



SINCE 604 AD

KING'S SCHOOL

ROCHESTER

Job Description

- Post title: **Class Teacher in the Pre-Preparatory School (Maternity Cover)
Part Time (2 days per week)**
- Reporting to: Headmistress of the Pre-Preparatory School and/or Deputy Headmistress
- Hours of work: 8.00 a.m. – 4.30 p.m. 2 days per week of term time plus any INSET/Open Days as required by the School which may fall outside of times when the children are in School.

Background

King's School, Rochester is a co-educational, independent school with 670 pupils between the ages of 3 & 18, including 50 boarders. King's is formed of a Nursery and Pre-Preparatory School, a Preparatory School and a Senior School. The size of the school creates a strongly supportive, friendly atmosphere with an emphasis on excellent academic results within a full and rounded co-curricular programme.

The school is situated in the most historic part of Rochester, adjacent to the Cathedral and Castle. Rochester is 35 minutes from London on the high-speed rail link and enjoys excellent road connections to other parts of the country. The school has a long and impressive heritage, having been founded in 604 AD and is part of the Cathedral Foundation. While candidates need not be Anglicans, it is important that they should feel sympathy with the Christian tradition of the school and, in particular, its moral values. The Principal is a member of HMC and the school is also a member of IAPS, the Choir Schools' Association and the Woodard Corporation.

Main Responsibilities

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies and appropriate for all needs.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents, in accordance with school policy.
3. To manage additional adults within the classroom.

Duties

1. To plan work for the class in accordance with national and school curriculum policies and in co-operation with subject leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum relevant to their age.
2. To ensure a close match between the learning experiences offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.

3. To make appropriate educational provision for children should they have learning difficulties and for those children learning EAL, with support from the Assistant SENCo and other teachers.
4. To provide children with opportunities to manage their own learning and become independent learners.
5. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
6. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
7. To maintain a high standard of display both in the classroom and in other areas of the school.
8. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
9. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
10. To assess children's progress, maintain records and provide written reports to parents in accordance with school policies.
11. To communicate and consult with parents as necessary, about children's progress and attainment.
12. To respect and support the worship and ethos of our Cathedral-linked Christian School.
13. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
14. To take responsibility for the management of other adults in the classroom.
15. To be committed to the school's continuing professional development programme.
16. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
17. To run a weekly after-school club to further the extra-curricular opportunities available to pupils.

Person Specification

| | Essential | Desirable |
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| Education and qualifications | <ul style="list-style-type: none"> • QTS (Qualified Teacher Status) is essential. • A proven track record of recent and successful class teaching in mixed ability classes of primary age of KS 1 children. | <ul style="list-style-type: none"> • Recent experience of teaching in a school setting. |
| Specialist knowledge and skills: | <ul style="list-style-type: none"> • Good understanding of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age. • Thorough subject knowledge of core National Curriculum subjects and sound knowledge of foundation subjects. • Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy. • An understanding of equality of opportunity issues and how they can be addressed in schools. • An understanding of safeguarding and health & safety best practice in education, and the need to ensure the safety and wellbeing of all pupils. | <ul style="list-style-type: none"> • Experience of leading on a specific subject area. |

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| Skills and Abilities | <p>Ability to:</p> <ul style="list-style-type: none"> • Interest, encourage and engage pupils; • Provide appropriate levels of challenge/support, so that all pupils make good progress; • Use methods and resources that enable all pupils to learn effectively; • Use assessment information effectively to plan next steps in children's learning • Make effective use of time; • Secure high standards of behaviour; • Make effective use of teaching assistants and other support; • Enable pupils to acquire new knowledge and skills; • Enable pupils to develop the skills to work independently and collaboratively; • Enable pupils to develop self-esteem and respect for others; • Create a well organised, stimulating learning environment. | <ul style="list-style-type: none"> • A commitment to further your own professional development and to the principle of continuous improvement. |
| Personal Qualities | <ul style="list-style-type: none"> • Work well as a team player. • Ability to make a significant contribution to a school ethos that promotes high achievement right from the start. • A commitment to raising achievement. • The ability to work as part of a team in implementing an effective and appropriate curriculum. • The ability to work within the framework of national and whole school policies to ensure consistency of practice. • The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process. • A commitment to teaching in a Cathedral-linked Christian school. | |

Salary

The salary per annum will be based on the King's Teachers' Pay Scale and will be dependent upon skills and experience. This will be discussed at interview.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the School. This job description will be reviewed annually and is an integral part of the line management process.

Method of Application

Applications will only be accepted on the King's School, Rochester application form, with a covering letter which should be sent to Mrs Sonia Kendall, Interim HR Manager, King's School, Rochester by email: recruitment@kings-rochester.co.uk

**Closing date for applications: Tuesday, 7th May 2024,
with interviews being held on Tuesday, 14th May 2024.**

Early applications are encouraged and we reserve the right to close the vacancy if a suitable

candidate is found.

King's School, Rochester is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

King's School, Rochester is committed to safeguarding and promoting the welfare of children and fulfils all its responsibilities under current child protection and safeguarding legislation in accordance with good practice in the care of young people, especially those living away from home. We expect all staff and volunteers to share this commitment.

Candidates will be expected to undergo child protection screening appropriate to the post including disclosure and barring service checks and allow checks on their background and identity including checks with past employers and suitable referees. The appointment will be conditional upon successful outcomes of these checks and also on a satisfactory enhanced Disclosure and children's barred list checks.

The School has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming or verifying any educational and professional qualifications that are necessary or relevant for the post.

March 2024