



# Christ Church Cathedral School

## Form Teacher (Pre-Prep) - Job Specification

Christ Church Cathedral School sits in the very heart of Oxford, a stone's throw from Christ Church and the Cathedral itself. The Meadows, in which our stunning sports pitches are to be found, are only yards away.

The successful candidate will have a natural sympathy for a historical choir school in such a setting. Just as importantly, though, the candidate will have an instinctive understanding of the importance of providing an education appropriate for the pupils of today and for the shaping of boys fully equipped to succeed in the country's leading secondary schools.

We are looking for a teacher who will ably and enthusiastically work with our experienced Head of Pre-Prep to inspire the pupils.

The successful candidate will be expected to be well organised and professional, a significant player in the life of the school, be keen to help promote the children's academic growth by organising trips to theatres, museums and other subject related activities.

The school is small and so the successful candidate will be able to have a significant influence on the life of the place and its pupils.

Ultimately, the successful candidate will believe passionately in the importance of education, and consider their role to be both a vocation.

The details of the position are as follows:

## CLASSROOM TEACHER

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.

### MAIN AIMS:

- To promote and foster a supportive environment in which each child is valued and respected for his contribution to the school
- To enable pupils to experience success and be motivated to achieve potential
- To have realistic but challenging expectations and to set high standards
- To monitor individual progress and achievement closely
- To establish and maintain a good working partnership with parents, in support of the child
- To communicate with colleagues (particularly with regard to Learning Support)
- To have an empathy with the Christian faith and to support the school's aims and ethos

### **At the beginning of the school year/start of each term**

- Check that each child has a labelled coat peg
- Prepare classrooms ahead of the children's arrival
- Prepare new exercise books and equipment as necessary
- Address and note any queries or criticisms, and discuss issues raised with the Head of Pre-Prep
- Prepare half term plans and send to Head of Pre-Prep
- Undertake initial assessments within first half term and ongoing assessments each term
- Familiarise yourself with the Pre-Prep guidelines in the staff handbook

### **Each day/termly**

- Deal with any disciplinary matters brought to you by colleagues concerning your Form. Record matters/action on School Manager. Seek advice from the Head of Pre-Prep and discuss any important issues.
- Record all significant communications with parents on School Manager.
- Maintain a high level of education through preparation and presentation of creative and inspiring lessons, differentiating for the various levels of ability within their class.
- Create an educational environment that stimulates children's learning, by making interesting and informative wall displays.
- Ensure work is marked regularly and in detail

### **At the end of term**

- Prepare reports by a date to be set by the Head of Pre-Prep, usually about two or three weeks before the end of term.
- Ensure termly records are up to date.
- Arrange meetings with parents in addition to parent's evening if there are areas of concern to discuss.

### **At the end of the school year**

In addition to the above:

- Decide upon prize winners for your class bearing in mind that we try to spread them so that the same children do not win them every year.
- Form prize - awarded to most able child, Progress prize awarded for the highest level of personal progress/improvement. Depending upon class sizes, no more than two winners.
- Prepare handover records for the following year's teacher. (EYFS Profile for Reception, standardised test scores, individual profiles including internal assessments for Form 1 and 2, reading records etc.)
- Prepare appropriate records for Head of Pre-Prep to forward to destination schools of any who are leaving.