



## KING WILLIAM'S COLLEGE

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### Full Time Teacher - Job Specification

<b>Title:</b>	Full Time Teacher of KS1/KS2
<b>Reports to:</b>	The Buchan School Headteacher
<b>Job location:</b>	The Buchan School
<b>Hours:</b>	Full Time



King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The successful candidate will also require satisfactory references and confirmation of education.

A medical examination may be required. If necessary this will be undertaken at the expense of King William's College. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she 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, he/she must report any concerns to the Head.

# The School

King William's College was opened in 1833 and enjoys a magnificent setting facing Castletown Bay in the south of the Isle of Man. The School became fully co-educational in 1987 and in 1991 merged with The Buchan School. The two sites now constitute one school administered by a single Board of Governors and with the same overall vision and ethos.

The sites are less than two miles apart, the Buchan provides Nursery and Junior School curricula for pupils aged two to 11 years. King William's College, the Senior School, provides a non-selective education up to (I)GCSE and in the Sixth Form all students take the International Baccalaureate (IB) Diploma. We introduced the IB in 2002 and are therefore one of the most experienced IB schools in the UK. There are around 150 children at the Buchan and 370 at King William's College. 25% of pupils board with approximately half coming from overseas. The School is a Church of England Foundation although the pupil body includes those of many faiths.

The College site (37 acres) is dominated by the main school building with its quadrangle and Clock tower. The Buchan site (13 acres) is constructed around an early Victorian country house, in a pleasant parkland setting on the edge of Castletown.



## Full Time Teacher of KS1/KS2

### JOB PURPOSE

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils. They are expected to carry out the professional duties of a teacher in accordance with the school's policies.

King William's College is committed to safeguarding and promoting the welfare of children. All posts in The Buchan and King William's College are subject to normal statutory check.

### ACCOUNTABILITY

All teachers are accountable initially to their Head of Department and then to the Buchan Head.

Teachers are expected to become an integral part of the Buchan and College community; all teachers are expected to contribute to the extra-curricular activities programme. The majority of full-time teachers are asked to take responsibility for a pastoral form group (see separate job description).

## **Specific Responsibilities**

- All teachers are expected to:
  - Set high expectations which inspire, motivate and challenge pupils
  - Promote good progress and outcomes by pupils
  - Demonstrate good subject and curriculum knowledge
  - Plan and teach well structured lessons
  - Adapt teaching to respond to the strengths and needs of all pupils
  - Make accurate and productive use of assessment
  - Manage behaviour effectively to ensure a good and safe learning environment
  - Fulfil wider professional responsibilities
  - Demonstrate consistently high standards of personal and professional conduct

*See below for further detail relating to these expectations*

- Support the Buchan Head and Principal in implementing the aims and objectives of the Buchan School and College.
- Undertake any other responsibilities as may reasonably be required by the Head or Principal.

### **Set high expectations which inspire, motivate and challenge pupils**

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

### **Promote good progress and outcomes by pupils**

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study
- keep relevant parties informed of any concerns relating to individual students; depending on the nature of the concern, this may involve the Head of Pre-prep/Prep, Deputy Head and/or Head.

### **Demonstrate good subject and curriculum knowledge**

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards across the curriculum.

### **Plan and teach well structured lessons**

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching

- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

### **Adapt teaching to respond to the strengths and needs of all pupils**

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; and be able to use and evaluate distinctive teaching approaches to engage and support them.

### **Make accurate and productive use of assessment**

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback
- attend staff meetings to discuss the results of assessments/internal examinations

### **Manage behaviour effectively to ensure a good and safe learning environment**

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's Behaviour Policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- log any causes for concern or particularly noteworthy work/behaviour using the pupil referral form and place this in the pupil file. Share any concerns during the department pastoral meetings.
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

### **Fulfil wider professional responsibilities**

- make a positive contribution to the wider life and ethos of the school
- be supportive of the Buchan's Christian ethos and of the spiritual ethos at the heart of the community. Full time teaching staff are expected to attend assemblies and services.
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- contribute effectively to teams (departments)
- take ownership and responsibility for tasks, seeing them through to completion
- lead by example, acting as a role model to others



- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- be responsible for the care and welfare of all students and to pass on any pastoral or safeguarding concerns in line with the School's policies
- be responsible for health and safety in their teaching areas and report any concerns to the Works Department
- communicate effectively with parents with regard to pupils' achievements by means of regular reports, examination results and assessments (as per the Assessment Policy) and, when required, outside of these key assessment points
- carry out any supervision duties as requested, including lunchtime supervision at the dining tables.
- attend regular staff meetings and INSET days at the start of each full term.

### **Personal and professional conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - o treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - o having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
  - o showing tolerance of and respect for the rights of others
  - o not undermining fundamental Manx/British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - o ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the College's ethos, policies and practices, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities

## **Applications**

**A completed application form together with a covering letter should be submitted by post to:**

**HR Department King William's College Castletown Isle of Man IM9 1TP**

**or by email to: [hr@kwc.im](mailto:hr@kwc.im)**