

**JOB DESCRIPTION**

**JOB TITLE: Key Stage 2 Mathematics and PE/Games Teacher**

**GRADE: Truro School Pay Scales**

**REPORTING TO: The Maths Coordinator and the Director of Studies**

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We are looking for an energetic, experienced and successful teacher with the ability to inspire and enthuse children through their teaching of Mathematics in the Key Stage 2 age range, and PE/Games in Key Stages 1 and 2

**KEY FUNCTIONS**

**The specific responsibilities of the class teacher are to:**

* Teach Mathematics to pupils in Years 3 to 6 in coordination with the other KS2 teachers according to the school’s schemes of work and under the direction of the Maths Coordinator
* Teach PE and Games to pupils in Key Stages 1 and 2, working closely with all members of the sports department
* Be a dynamic person with the ability to motivate children and colleagues
* Display excellence in teaching and learning, setting high standards through personal example
* Be flexible and sensitive in his/her approach to working with different age groups and abilities
* Be a good communicator who is accessible to pupils, colleagues and parents
* Attend and participate in staff and departmental meetings as required by the Head
* Be a form teacher, taking responsibility for the form’s pastoral needs in line with school’s pastoral polices and with the support of the Pastoral Care Coordinator

**The general responsibilities of all teachers at Truro Prep are to:**

* Plan and prepare for the short, medium and long term
* Teach according to the educational needs of the pupils
* Provide a stimulating environment for learning to take place
* Assess, record and report on the development, progress, behaviour and attainment of pupils and maintain effective records
* Participate in all necessary arrangements and procedures for assessment
* Maintain good order and discipline among pupils with particular reference to health and safety
* Undertake supervision duties as required by the Deputy Head
* Provide pastoral care and guidance to pupils as appropriate
* Participate in staff meetings and discussions as required by the Head
* Undertake INSET as part of the school’s development plan and in agreement with the Head through participation in the school’s staff review process
* Adhere to the school’s policies regarding reporting to parents
* Adhere to the school’s child protection and anti-bullying policies
* Maintain an up to date first aid qualification and to administer basic first aid as needed
* Make a significant contribution to the co-curricular programme of lunch time and after school clubs
* Act at all times as a professional member of staff

**PERSON SPECIFICATION**

*Essential Criteria*

* recent and appropriate experience of working with children
* recent experience of delivering Mathematics to the 7 to 11 age range
* recent experience of teaching PE and Games to the primary age range
* a willingness to get involved with the life of the school in terms of sport and activities
* an appropriate teaching qualification
* a good standard of written English
* a good level of computer literacy both for personal administration and teaching
* a clear enhanced DBS disclosure
* sympathetic to the Methodist ethos of the School

*Desirable Criteria*

* experience and confidence in using interactive whiteboards
* an empathy and understanding of Independent Schools
* an understanding of the school’s Methodist tradition
* the ability to drive a minibus

**ADDITIONAL**

* Truro Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly.
* This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date Prepared: March 2020**

**Prepared by: Head of Prep**