

Job Description

Culford School



Fixed term Key Stage Two Teacher - Year 3 or 4

Classroom Teacher Prep

This role is fixed term and expected to be for the Autumn Term only running from 1 September 2026 to 31st December 2026.

Teachers are directly accountable to the Head of Prep.

On a daily basis they report to their Head of Department to whom they have direct responsibility for their teaching.

They are expected:

- To be responsible for checking of emails and notice boards and pigeon holes before school daily
- To have a thorough knowledge of their subject and be aware of curriculum developments
- To teach as prescribed, using departmental schemes of work, preparing pupils for tests and examinations, as appropriate
- To plan lessons in writing which have clear learning outcomes, enable swift progress, foster application and good behaviour, provide for different needs and make use of an appropriate range of methods and resources
- To maintain good order in their classrooms, facilitating the outcomes detailed above
- To maintain records of work covered for each set taught
- To set prep or CRIS (Catch-up, Reading and Independent Study) on a regular basis, following the school's policy and timetable
- To mark work regularly in accordance with the school's policies and keep detailed records
- To mark coursework in line with specification requirements
- To use academic data and departmental targets to track and analyse pupil performance
- To highlight underperformance to the Head of Department and pupils and follow the School's sanctions policy when necessary

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- To produce assessments and end of term reports in line with school policy
- To monitor pupils' attendance at lessons and to follow up absences in line with school policy
- To keep rooms and equipment used in good order and report damage or faults
- To notify the appropriate person of sickness-related absence, setting work and prep whenever possible
- To contribute to the overall work of the Department as directed by the Head of Department
- To attend departmental meetings, parents' meetings and other meetings as required
- To attend appropriate INSET and other courses as required
- To attend academic meetings as requested
- All teachers have pastoral responsibilities, overseeing a form group.
- All teachers are expected to contribute to the clubs and activities programme and the duty rota.
- All teachers play a vital role in supporting the Boarding Team with some weekend duties.