



UT VOCE ITA VITA

EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

Teaching Roles at Exeter Cathedral School

1. Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Key features of the role which are likely to fall under the remit of the post-holder include:

Learning and Teaching

Teaching to an exemplary standard, ensuring that lessons are appropriately planned, resourced, paced, and delivered, and that objectives and outcomes are differentiated according to the needs of the individual pupils;

Maintaining appropriate order, discipline, energy and calm in class to ensure effective teaching and learning;

Contributing to the schemes of work and to the development of the subject area policies;

Integrating ICT into teaching and learning and use an appropriate range of available resources;

Being aware of the specific needs of, and action required for, those pupils on the School's Learning Support Register;

Incorporating appropriate SMSC opportunities, promoting British values, and championing equality, diversity and inclusion in lessons;

Maintaining an attractive and stimulating classroom environment, and to contributing to displays in the school as a whole;

Collating, marking, recording and feeding back on pupils' class work and prep, in line with School policy;

Contributing to the School's development in accordance with the School Development Plan through, for example, membership of an ECS Action Learning Community;

Communicating with parents/guardians on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties;

Health & Safety

Completing risk assessments as required;

Preparing for and responding to inspections of health and safety, internal and external;

Setting a good example in all matters of Health & Safety;

Being vigilant for H&S issues and communicating them immediately with the relevant HoD and the Bursary;

Extra-curricular

Contributing to the extra-curricular life of the school;

Running at least one weekly lunch-time club and one weekly after-school club;

Taking part in the wider life of the school by, for example, attending assemblies, open days, concerts, drama productions etc. as reasonably required by the Head of Pre-Prep or Headmaster;



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Pastoral

Being mindful of, and responsive to, the pastoral and wellbeing needs of all children;
Setting and maintaining clear expectations of behaviour;
Following and supporting the School's stated policies on rewards and sanctions, anti-bullying and safeguarding;
Treating all pupils with equanimity;
Respecting and promoting equality, diversity and inclusion;
Reporting immediately all pastoral concerns to the Form Tutor/Head of Section, and all safeguarding concerns to the School's Designated Safeguarding Lead;

Personal conduct

Welcoming prospective parents and visitors into lessons (with the Headmaster or a member of staff designated by him) at any reasonable time;
Maintaining professional dress and appearance;
Maintaining courteous and professional spoken and written relationships with all colleagues, parents and pupils;
Being publicly supportive of the School's aims, aspirations and values;

Other

Carrying out staff duties according to the weekly rota;
Participating in lesson evaluation by peers and the SLT, following the set protocols;
Attending INSET training, weekly staff meetings, and parents' evenings;
Undergoing any other training as reasonably required;
Covering staff duties/lessons as required;
Following all School policies, protocols, procedures and regulations;
Undertaking other responsibilities and duties as may be reasonably requested by the Headmaster.

Review

The job specification will be reviewed as part of the appraisal/professional development cycle. Any changes can only be made by agreement with the Headmaster.

2. Person Specification

Qualifications

- Strong academic and intellectual credentials
- Qualified Teacher Status or equivalent (desirable)

Desirable Skills and Experience

- Classroom/teaching experience
- Experience of managing and working with children, particularly in relation to pastoral care/well-being
- The ability to inspire trust in and from pupils, parents, staff and the wider community



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- Empathy, compassion, kindness
- A commitment to going above and beyond in order to deliver an outstanding service to the pupils
- A willingness to be heavily involved in the School's extra-curricular programme
- The capacity to inspire pupils, to maintain high standards of discipline and appearance, and to promote and model high standards
- Proven communication and interpersonal skills
- The ability to use initiative, to spot and solve problems
- Empathy for pupils, parents/guardians, staff and the community
- Empathy for the Christian ethos of the school, and for the demands made on the School's Choristers
- High-order administrative skills, including the ability to effectively manage commitments, communications and deadlines
- ICT competence
- The ability to work collaboratively and supportively with colleagues at school, at the Cathedral, and in other organisations
- Respect for the different experiences, ideas and backgrounds which others can bring to work and to teams
- A can-do attitude, a sense of perspective, a degree of grit, and a sense of humour