



HORRIS HILL SCHOOL

HS1/KS2 CLASS TEACHER

Part Time – Maternity Cover

Role: KS1/KS2 Class Teacher – Part Time – Maternity Cover

Salary: Competitive salary based on qualification and experience

Benefits: Opportunities for professional development

Contract: This is a part time position

Reporting Line: Upper School Transition Coordinator– Head of Lower School

Start Date: September 2025

Main duties and responsibilities:

Teaching

- Teach diligently and competently a KS1/KS2 class, according to the pupil's educational needs and such subjects the Headteacher shall reasonably direct. It is expected that the successful candidate will teach their own class English and Maths as well as a number of other subjects.
- Use all reasonable time to provide the necessary education for the pupils, by good time keeping and making forward plans for all subjects.
- Maintain an orderly classroom environment with a good level of discipline, encouraging politeness and good manners at all times, in line with the School Charter.
- Provide a rich, welcoming and cheerful environment for the pupils by displaying children's work in a stimulating and interesting way in the classroom.
- Mark work carried out by the pupils, to follow up the marking by reward or help and advice for inaccurate work in line with the marking policy and the school Sanctions and Rewards policy.
- Assess, record and report on the development, progress and attainment of pupils and consistency.
- Ensure consistency of teaching across the class and in each subject.
- Contribute to the planning and monitoring of appropriate homework requirements, such as readings and spellings.
- Advise and co-operate with other teachers, the Upper School Transition co-ordinator and with the Deputy Head, Teaching and Learning.
- Take up duties and responsibilities across the school, in line with the expectations of the Headteacher and the norms of the school.

Pupils

- Promote the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to the teacher.
- To be sensitive to social relationships between children. To be on the lookout for any signs of physical and emotional bullying. To be responsible for the pastoral care of each child within the class. To communicate any concerns to the Head of Boarding and Pastoral.
- Monitor pupils' performance within the subject, ensuring that children are supported in reaching the required goals.
- Contribute to the extra-curricular development of the pupils and to events such as drama productions, assembly plays etc.
- The pastoral role of the teacher extends beyond the classroom, to each child's family and it is essential that a partnership is forged with each child's parents.

Parents

- Maintain and support effective liaison between school and parents with regard to each child's progress.
- Be available to discuss the academic, social and physical development of the child with his/her parents.
- Encourage parental involvement and co-operation in the education of each child.

Reports

- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Communicate and co-operate with persons or bodies outside the school.
- Participate in meetings arranged for any purposes described above.
- Contribute to the creation of appropriate assessment papers.
- Ensure that there is an adequate transfer of information regarding pupils when pupils change teachers.
- Ensure that the individual needs of pupils are monitored and referred, as necessary to the Learning Support Department.

Professional Development

- Attend all INSET days at the start and during each term.
- Work collaboratively with other staff to develop skills in curriculum design.
- Stay in touch with the latest developments in Teaching and Learning from the wider academic community.
- Attend Teaching and Learning Staff meetings.
- Undertake an annual appraisal, in line with principles set out in the Forfar contract.

Person Specification

- Degree and/or an appropriate teaching qualification.
- Recent teaching at Key Stage 1 or 2 level.
- Sound ICT skills.
- Good oral and communication skills.
- Excellent interpersonal skills.
- An ability to be organised and to prioritise appropriately.
- Awareness of Safeguarding requirements.
- Awareness of the best teaching strategies and practices.
- Calm, warm, friendly and positive.
- Optimistic and resilient.

Application Process:

To apply, please submit a completed application form and cover letter outlining your suitability for the role to p.bright@horrishill.com, an application pack can be downloaded from the school website www.horrishill.com/vacancies. Applications will be reviewed on a rolling basis until the position is filled. Please contact the School office on 01635 40594 you would like to discuss this role.

Horris Hill is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check.