Role Description

|  |  |
| --- | --- |
| Job Title | Year 3 Teacher |
| Reports to | Headmaster |

**Job context**

Maidwell Hall is a co-educational boarding and day school, educating pupils from Reception through to Year 8. Situated in a beautiful part of Northamptonshire, pupils at Maidwell Hall are encouraged by a dedicated team of staff to make the most of the 40+ acres of parkland, woodlands, lake and sports fields. At the heart of the school estate is a 17th century manor house, and all these factors combine to provide the perfect place for young children to learn and grow throughout their formative years.

With a Pre-Prep which opened in 2020, Maidwell Hall is growing and currently educates 140 pupils: around 50% of pupils fortnightly or flexibly board. In September 2022, Maidwell Hall joined the Uppingham Group of Schools (UGS), and the recent merger starts the School’s next chapter, which will arguably be its most exciting and ambitious.

This is a fixed-term maternity cover position, initially for two terms from September 2023-April 2024. There may be the opportunity for the right candidate to extend the position to a permanent one.

**Job Purpose**

To deliver the School’s educational provision in the three major areas of pupil provision:

1. Academic Teaching and Professional Responsibilities
2. Pastoral Care
3. Co-curricular

Whilst (d) taking a full part in the School’s professional development programmes.

**Your Accountabilities**

1. **Academic Teaching and Professional Responsibilities**
2. Teach and manage pupils, mainly in Year 3, in line with the school’s academic curriculum
3. Attend and participate in departmental meetings as required by the Senior Management Team
4. Work effectively and supportively as a member of the whole school team and always be prepared to go the extra mile
5. Be professional and passionate about the role of early education
6. Develop supportive and professional relationships with parents
7. Have a sound understanding of child development within an educational setting
8. Understand the importance of play-based learning within a developmentally appropriate curriculum
9. Monitor, record and report on children’s progress, and participate in the completion of children’s records of attainment
10. Understand and provide opportunities for different styles of learning so that every child has the opportunity to thrive
11. Put children at the centre of all decisions
12. Reflect on their teaching
13. Maintain good order and discipline, through praise, reward and encouragement, so that pupils feel happy and secure and achieve their best academically and socially in a calm working environment.
14. Plan and deliver an engaging curriculum, and encourage children to take pride in their work
15. Create a safe and attractive learning environment, by keeping areas clean and tidy, and maintaining displays
16. Undertake routine marking of children’s work in accordance with the Marking Policy
17. Plan for and run Prayers sessions
18. Attend meetings and training days which the Headmaster feels would support the development of an individual or team
19. Be prepared to attend school functions on weekends, e.g. Open Day
20. Understand and adhere to relevant policies, such as the First Aid Policy, Health and Safety Policy, Staff Code of Conduct, Safeguarding Policy, Fire Evacuation Procedure and Away Trips Policy
21. Act at all times as a professional member of staff, by being a good role model in word and deed, and promoting the core values of the school
22. Respond to unexpected incidents requiring immediate attention both on or off the school premises and with or without direct contact with a senior member of staff
23. Monitor resource levels and contribute to the resource ordering process
24. Set cover work in advance for planned absences; arrange cover in line with School conventions.
25. Contribute to covering lessons for absent colleagues
26. Liaise with colleagues in Pre-Prep regarding transfer arrangements for new pupils
27. **Pastoral Care**
28. Provide pastoral care and guidance to pupils as appropriate, to ensure that they feel happy, safe and valued
29. Supervise pupils as required, i.e. during break times, at times of transition between lessons and activities, on arrival at school and before departure
30. Accompany the children to lunch and encourage the use of good table manners and sensible eating habits.
31. Maintain an up-to-date First Aid qualification and to administer basic First Aid as needed
32. Contribute to an evening duty each week in the Boarding House
33. **Co-curricular**
    1. Plan for and run after school activities
    2. Organise appropriate educational visits that complement children’s learning
34. **Professional Development**

Teachers are expected to actively pursue their ongoing professional development, whilst taking part in the School’s organised programmes of training and development, including:

* 1. Attending all calendared CPD events
  2. Engaging with department-level and/or house-based CPD
  3. Engaging with practices that promote ongoing professional development
  4. Participating in collaborative professional networks that promote professional development
  5. Participating in the annual Professional Development Review (PDR) process

1. **To conform to the staff code of conduct.** Teachers are expected to ensure that their professional conduct meets the standard articulated by the School in the staff code of conduct.
2. **To meet all safeguarding responsibilities** as directed by the School’s policies relevant to safeguarding the welfare of children and young people. This includes promoting the School’s policies on equality, diversity, and inclusion (EDI).
3. **To support the School’s marketing and brand presentation** where required, working with the School’s marketing department to enhance the School’s external and internal communications. This may include providing literature, contributing to visual media, or attending events.
4. **To ensure that Maidwell’s teaching provision is in line with health and safety protocols**, ensuring pupil safety and pupil welfare are paramount when carrying out work duties, and that working environments are in line with the School’s safety protocols.

**Qualifications, Skills, Experience and Personal Qualities Required**

**Essential Criteria**

* A qualified teacher
* A very good standard of written English
* A good level of computer literacy both for personal administration and teaching
* A clear enhanced DBS disclosure
* A commitment to the safeguarding and protection of children and to the personal development of our pupils
* Ability to demonstrate high standards of classroom practice
* Ability to motivate and encourage pupils across the age and ability range
* Ability to work successfully as part of a team, sharing good practice
* Ability to help manage change
* Knowledge and experience of using a wide range of teaching and learning strategies (including successful use of differentiated material)
* Ability to use assessment data to inform teaching and learning, and set realistic targets for pupils’ future attainment
* Capacity to work well with pupils of all abilities
* Fully supportive of providing equal opportunities

**Desirable Criteria**

* Preparatory school experience
* A willingness to contribute to Games teaching and co-curricular activities
* The ability to use ICT to a high standard within the classroom context

**Personal Qualities**

* Strong communication skills, both interpersonal and in public
* Capacity to analyse, problem solve and improve systems within departments
* Personable, supportive, and able to motivate and work in a team
* Energy, with a desire to foster happiness in children and instil passion for learning.
* Flexibility, creativity and ability to work with initiative
* Excellent time management and organisational skills, and a desire to complete tasks efficiently and to the best of their ability
* An ability to contribute fully to the busy life of the School department by working enthusiastically and co-operatively
* A commitment to high standards of teaching and learning
* Ability to remain calm in difficult situations

**Key relationships**

* Senior Management Team
* Boarding house tutor/matron team
* HR Department
* Marketing Department
* Finance Department
* H&S Manager

**Benefits**

**Holidays**

The annual holiday entitlement is all Maidwell Hall holidays, although teachers will be required to work limited reasonable time during the holidays at key periods, as designated by the Headmaster. No holiday may be taken during term time. Public holidays that fall within term time are normal working days.

**Other Benefits**

* Free Westfield Healthcare
* Free staff lunches in term-time
* School fee discount for children of Maidwell staff.
* Retail, gym, supermarket, cinema and restaurant discounts
* Cycle to work scheme
* Employee Assistance Programme.
* Occupational Health Services
* Free annual flu jabs
* Recognised as a “Disability Confident” employer
* Recognised as a “Mindful” employer

**Safeguarding**

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and always ensure compliance with the School’s Safeguarding (Child Protection) Policy. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School’s Designated Safeguarding Lead or to the Headmaster.

**Note**

This role description is not an exhaustive list of what may be expected from any teacher in the course of their work. The role description is non-contractual and may be amended by the School from time to time.