



# West Lodge School

A co-educational prep school for 3-11 year olds

## **JOB DESCRIPTION: Early Years Foundation Stage (EYFS) & Key Stage 1 (KS1) Teacher**

**Responsible To:** Assistant Head Teacher

### **Job context**

The school welcomes teachers of high professional standards and shares the responsibility with each teacher for their continual review and development of expertise.

All teachers make a valuable contribution to school life and, therefore, to the progress of all pupils. All teachers are valued members of our school community and are fully supported by colleagues and senior leaders.

### **MAIN ROLE**

- To deliver high quality teaching and learning to pupils within their class.
- To inspire children with enthusiasm and a love of learning.
- To have a sound knowledge of the requirements of the Early Years Statutory Framework and / or the National Curriculum, particularly the objectives and requirements for Key Stage 1.
- To prepare and plan for teaching, taking account of the requirements of all children within the class, differentiating appropriately.
- To ensure that the most able are appropriately challenged and that those who need support receive this to ensure they fulfil their potential.
- To prepare and develop teaching materials, teaching programmes, methods of teaching, assessment and pastoral arrangements.
- To use a range of strategies for teaching and maintaining classroom behaviour in accordance with the school policy.
- To assess, record and report on the development, progress and attainment of pupils academically, socially and personally.
- To ensure that work is marked regularly and in line with school policy.
- Be responsible for the effective management of your classroom to encourage independent learners in line with the school ethos.
- To promote and embed the School's growth mind-set ethos and embed the principles of metacognition in your classroom practice.
- Supervise and effectively direct support staff, such as teaching assistants who are assigned to work within the class, to ensure that children benefit fully from their assistance.
- Organise the classroom and learning resources to create a pleasant, stimulating and positive learning environment.
- Ensure children's work is valued by managing the provision of high quality displays in the classroom. Help in providing displays for public areas e.g. halls and corridors etc.
- Be punctual and set a good example to the children.
- To communicate and consult effectively with the parents of children.

[westlodge.org.uk](http://westlodge.org.uk)

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## SUMMARY OF RESPONSIBILITIES AND DUTIES

### Support for Pupils:

- Supervise pupils, including those with special needs, ensuring their safety and encouraging pupils to interact with others, to engage in activities and to act independently.
- Establish good relationships with pupils, acting as role model, reporting progress and achievements.
- Respond to pupils' minor welfare and personal needs.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Undertake duties of a Teacher as specified within the school.

### Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake literacy and numeracy programmes, recording achievement and progress.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Fully participate in the School's performance appraisal system in order to develop and enhance personal performance.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school, break times and lunch times.
- A willingness to drive a school minibus on occasion (if adequately trained).

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### Wider Professional Commitments

- To fulfil all professional duties as laid down in the School's policies, Terms and Conditions and Staff Handbook.
- To address personal targets as identified within performance management / training.
- To participate in further training and professional development as appropriate and use the outcomes to impact upon the teaching and learning of pupils.
- To work as part of a professional team.
- To implement the aims, policies and stated ethos of the school.

### EQUALITIES

Implement the School's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.



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