expectations

- To carry out any other reasonable duties as requested by the Head or Bursar.
- To promote and safeguard the welfare of children
- To comply with the School's Health and Safety Policy
- To carry out any other reasonable duties as requested by the Head or Bursar
- To contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others

All staff are expected:

- To follow and promote the School's code of conduct, safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority
- To contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others

- To take an active role in ensuring the realisation of the School Development Plan
- To treat each pupil and each other as individuals with courtesy and respect
- To take part in relevant training programmes identified by the School
- To work in a co-operative, diplomatic and flexible manner
- To carry out any other reasonable duties as requested by the Headmaster or Bursar

This job description is subject to annual review.

Updated: January 2022

Education, Training and Qualifications	Essential	Desirable
Relevant degree subject	X	
Qualified Teacher Status	X	
Recent participation in range of training relevant to the teaching of the subject (s)		X
Knowledge and Experience	Essential	Desirable
A track record of achievement and ambition	X	
Excellent subject knowledge	X	
Classroom teaching experience within the relevant age range (KS2)	X	
Experience of teaching within the independent Prep School sector		X
Experience of teaching to Common Entrance and Scholarship level.		X
An understanding of pupils' educational development	X	
Experience of planning for assessment	X	
Knowledge of effective teaching and learning strategies across the ability range	X	
A willingness to introduce and develop teaching and learning strategies which would enhance the educational experiences of the pupils	X	
An appreciation of local and national policies, priorities and statutory frameworks, especially those relating to the safeguarding of children	X	
An understanding of good practice relating to the safeguarding of children	X	
A willingness to participate in subject related activities which fall outside the regular school day	X	
Expert classroom management skills and rapport with pupils	X	
Teaching sport		X
Have an awareness of safeguarding legislation and a full commitment to safeguarding practice	X	
Good and effective IT skills	X	
Personal Attributes	Essential	Desirable
Excellent communication skills, both orally and on paper	X	
Excellent interpersonal skills	X	
Excellent IT skills	X	
Ability to prioritise time effectively and to plan ahead	X	
An ability to motivate and inspire pupils and colleagues	X	
Commitment, enthusiasm, integrity and reliability	X	
A willingness to take on responsibilities within the department if the opportunity arises	X	
Flexibility and a willingness to learn	X	
Ability to work collaboratively as a member within teams	X	
A caring, kind and approachable attitude, especially in relation to pupils	X	
A willingness to contribute to extra-curricular activities, particularly sports	X	
Love of working with young people	X	
Stamina, emotional intelligence and resilience	X	
Attitude, style and presence of a role model for pupils	X	