

JOB DESCRIPTION

Pre-Prep Teacher (Spring Term 2018)

The successful candidate will be a morning only Transition Teacher working as part of a dedicated and highly motivated Pre-Prep team. They should have outstanding communication skills, be enthusiastic about their work and keen to contribute to all aspects of school life.

Responsibilities will include:

- Planning and preparing lessons according to the individual needs, interests, experience and knowledge of the pupils in the class
- Teaching, according to their educational needs and marking all work to be carried out by pupils
- Assessing pupil's work and recording their development, progress and attainment in academic and pastoral areas
- Maintaining an attractive and stimulating classroom environment and contributing to year group displays
- Promoting the general progress and well-being of individual pupils
- Contributing to extra-curricular activities
- Communicating and consulting with parents of pupils.
- Making records of all formal communication with parents
- Maintaining good order, discipline and respect for others among pupils; to promote understanding of the school rules and values; to safeguard health and safety and to develop relationship with and between pupils conducive to optimum level of learning
- Managing a teaching assistant within the classroom.