



A Career at St Edmund's College

KS2 Prep School Teacher

Person Specification

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Qualifications			Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience			Contents of the application form Interview Professional references
Skills	- Understand the importance of safeguarding children's welfare and that every child matters. - Have a commitment to equal opportunities. - Work as a member of a teaching team and liaise with and co-operate with the teaching and non-teaching staff of the school. - Co-ordinate the provision of a balanced and appropriate curriculum for the children in his/her care and to teach a full timetable that follows the requirements of the National Curriculum and school policies.	Ability to work on own initiative and develop a subject area.	Contents of the application form Interview Professional references

	• Maintain a happy, well-organised and stimulating working environment. Planning and preparing lessons; teach, set and mark work; assess, record and report on the development and attainment of pupils to a reasonable and acceptable standard. • Contribute to the development and co-ordination of a specialist subject within the school. (NQTs are not required to do this in their first year of teaching). • Promote a high standard of pastoral care and discipline for pupils, making adequate records of and reports on the personal, social, educational needs of pupils. • Communicate and consult with parents of pupils. Communicate and liaise with other teachers to ensure continuity and progression of pupils. Participate fully in projects to promote the school and the work of the pupils: open mornings, parent evening consultations, concerts, plays, PTA events, weekly staff meetings, etc. • Be involved in two activities per week. • Contribute to the sports coaching where needed. • Undertake additional duties of an appropriate level and nature as and when requested by the Head.		
Knowledge			Contents of the application form Interview Professional references

Personal competencies qualities, attitude and behaviours	• motivation to work with children and young people. • ability to form and maintain appropriate relationships and personal boundaries with children and young people. • emotional resilience in working with challenging behaviours. • positive attitude to use of authority and maintaining discipline.	• Produce, maintain and share high-quality learning materials and resources, which are aligned with the HPL philosophy and framework.	Contents of the application form Interview Professional references
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The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.