

SNARESBROOK PREP SCHOOL

Job description - KS1 / KS2 Class Teacher

Responsible to : The Head

Objectives : To follow the values and ethos of Snaresbrook Prep. School. To teach a class/classes, enabling all the children to achieve their full potential in all required areas of the curriculum, in a happy, friendly environment.

General Responsibilities

- Teach the allocated class in all areas of the curriculum as timetabled as well as other classes as needed.
- Care for the educational, emotional and physical needs of the children during the school day.
- Forecast and adequately plan all lessons to be taught and submit such plans to the school Drive the week before.
- Mount and display work in an attractive, stimulating manner. Change the displays at least half termly.
- Communicate fully with parents in order to offer the best service possible to each child.
- Assess, monitor and record fully, the progress of each child and to report on each child as required.
- Undertake supervisory duties as allocated by the Head.
- Take a full part in all staff meetings, INSET Days and training activities as they arise.
- Take a full part in the extra curricular life of the school, including attendance at Open Days, school fetes and similar functions.
- Annually submit a carefully considered order for general classroom resources after evaluation and monitoring stock.
- Cover for short-term absences.
- Support the school in school events.
- Respect the confidentiality of school matters.
- Carry out such duties as may be required from time to time.

