



# Barrow Hills

## SCHOOL

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Job Description – Key Stage 2 Teacher (Part-time, Fixed-term)

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### Overall Purpose

To deliver teaching, which is effective, engaging and interesting and supports the School's aspiration to provide outstanding teaching and learning for its children. To safeguard and promote the welfare of children.

Reporting to: Director of Teaching and Learning

Location: Barrow Hills School

Terms: Part-time, 25 hours per week, Monday to Friday (mornings). Fixed-term from September 2026 to July 2027.

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### Mission Statement, aims and ethos

Our aim at Barrow Hills is to inspire happy children and embed a strong morality by living Christian values.

The underlying ethos is to educate the whole child, discover and develop their talent and celebrate this in the School's community, making use of the pupil profile. This encourages our children to be *brave, curious, responsible, joyful, scholarly, truthful, generous and compassionate* as they are 'prepared for greater things'.

Our goal is to ensure that children at Barrow Hills:

- Work productively and creatively in a nurturing and safe environment.
- Benefit from the challenge of a wide and evolving curriculum.
- Discover and develop what they do best.
- Contribute actively to the School and the wider community.

### General Duties

The education and welfare of children in accordance with the DfE's Teachers' Standards, the conditions stated in any relevant independent schools' specifications (e.g. Common Entrance and Scholarships), the School's aims, objectives and schemes of work and the policies of the Governing Body.

## **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of 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 s/he must report any concerns to one of the School's Designated Safeguarding Leads. For EYFS and Years One and Two this is the Head of Pre-Prep. For Years Three to Eight this is the Deputy Head. Alternatively, this can be the Head.

## **Specific Responsibilities**

- To assume responsibility as Form/Class/Subject Teacher.
- To know and understand the School's policy on Safeguarding/Child Protection and accompanying Statement.
- To teach as required within the School's timetable.
- To provide a curriculum which meets the needs of each child in the class.
- To organise the effective use of other staff in the class, e.g. support assistant; to monitor their workload and plan their jobs on a daily and weekly basis, informing them of their jobs prior to the start of the week.
- To liaise with the Head of Learning Support and other relevant support specialists to differentiate work for children as appropriate.
- To be responsible, together with other year group or subject specialist staff, for effective daily, weekly and termly planning.
- To monitor and evaluate the progress of each child by appropriate types of assessment.
- To maintain accurate, relevant and up to date records on each child's progress.
- To provide written reports for parents at regular intervals as directed by the Head.
- To organise the resources available for class usage to enhance the learning experience.
- To accept responsibility for 'playground duty', 'lunch duty', 'after school duty', 'wet weather policy' and 'lesson cover' for absent colleagues as directed by members of the SMT.
- Ensure that the classroom environment is inspiring with appropriate wall displays, including pupils' work, which are replaced on a regular basis.
- Implement curriculum change in line with whole school policy.
- Liaise with colleagues as appropriate on any matter which is pertinent to the effective management and administration of the school.
- Attend Parent Consultation Meetings, Extended Staff Meetings and other relevant meetings after school as directed by the Head.

- Liaise with parents on a regular basis to ensure that they are kept informed about the progress of their child.
- Inform and advise the Director of Teaching & Learning, Deputy Head, Head of Pre-Prep or the Head of any serious incident or difficulty which merits urgent attention.
- Support the spiritual life of the School, which includes preparing the children for School Assembly and providing supervision in other services.
- Participate in the school's extra-curricular programme e.g. games, clubs, activities and visits, including residential trips.
- Participate in the School's appraisal system and attend INSET provided by the School.
- Attend the two annual Saturday events held by the School. Currently, these are the Open Classroom and BHCC Back to School Barbecue on the first Saturday of the Autumn Term and the Family Fun Day / Proms held in the Summer Term.

### **PERSON SPECIFICATION**

#### **Essential**

- Qualified Teacher Status.
- Have knowledge and understanding of safeguarding policy and practice.
- Have the ability to differentiate teaching and learning.
- Have knowledge of age appropriate assessments and curriculum.
- Be a flexible and adaptable team player able to work effectively as part of a team.
- Be an effective communicator both verbally and in writing who is approachable, positive and willing to learn from others.
- Have the ability to effectively manage one's own workload.
- Have the ability to make learning irresistible so that children want to progress.
- Have an inspirational and creative approach to teaching and learning that accounts for different learning styles.
- Have excellent behaviour management skills and have the ability to employ a range of approaches.
- Have sound ICT knowledge and skills and the ability to effectively use ICT to enhance teaching and learning.
- Have the ability to demonstrate a commitment to equal opportunities and the use of a variety of strategies to promote inclusion.
- The ability to contribute to other subjects.

#### **Desirable**

- Paediatric First Aid certificate. Training will be provided if a certificate is not held.
- Knowledge of Google docs, sheets and slides, or of Microsoft Word, Excel and PowerPoint

*The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined.*

*This job description will be reviewed as appropriate in consultation with the post holder.*

Signed by (post holder) ----- Date -----

Signed by (manager) ----- Date -----

May 2026