

## **Job Description: Pre-Prep Class Teacher**

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*“Twickenham Preparatory School seeks to create a safe, caring and happy Christian environment in which all pupils are valued and can thrive personally, socially and academically.”*

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils. They are committed to promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to them.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Job Summary**

We are looking to appoint an exceptional and enthusiastic Pre-Prep Class Teacher with a passion for working with children. Working within a dynamic and supportive team the successful candidate will be an experienced class teacher with strong organisational and communication skills; who can motivate learning in a stimulating, effective and caring way.

### **Main Subject Responsibilities**

#### **1. Teaching, Learning and Classroom Management**

- To plan, prepare and deliver appropriate learning experiences based on agreed and published curriculum policies.
- To ensure that work planned is suitably differentiated to meet the needs of all pupils in the class.
- To manage the classroom in such a way as to provide a suitable learning environment.
- To maintain records of children’s achievements and progress in line with the Pre-Prep’s Recording Policy.
- To bring to the attention of the Head of the Pre-Prep children with perceived Special Educational Needs (in accordance with the school’s SEN policy).
- To display children’s work and information in the classrooms and around the school.
- To be responsible for a class of children and all aspects of their development and pastoral needs.
- To maintain attendance registers.

- Monitor and be responsible for the use and maintenance of teaching resources provided for the class and/or individual pupils.
- Ensure that the classroom is kept tidy and attractive.
- Adhere to the discipline and behaviour policy of the school and, in general:
  - set high expectations for pupil behaviour;
  - maintain good order and discipline among pupils and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
  - contribute positively to ensuring that pupils are taught in a safe and supportive learning environment.

## 2. Recording and Assessment

- Mark and monitor pupils' work, providing constructive feedback and setting targets for future progression.
- To set and mark homework as appropriate.
- Assess, record and report on the development, progress and attainment of pupils.
- Check that pupils have understood and completed work set.
- Monitor pupils' strengths and weaknesses.
- Plan, as appropriate, to ensure that pupils can continue to make demonstrable progress.
- Be responsible for monitoring and reporting to parents (as appropriate) on the progress of pupils in the class.

## 3. Other Requirements

- Uphold and at all times adhere to all school policies and procedures, including those relating to child protection and safeguarding.
- Assist in the development of School policies and curriculum as required.
- Set a good example to the pupils through their presentation, personal and professional conduct.
- Take responsibility for their own professional development.
- Liaise with parents, carers and other Agencies, as appropriate.
- Work collaboratively within the department and wider school and colleagues in Prep.
- Participate in meetings, briefings and other school activities and/or carry out any other duties that the Head of Pre-Prep or Deputy Head reasonably requires and considers to be relevant to the role.

### Additional Note

**The 'Teachers' Standards' define the minimum level of practice expected of all teachers. The Standards will be applied as appropriate to the role and context within which a teacher is practising. The Job Description should, therefore, be read in conjunction with the following 'Teachers' Standards'.**

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## Candidate Profile

The experiences, skills and qualities set out below capture the ideal requirements for successful fulfilment of the role described. In practice, if a candidate does not meet all these requirements but demonstrates the potential, adaptability and ambition to grow into the role, this may still enable them to be successful.

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Good academic education to degree level</li> <li>• Qualified teacher status – (essential)</li> <li>• Experience as an excellent classroom teacher</li> <li>• A genuine interest and knowledge in the EYFS/KS1 age group and a strong commitment to high standards of teaching and learning</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Hard working, with a positive and enthusiastic attitude</li> <li>• A team player, with a sense of humour</li> <li>• Proactive - ability to follow and lead new initiatives</li> <li>• Eager to improve personal professional skills</li> <li>• Understands and respects the principles of confidentiality</li> <li>• High professional standards for yourself and pupils</li> <li>• Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise</li> <li>• Personal warmth, good rapport with pupils, colleagues and parents</li> <li>• An ability to delivering inspiring lessons</li> <li>• Inclusive approach to teaching pupils across the ability range, with the ability to stretch the most able and support the least able</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, particularly when addressing staff, pupils or parents directly</li> <li>• ICT literate, confident in the use of ICT and/or the ability to learn quickly when using unfamiliar packages</li> <li>• Excellent time management and organisational skills</li> <li>• A commitment to getting to know each pupil as an individual learner</li> <li>• The ability to work flexibly, using own initiative and prioritising effectively</li> <li>• The capacity to work accurately under pressure with attention to detail</li> <li>• Strong problem solving skills</li> <li>• Interests and abilities that can enhance the School’s extra-curricular programme</li> </ul>
<b>Philosophy and Ethos</b>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>• A commitment to the ethos and strategic direction of the School</li> </ul>