



HIGHFIELD

Independent School for Boys and Girls

Job Description for Highfield Class Teacher

Highfield Prep School, part of Harrogate Ladies College, is a leading independent prep school for boys and girls aged 4-11 years, with both day and boarding pupils and is based in Harrogate, North Yorkshire.

Highfield Prep School celebrates an important and wonderful stage in a child's development. From the very first day at school we aim to make this a happy, exciting and inspiring journey and by the time children leave us they are fully equipped to tackle the next stage in their educational career.

A class teacher in Highfield has direct involvement with Highfield Staff, pupils and parents, along with the wider school community.

Reports to the Deputy Head in Highfield Prep School and the Head of Highfield.

Principal Responsibilities

- Have an extensive knowledge and understanding of a range of teaching, learning and behaviour management strategies, including how to personalise learning and use this to provide opportunities for all learners to achieve their potential.
- Design learning sequences within and across lessons that are effective and consistently well matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Make effective use of a range of assessment strategies to diagnose learners needs, to set challenging targets for improvement and to monitor the progress of learners.
- Maintain appropriate records to demonstrate progress made by pupils.
- To be responsible to the Head of Highfield through the school management structure.
- To be willing to work in a co-operative and collaborative manner, including teaching in teams.
- To be responsible for general administrative class duties and organise the learning environment and resources to make provision for high quality learning experiences in line with school policy.
- To share responsibility for the learning and physical environment of the school, e.g. displays / grounds, etc.
- To ensure the health and safety of children and staff is maintained during all activities, both inside and outside.
- To supervise the work of ancillary/support staff as required (including students - both on School Practice or Work Experience).

- To participate fully in the performance management process as a job holder.
- To participate fully in the pastoral responsibilities of the school and employ positive behaviour strategies in line with school policy.
- To work in close liaison with parents/carers, giving written and verbal information and explanations and involving them in their child's learning.
- To share knowledge gained with other practitioners and other professionals.
- To lead a proportion of school assemblies on a rota basis.
- To continue with own professional development and to participate fully in all school meetings and INSET.
- Keep up to date with changes in the curriculum and developments in best practice.
- To lead extra-curricular activities as directed by the Head of Highfield.
- To be able to relate to children positively and have high expectations in relation to securing outstanding behaviour throughout school.
- To attend Staff Meetings on a Wednesday evening.
- To work to the Statement of Duties for Highfield Teachers which includes the expectation of running a Club and undertaking a lunchtime duty.

Person specification

- Ability to communicate effectively orally and in writing;
- Ability to liaise with other teaching staff and work in co-operation with colleagues;
- Ability to effectively manage, organise and control pupils' working;
- Ability to motivate pupils through the use of a variety of teaching methods and the setting of appropriate goals and monitoring of progress;
- Ability to assess, monitor and report on pupils' progress;
- Ability to successfully encourage pupils to the highest standards of individual achievement.
- Ability to deal sensitively with children's pastoral needs or learning needs in the classroom;
- Ability to develop productive working relationships with parents.

Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and the successful applicant must be willing to undergo child protection screening appropriate to the post. All pre-employment checks must be completed ahead of the successful applicant starting work in the School. The School is an educational charity and an equal opportunities employer.

Updated June 2023