



St David's College

Independent Boarding & Day School, North Wales

Teacher of Year 5 & 6 (KS2) – Maternity Leave Cover

Job Description

St David's College is looking to recruit a suitably qualified, experienced, enthusiastic, and committed teacher to teach a combined Year 5 and 6 class. The post is a full-time temporary position to cover Maternity leave until the end of Summer term (July 2022). The role reports to the Assistant Head (Academic).

Duties

The duties outlined in this job description are in addition to those specified in the teacher's contract. They are not meant to be exhaustive, and it is expected that the role will be undertaken in a spirit of cooperation and a willingness to be flexible in order to meet the needs of the pupils and St David's College.

This job description may be modified by the Headmaster, with your agreement, to reflect or anticipate significant changes in the job, commensurate with the salary and job title.

All members of the Teaching Staff agree to:

Teaching and Learning

- Demonstrate good practice in the teaching areas of responsibility.
- Carry out teaching duties in accordance with the school's schemes of work and the School Development Plan.
- Liaise with colleagues to deliver units of work in a collaborative way.
- Use a variety of teaching styles and media; including those that are interactive, to meet the individual needs of the pupils.
- Work with the SENCO, Cadogan Centre staff and take note of the IEPs of pupils.
- Complete the CCMPSpLD course as soon as reasonably possible.
- Set targets for student attainment levels.
- Set work for students absent from school.

Assessing and reporting

- Record students' work.
- Maintain lesson evaluations.

St David's College, Gloddaeth Hall, Llandudno, LL30 1RD

+44 (0) 1492 868836

admissions@stdavidscollege.co.uk

www.stdavidscollege.co.uk

St David's College Trust. Reg. Charity No. 1075705 and Ltd. Company No, 1351369. Registered office at the above address.



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- Mark and return work within agreed time span, providing feedback and targets.
- Provide assessment reports to monitor student progress.
- Liaise with parents as necessary and attend Parents' Meetings.

Additional Duties for Teacher of Year 5 and 6 (KS2):

- Participate in staff appraisal as part of the school's CPD scheme
- Communicate and co-operate with other departments
- Ensure that appropriate prep/homework is regularly set and that they are promptly and thoroughly marked
- Ensure that a bank of work is left with the Assistant Headmaster in case of personal absence
- Operate the school policies (including the safety policy) across the curriculum
- Keep up-to-date with all aspects of curriculum development and examinations
- Foster by example a spirit of academic enquiry through reading/sharing books, articles etc. and undertaking relevant research
- Ensure schemes of work are up to date.
- Arrange appropriate pupils' visits, field courses, outside speakers etc.
- Review progress of pupils in the class, using appropriate statistical information
- Advise the Assistant Headmaster about items for inclusion in the School Development Plan

The Pupils

- Be responsible for the development, work, and behaviour of pupils
- Ensure that pupils' efforts are properly rewarded, and that praise is used generously
- Be aware of those pupils who are struggling, disruptive, experiencing special difficulties etc. and make sure that staff are aware of special
- circumstances affecting pupils, such as dyslexia, physical disabilities, home background etc.
- Help colleagues in cases of problems in exerting discipline

Facilities and Resources

- Conform to the school's financial regulations in all spending by the department, including extra-curricular trips etc.
- Advise the Headmaster/Bursar about departmental needs

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- Prepare the annual budget and keep an accurate record of departmental expenses
- Determine spending priorities with colleagues and do not overspend
- Keep a proper inventory of equipment and ensure that resources are stored securely
- Oversee the issue and return of books etc. to pupils and charge for loss/damage
- Ensure that rooms, equipment and displays etc. are maintained to a high standard

Records

- Keep clear records of all pupils, such as information from previous schools, internal assessments/examinations and external examination results using the school's data management system and personal records
- Keep appropriate records of decisions taken at meetings
- Keep appropriate records of staff for writing testimonials/references

Looking Outwards

- Oversee relevant extra-curricular activities, clubs, visits, and exchanges.
- Maintain links with other appropriate organisations and educational establishments.

Participate in evening and weekend duties in the boarding houses (to be discussed).

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check and satisfactory references.

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