



**Job Specification:
Prep School Form Teacher**

The successful applicant will be required to take responsibility for ensuring:

- The teaching is of a high standard, pupils are motivated by the teaching and subject matter, and high standards are being achieved
- The pupils are meeting the academic aims of the school
- Communication within the Department and within the school
- Assisting in the preparation of pupils in reaching the standard necessary to move forward into Year 7 in their secondary education, passing necessary 11+ exams
- High standards of classroom display
- Tact, diplomacy – and a sense of humour!
- A willingness to contribute to whole school initiatives
- Have accurate self-awareness and an understanding of their impact on other people and their pupils, coupled with an ability to adapt to meet needs and to change their style to suit different situations
- Be reflective – and able to stop and think, to consider all the angles and then come to a best-fit solution
- Ask the right questions to clarify the issues and reach solutions
- Respond to feedback on strengths and weaknesses
- Contain their emotional responses under stress, and show ability for measured response rather than reaction
- Outwardly show a degree of confidence and convey an inner belief in themselves
- Be resilient when something does not go to plan
- Show a can-do approach, seeing the opportunities and being ready to take action
- Have team skills and be a good team players
- Explain their views convincingly and to influence and persuade others
- Enjoy teaching and learning and engage in interaction with pupils and colleagues
- Personalise their teaching, bringing their own style and character into their classrooms
- ‘Walk the talk’, especially in the classroom and making it reflect their values and style

Success Criteria:

The successful applicant will be accountable for:

- Monitoring the performance of the pupils.
- Assessing pupil attainment and progress.
- Evaluating pupil's behaviour and attitude taking action where required.
- Planning the effective delivery of the curriculum.
- Establishing and managing good classroom practice using the school INSET to help develop practice.
- Ensure fully knowledgeable and compliant with Child Protection and Safeguarding
- Being aware of all health and safety issues and take action where required.
- Assess for risks.
- Developing, implementing and evaluating schemes of learning.
- In conjunction with other teaching staff, manage setting, grouping and classroom behaviour. Use school reward and sanction policies as appropriate.
- Meeting and leading subject staff, incorporating the school's strategic intents and operational targets.
- Ensuring that excellent attention is given to the pastoral care of the pupils.
- Upholding the traditions of Pownall Hall School, and seeking to inspire amongst the pupils confidence, self-discipline, good manners and a proper respect for authority.
- Using the school MIS and Google Docs system to store and share subject data.
- Ensuring whole school policies are being implemented.
- Reporting to the Senior Leadership Team on progress in the department.
- The performance of the pupils is monitored effectively.
- Pupil attainment and progress is assessed regularly.
- There are no health and safety issues within the department.
- Relevant school policies are in place and being fully implemented.
- The quality of work achieved in the subject is high: pupils are enthused by the teaching and subject matter, work hard and are achieving their potential.

February 2015