

STORMONT SCHOOL PREP FORM TUTOR

The Role

Stormont Prep Form Tutors will be responsible for the day-to-day pastoral care and academic progress of the children in your class and will teach them a range of core and foundation subjects.

The successful candidates will be ambitious, enthusiastic and innovative teachers who can provide outstanding pastoral care and deliver excellent lessons which result in pupils achieving the highest standards possible.

Responsibilities

All teachers are appointed by the Headteacher and are expected to:

- Have a passion for teaching and a strong understanding of pedagogy.
- Develop and maintain positive relationships with pupils and create an effective learning environment
- Plan lessons and prepare relevant material to teach classes in Year 3, 4, 5, and/or 6. Keep a record of teaching and their pupils' progress.
- Set and mark pupils' work regularly and appropriately for the subject(s) taught; provide written and verbal feedback, monitor and assess progress, and write accurate reports as required.
- Use digital technology effectively to enhance pupil learning
- Engage with and contribute to academic data and use it to inform teaching
- Share in pastoral responsibility for all pupils in the School and especially for those in their form group, liaising with members of the Leadership Team when appropriate.
- Maintain good order and discipline among pupils, safeguarding their health and safety at all times and paying due regard to relevant risk assessments.
- Share in supervisory and general duties.
- Uphold good standards of behaviour and punctuality among pupils.
- Work positively and constructively as a member of the staff team, including liaising and working with colleagues in creating and using curriculum documents, researching materials and developing new courses, discussing and responding to research and innovation.
- Attend Parents' Evenings, and be prepared to communicate with parents individually, as and when the need arises, through email, telephone or face to face. Keep a record of these communications.
- Attend whole school staff meetings at the beginning of term and all School staff meetings and participate in smaller working groups when requested.
- Play an active part in the wider aspects of School life. Most, but not all events, fall within the school day and a small amount of evening and weekend working is required.
- Adhere to all School policies.
- Be a part of the School's performance development programme.
- Provide a weekly after school co-curricular activity throughout the school year.
- Be an ambassador for Stormont School, taking responsibility for upholding the Stormont Brand and contributing to marketing campaigns and events as required by the Headteacher.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Headteacher.

Person Specification

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS & EXPERIENCE

- Qualified Teacher Status
- Knowledge and application of best practice in Teaching and Learning
- Demonstrable expertise in primary education through qualifications and/or experience

SKILLS

- Commitment to developing innovative and stimulating lessons
- Evidence of continued professional development
- Excellent time management and organisational skills
- Excellent communication skills, both written and verbal
- ICT literate
- Knowledge and experience of using various types of technology to enhance teaching and learning

PERSONAL QUALITIES

- Passionate about primary education
- Eager to improve your practice and professional skills
- Hardworking team player, with a positive and enthusiastic attitude
- Proactive – ability to lead new initiatives
- Flexible – to accommodate changes in work priorities, using own initiative and prioritising effectively
- Reflective
- Understand and respect the principles of confidentiality
- High professional standards and expectations of yourself and pupils
- Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise
- A commitment to safeguarding and promoting the welfare of children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children
- A commitment to the ethos and strategic direction of the School

PHILOSOPHY & ETHOS

- Strong support for the School's mission and values
- Be a good role model