THE ROLE OF THE PREPARATORY SCHOOL TEACHER

Under the general direction of the Head of Preparatory School and Deputy Head of the Preparatory School, the Preparatory School teacher has the following duties and responsibilities.

# Teaching and learning

* To plan lessons and sequences of lessons effectively in order to maximise the learning needs of students.
* To make use of information and prior attainment to set appropriate and demanding expectations for students’ learning and motivation.
* To provide targeted support for students within teaching groups who have special educational needs and/or for whom English is an Additional Language.
* To liaise with the SENCo and teacher responsible for EAL as appropriate regarding students causing concern.
* To use a range of appropriate strategies for teaching and classroom management, which engage students and stimulate intellectual curiosity through the use of effective questioning, clear presentation and good use of resources.
* To set high expectations for students’ behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
* To assess how well learning objectives have been achieved and use this assessment for future teaching.

# Knowledge and Understanding

* To have a thorough up-to-date knowledge of the curriculum and to take account of relevant wider curriculum developments.
* To have a good knowledge and understanding of Health and Safety issues within the subject area and operate to the standards required.
* To understand the assessment requirements of the National Curriculum (Key Stage 1 & 2)

**Assessment Recording and Reporting**

* To mark and monitor students’ class work and homework in accordance with the school and departmental marking policies.
* To involve students in self-assessment within the subject.
* To record and report on students’ progress as outlined in the school and departmental assessment policies.
* To produce written reports in line with the school and departmental reporting policies.
* To meet school deadlines for recording and reporting.

**Pastoral Care**

* To promote the wellbeing of students.
* To consult with the Head of Preparatory School or Deputy Head of Preparatory School regarding students causing concern.
* To liaise with Housemaster/Housemistress when appropriate.

# Managing own professional development

* To take responsibility for own professional development and to keep up to date with research and developments within the subject(s) taught.
* To understand responsibilities in relation to school and departmental policies and practices, including understanding the School Mission Statement and contributing to it, and maintaining the Catholic ethos.
* To set a good example to students through personal presentation and conduct.
* To use the outcomes of professional development to improve teaching and students’ learning.
* To participate in the School Appraisal Programme.

**As curriculum co-ordinator**

* Monitor, evaluate and assess the delivery of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with all years in the Preparatory School, enabling all children to develop to their full potential

* Ensure accurate record keeping of pupils’ attainment in your subject(s) area(s)
* Participate in the department’s inset programme and provide advice and support for colleagues in your curriculum area(s)
* Discuss and report on relevant curriculum issues and concerns at staff meetings
* In consultation with staff, develop and maintain guidelines that reflect the requirements of good practice and content, as determined by the curriculum of the Preparatory School, and where appropriate the National Curriculum for your subject(s)
* Organise storage of resources and equipment used in your subject(s) area(s), and in consultation with the Head of the Preparatory School, ensure that there is adequate provision of resources.

To undertake any other duties as reasonably requested by the Headmaster or the Head of the Preparatory School.