



**QUINTON
HALL**
JOHN LYON'S PREP SCHOOL



KEY STAGE 2 & GAMES TEACHER

Quinton Hall School

(A John Lyon School)

Reports to: Deputy Head

ABOUT QUINTON HALL

Quinton Hall School is a thriving IAPS co-educational Preparatory School dedicated to the education of boys and girls between the ages of 2½ and 11 years.

Children enjoy a broad and inclusive education, firmly centred on the core values of respect, integrity, determination and humility. With an emphasis on achievement, we believe in setting high expectations, leading by example and creating a secure, positive and inspiring learning environment where our pupils can feel challenged and supported to aim high and develop their individual talents.

The school is undergoing exciting changes as it becomes part of the John Lyon School and John Lyon's Foundation. The vision is to create an all-through school that supports and educates children from all backgrounds and abilities to the age of 18. The school is looking to further develop having gained a double excellent in its last inspection and with the new merger there will be many exciting opportunities ahead.

THE PREP SCHOOL

The Prep School has well-equipped teaching spaces at the heart of the School. All academic staff have access to Promethean boards and IT hardware to enhance their teaching. The Prep School enjoys both traditional and innovative digital learning methods and benefits from an excellent relationship with the well-resourced School Library.

THE GAMES DEPARTMENT

The Games/PE department encompasses a variety of sports including swimming. The team currently consists of six staff members with specialisms in Netball, Football and Swimming. Years 3 to 6 have timetabled PE lessons in addition to dedicated Games afternoons for fixtures against various other Prep Schools.

Our new partnership with John Lyon has afforded us excellent facilities, both indoor and outdoor at Sudbury Hill Playing Fields which boasts 7 football pitches and the state-of-the-art Hockey/Tennis all

weather pitch.

On the John Lyon main site, the sport centre provides a six lane 25 metre swimming pool and there are three new indoor cricket nets in the sports hall. This is in addition to our very own 13 metre pool situated at Quinton Hall.

JOB DESCRIPTION

PRINCIPAL RESPONSIBILITIES

Within these responsibilities, the games teacher is expected to foster a lively and enthusiastic atmosphere for pupils within the department.

SPECIFIC RESPONSIBILITIES for Form Tutor

- Be the first point of contact for pupils and parents
- Liaise with parents and other staff where appropriate
- Be responsible in the first instance for the general welfare of the pupils in that form
- Be responsible for overseeing a pupil's achievement and personal development
- Help the form to develop a collective spirit of loyalty, trust and support
- Register the form as required
- Disseminate any information or correspondence to pupils
- Help maintain an ordered, attractive Form Room in which the pupils can take pride, as their base
- Read and check the form's school reports and write a general Form Report for these pupils, according to the school's Reporting Policy
- Maintain an ordered, attractive Form Room in which the pupils can take pride, as their base
- Liaise closely with the Deputy Head, Head of Games and Headmaster

SPECIFIC RESPONSIBILITIES for KS2 Teacher

- Teach KS2 subjects from Year 3 to Year 6, as directed by Senior Management
- Be accountable to the Senior Management for the planning, teaching and assessing of his/her classes
- Devote sufficient time in and out of formal school hours for planning, monitoring, assessment and administration
- Liaise with the Deputy Head to develop planning, assessment and to monitor the curriculum
- Follow the Department Schemes of Work in the planning and delivery of the Curriculum
- Set and mark homework
- Mark assessments and examinations
- Follow the school's Marking and Presentation Policies
- Prepare feedback to parents about pupil progress, to be given at Parents Evenings
- Write reports according to school Reporting Policy
- Liaise with parents and other staff where appropriate

- Maintain an ordered, stimulating classroom, displaying pupil work appropriately
- Assist in organization and running of sports events, including fixtures against other schools and Sports Days, which can occur during the school day, after school (where appropriate)
- Hold a First Aid at Work qualification (First Aid Training is provided)

SPECIFIC RESPONSIBILITIES for Games Teacher

- To deliver, lead or assist training sessions to support pupil development within the weekly theme, outlined by the Head of Games.
- Lead at least one of the Schools sports teams each term for sports fixtures.
- Be fully involved within the Extra-curricular and Co-curricular programmes across a wide range of activities as required by the Head of Games.
- To ensure organisation and preparation for all fixtures; including team sheets, match reports, etc.
- Help maintain equipment and supplies as needed for the implementation of the various sporting programmes.
- To work within the school's playing and coaching philosophies.
- Be responsible for the welfare, health and safety of students in their care, reporting any concerns or breaches of guidelines or behaviour to the appropriate person.
- Attend all school INSET/CPD days and staff training events as required.

Other General School Duties:

- Accept responsibility for the welfare and care of pupils, at any time
- Cover classes for absent colleagues as directed by Senior Management
- Undertake break and supervisory duties as designated by Senior Management
- Attend staff meetings, parent meetings and other meetings, within or outside normal school hours, according to the Meetings Schedule and as required by Senior Management
- Attend all Staff Study Days, according to Term Dates for Staff and the Meetings Schedule
- Attend any major school events, including school productions, outside normal school hours
- Attend school Outings and Trips as required by Senior Management
- Offer at least one after school extra-curricular activity per term

The post holder has responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come 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 the School's Designated Safeguarding Lead.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.