



# The Paragon School

## Post: KS2 Teacher

Reporting to:

1. Deputy Head Academic

### Prior Park Schools

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Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.



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## The Role

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A unique opportunity has arisen for an exemplary primary teacher to join us at an exciting time for our school. The successful candidate will fulfil the role of Cover Teacher, deploying into EYFS to Key Stage 1 and Key Stage 2 classes to cover for absent colleagues both at short notice and when absence is planned in advance. Also to liaise with the class teacher before and after teaching the class to ensure appropriate information is shared. They will be flexible and dynamic, possessing flair and confidence to teach across the curriculum. The successful candidate will be fully integrated into the school community, receiving training and support to uphold the school's values and aims and understand and implement The Paragon School's pastoral and academic systems of monitoring.

## Responsibilities

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### Academic

- To be a dynamic, enthusiastic and inspirational practitioner, setting high standards for pupils and having high expectations for the success of all, regardless of ability or background
- To implement lessons plans and differentiate teaching delivery according to the abilities and learning strategies of individual students through appropriate scaffolding, support and challenge
- To manage an effective, orderly, happy and safe learning environment.
- To assess, record and report on the academic attainment, progress and effort of pupils, providing regular records for the school and reports to parents
- To feed back to colleagues academic and pastoral issues which arise during the period of teaching a particular class or subject

### Pastoral Care

- While being responsible for a particular class, take responsibility for the welfare of each pupil and the development of their social and academic potential. Take steps to know and understand each child, making records of, and reports on, the personal and social needs of pupils as appropriate.
- Provide a stable, secure and supportive environment in the classroom.
- The post holder will have 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, and to adhere to and ensure compliance with the school's Child Protection Policy 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 school's Designated Safeguarding Lead.
- To uphold the highest standards of behaviour for all pupils both within lessons and around the school during the day in order to create a positive working environment for all pupils.



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- To conduct all activities in a safe manner, ensuring the safety of pupils is put first and that to have due regard to health and safety regulations to reduce risks to a minimum, including visits and journeys off the school site.

## Collaboration

- Following the School's policies and procedures with regard to discipline and behaviour, daily routines, duties, homework, leave of absence, and school trips, as laid down on the Staff Portal
- Communicate effectively with parents, using the parents' bulletin, email and face-to-face meetings as appropriate; recognising and continuing to strengthen the Home/School partnership
- To fulfil supervision role during lunches and break times as agreed with the Deputy Head
- Supervise and teach any pupils whose teacher is not available to teach them, as requested by members of the LT
- Embrace the School's commitment to creating a diverse and inclusive environment

## Professional Development

- Taking part in relevant development activities to enhance ongoing professional skills, knowledge and understanding including professional reflection and evaluation - as agreed with the Head
- Attending and contributing to meetings of a professional nature as and when required

The Cover Teacher will report directly to and be line-managed by the Deputy Head Academic. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

The role is based predominantly at The Paragon School but travel to other locations may be required as part of wider Prior Park Schools work.

## Line Management

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The post holder will be Line Managed by the Deputy Head Academic

*JD reviewed November 2024*

## Professional Specification and Personal Attributes

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The post holder will:

- Be able to engage, enthuse and inspire others
- Have high levels of personal integrity
- Have proven ability to use initiative, assume responsibility for tasks and projects and to resolve problems
- Manage time effectively, meeting professional deadlines as agreed with the Head
- Enjoy personal challenges and give support to others
- Be able to manage own wellbeing and support others with theirs
- Believe positivity is as important as performance in the workplace and amongst the community
- Enjoy connecting with all members of our community
- The ability to work constructively with a wide range of people
- The ability to be flexible and reactive positively to unscheduled changes/requirements
- Be self-reflective; using self and peer feedback to fuel continual professional development.
- Have a sense of humour

The post holder will be required to be willing to gain appropriate First Aid qualifications.

Qualification	<ul style="list-style-type: none"> <li>• Educated with a good degree in a relevant subject</li> <li>• Qualified Teacher Status</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Demonstrate experience of teaching high quality lessons to pupils of all abilities</li> <li>• Demonstrate collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring of work</li> <li>• Demonstrate experience of managing pupil behaviour</li> <li>• Demonstrate experience of effectively using ICT</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Demonstrate strong subject knowledge</li> <li>• Demonstrate knowledge and understanding of strategies for raising pupil achievement</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate knowledge and understanding of effective practice and approaches to teaching, learning and assessment</li> </ul>
Skills and competences	<ul style="list-style-type: none"> <li>• Demonstrate an ability to work well under pressure while maintaining a positive, professional attitude</li> <li>• Demonstrate an ability to manage workload, flexibility, resilience and perseverance in meeting challenges</li> <li>• Demonstrate excellent oral and written communication skills</li> <li>• Demonstrate an ability to prioritise tasks and meet deadlines</li> <li>• Demonstrate a commitment to the safeguarding and welfare of all pupils</li> </ul>

### Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

### Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be always adhered to. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

### Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments, and the Cover Teacher can expect to be involved in activities which may require physical exertion as and when required, always observing health and safety regulations and practices.

Support for evening and weekend events may be required in agreement with the Deputy Head Academic.

The Paragon School believes that each employee makes a valuable and significant contribution to our success, and that contributions should not be limited to the assigned responsibilities above. This job description is designed to outline primary responsibilities but not limit the employee, nor The Paragon School, to only the duties identified. It is the



expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.