

NOTTING HILL PREPARATORY SCHOOL

95 LANCASTER ROAD, LONDON W11 1QQ

TELEPHONE 020 7221 0727 FAX 020 7221 0332

ADMIN@NOTTINGHILLPREP.COM



Job Description: Subject teacher, Form Teacher (Upper School)

General areas of responsibility

- To promote and safeguard the welfare of pupils
- To comply with the School's Safeguarding and Child Protection policy and ensure that any concerns relating to the safety or welfare of children are reported to the Designated Safeguarding Lead (DSL) or the Head
- To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils
- To read other policies as and when required to do so by the DSL or Head or other member of the Senior Management Team
- To act consistently, in a calm and supportive manner with colleagues
- To attend staff briefings at 7.55am Monday, Wednesday and Friday
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parent consultations and other school events, as required
- To participate in any arrangements that may be made for teacher appraisal
- To run an after-school club for one term per academic year (based on full timetable). This will be organised on a rota basis amongst all staff
- To undertake other specific duties which may, from time to time, be reasonably requested by the Head
- To carry out supervisory duties, including playground and lunch supervision, as directed by the Deputy Head (Administrative)
- To cover for absent colleagues, when required, as organised by the Deputy Head (Administrative)
- If notified in advance, to take games and school teams as required by the Head of Sport
- To take part in residential trips, if necessary and reasonable
- To meet all deadlines for the efficient running of the school (eg reports, planning etc)
- To maintain an orderly and purposeful atmosphere in the classroom and around the school and to check the attendance of pupils
- To ensure good management, sense of order and tidiness of the classroom so that the children may develop a sense of responsibility and pride in their classroom
- To ensure that all pupils adhere to the School rules
- To notify the school about personal absence due to illness and gain permission from the Head for any intended absence
- To be responsible for his/her personal punctuality and wearing of appropriate dress

Specific areas of responsibility as Subject Teacher

- To plan effectively, writing Medium Term and Weekly Lesson Plans for your own teaching which ensure high-quality lessons
- To make adequate differentiated provision within the teaching plans for the full range of ability within every class or set in order to maximize the learning opportunities for each individual pupil

- To ensure that pupils derive as much benefit and satisfaction from the lessons and make the maximum progress possible
- To be familiar and up to date with the requirements of the National Curriculum, **London schools 11+, 11+ and 13+ Common Entrance and Scholarship exams** and the syllabuses of other schools for which you may be required to prepare candidates
- To ensure that the general standard and presentation of children's work is in accordance with expectations of the school
- To follow School assessment and record-keeping procedures in order to monitor pupil progress and attainment as directed by the Deputy Head Academic and Assessment Coordinator
- To provide termly grade sheets and full reports in accordance with the reporting schedule of the School
- To set homework according to the school homework timetable, marking children's work promptly and thoroughly in accordance with the School's marking policy and feeding back in such a way that it is most helpful to the pupil in advancing their learning
- To maintain an overview of the welfare, academic achievement and behaviour of all pupils in your class, communicating with the Subject Leaders, Form Tutors, Form Teachers, Deputy Head (Academic) and SENCO, as appropriate, about any concerns
- To maintain good communicative relationships with parents and keep and distribute records of any meetings and conversations
- To keep informed of current curricular and syllabus changes by attending the necessary meetings, undertaking INSET courses and reading widely
- To teach *other* subjects and provide schemes of work for each teaching group, if required by the Head

Specific areas of responsibility as Form Teacher

- To maintain an overview of the welfare, academic achievement and behaviour of all pupils in your class, communicating with the Deputy Head (Academic), Subject teachers and SENCO as appropriate, about any concerns.
- To maintain good communicative relationships with parents and keep and distribute records of any meetings and conversations.
- To write Form Teacher reports at times and length required by the School's schedule for reporting.
- To take the daily register at the start of the morning and afternoon sessions (for the form or set you are teaching in the first class of afternoon school) using 3sys, the School's electronic database.
- To take class assemblies, as scheduled