

# Orchard House School

## Key Stage 2 - General Information and Job Description

### **General information**

#### **Background**

From September there will be two forms at each of Years 3 and 4, and one form in each of Years 5 and 6. Almost all the children will have been at Orchard House from the age of three or four, but a few will have come from other, usually local, schools. The children wear school uniform and attend school for five full days. There will be boys and girls in Years 3 and 4; Years 5 and 6 will still be girls only.

#### **The children's day in a KS2 form**

The children arrive at school at any time between 8.40am and 8.50am. The electronic register is taken at 8.55. Staggering the arrival time of the children enables the teacher to settle each child quietly to a chosen task. The work period follows the register and the morning concentrates on literacy and numeracy in preparation for the independent day schools' and Common Entrance examinations that take place in January of Year 3 for the boys and in Year 6 for the girls. Setting takes place in Mathematics and English. Mid-morning break takes place on the playground and is supervised by the form teacher who is then given non-contact time for his/her own break. Specialist lessons or further form teaching time follows. A nourishing lunch cooked by the school is provided each day. This is eaten in a double classroom hall, supervised by the teacher or one of our support teachers. After lunch the children are taken to the playground or to the local park where there is an excellent play area. The pupils' day ends at 3.55pm. A homework task, designed to last about forty minutes, is set each evening.

#### **Teaching responsibilities in a KS2 form**

Responsibilities are consistent with "Professional Standards for Teachers" (TDA, 2007). The classroom should be an exciting place. It should encourage independent thought and self expression. It should foster friendship, self-esteem and communal responsibility. A caring and

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creative classroom can help develop children's emotional and aesthetic capabilities. Our aim at Orchard House School is to provide such classrooms by appointing staff who are committed to excellence in every sense, developing happy children who each achieve their own limits. At certain times children work at their own pace and are encouraged to learn about themselves, each other and the world about them. At other times, the class works as a whole or the children are grouped by ability or other criteria, depending on the task. Setting takes place for subjects such as mathematics and verbal reasoning. The teachers' familiarity with the national curriculum, and the requirements and standards of the senior schools, is essential. Each classroom has an up to date Apple Macintosh computer. Each computer is networked and there is screened access to the internet. Each form has an interactive whiteboard and the shared use of a "classroom in a box" – 20+ laptops with a wireless internet connection.

It is expected that the KS2 teachers (two in Form 3, and Upper IV, one in Upper V and Upper VI and usually two cross-curricular and year group teachers) will liaise continually. The KS2 form teachers will report to the Head of KS2, the director of studies, the deputy head and to the headmistress.

The teacher appointed will be expected to teach all academic curriculum subjects, but not necessarily Art, Drama, French, ICT, Music or PE.

### **Other information**

Each member of staff is asked to offer an after-school club activity for the older children on one afternoon of each week in one term of each year. As part of their contract, teachers are also expected to stay at school on one evening each term to supervise children before and following their ballet lessons.

The school provides a number of inset training days over each academic year. From time to time individual teachers are encouraged to attend courses offered by other organisations and supported by the school. The school will support fully any staff member who wishes to learn more about the Montessori and other methods used in the Early Years.

New members of staff receive a staff handbook, copies of the school policies and also attend induction meetings with the headmistress at regular intervals, in order that newcomers to the school are welcomed, assisted and supported. Each new teacher will be assigned a mentor, an existing member of staff. Lunch and hot drinks are provided.

## **Key Stage 2 - job description**

**Duties of the KS2 teacher (see also “Professional Standards for Teachers” (TDA 2007))**

### **Employment duties:**

This job description is to be performed in accordance with the provisions of the standard contract.

### **Relationships:**

A KS2 teacher:

- Is accountable to the headmistress and thence to the governors
- Should liaise with the KS2 leader, subject leaders, the director of studies, the deputy head and the headmistress
- Is responsible for planning the activities of the support teachers and student teachers who may work with him/her.

If in their first year of employment at OHS, the form teacher should consult regularly with his or her mentor.

### **The purpose of the job:**

The purpose of the job is to organise and teach the class effectively, in accordance with school policy.

### **Particular responsibilities:**

- To plan and teach effectively
- To keep accurate records of children’s progress
- To help foster good relationships at all levels
- To be professional in all school matters

### **Key tasks:**

- To prepare medium term plans for each curriculum area at least half a term in advance having regard for continuity and progression in learning. Half termly plans should be presented to the director of studies or the headmistress at the beginning of each half term.
- To prepare short term plans in sufficient detail to have a clear view of how each individual lesson should develop. Daily plans should be available for inspection at all times.

- To ensure that all planning takes account of the Orchard House policies and National Curriculum requirements.
- To ensure that teaching time meets the required allocation for each curriculum area.
- To keep clear records of the children's progress in accordance with school policy.
- To foster an atmosphere wherein caring relationships are likely to be nurtured.
- To follow all codes of practice in relation to school discipline, equal opportunities, health and safety regulations and the reporting of accidents.
- To organise the classroom in an attractive fashion and display the children's work to the best possible advantage.
- To take a full part in staff meetings and parents' evenings.
- To make full and proper use of the materials and resources available.
- To keep the attendance register (electronic) and related correspondence in line with regulations and good professional standards.

**As a teacher you should:**

- Value the contributions of all the children and correct their errors in the most positive way possible, with reference to the school's Marking Policy.
- Co-operate fully with all other members of staff and help promote good working relationships.
- Foster in a professional sense the development and continuation of good parent/teacher relationships.
- Inform the headmistress or deputy head or subject coordinator of any concerns you may have about any individual child or group of children or of any worries you may have regarding your rôle and responsibilities.

Shortlisted candidates will be invited to teach a sample lesson and to have an interview with the Headmistress and Managing Governor, Alex Rentoul.

Orchard House was inspected by the ISI in June 2009.

S A B Hobbs

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