



## Prep School Classroom Teacher – JOB DESCRIPTION

**Line-manager:** Prep School Director of Studies

**Hours:** 0.1 FTE

### Main Purpose of the Job

Teach with the aim of inspiring and motivating pupils to achieve their potential. In addition, to interact with colleagues on a professional level and to seek to establish and maintain productive relationships with them in order to promote mutual understanding of the subject with the aim of improving the quality of teaching and learning in the school.

### Duties and Responsibilities

#### 1. Teaching Responsibilities

##### a. Teaching and Learning

- Teach students in KS2 and carry out duties concerning the supervision of students as detailed by the Prep School Head.
- Promote an environment where children are inspired and excited to learn, and which fosters a spirit of enquiry.
- Plan, prepare and deliver high quality, differentiated lessons that are pacy, stimulating and challenging in line with the school's schemes of work.
- Be an effective member of the department(s) in which you work, participating actively in meetings, cooperating with the Prep School Head and other colleagues in the development of programmes of study, schemes of work, curriculum maps, teaching resources, and methods of teaching and assessment.
- Maintain an attractive and stimulating classroom environment with displays of student work and learning resources and contribute to displays in the school as a whole.
- Maintain positive working relationships with students, colleagues, parents and other members of the school community.

##### b. Assessment, Recording and Reporting

- Provide or contribute to oral and written assessments and reports on the development, effort, progress and attainment of pupils
- Carry out the assessment, recording and reporting of students' work as outlined by the departmental and School policies.
- Set appropriate assessments as required by departmental policy and ensure that marks are recorded in the relevant markbooks.
- Conduct a Key Assessment every half-term, ensuring that constructive feedback has been given and acted upon, that Feedback Loops are then closed, and that Next Steps Advice have been issued.
- Provide information on student progress when required and to ensure that parents are informed of successes or concerns.
- Make effective use of assessment information to promote and facilitate pupil progress and well-being.

##### c. Other Professional Responsibilities

- Attend Staff and Departmental meetings as required.
- Attend Parent meetings as required.
- Participate in the School's Performance Management system including lesson reflections and attending review meetings.
- Participate in INSET training arranged by the School and as recommended by the Head of Department.
- At all times, work within the School's policies and procedures, ensuring compliance with the School's Health and Safety policy, the School's Child Protection procedures, the Staff Code of Conduct and KCSiE (as amended).
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Actively contribute to the Expansive Curriculum through involvement in clubs, activities, outreach activities and, as required, day and residential trips.
- Ensure the appropriate use and storage of resource materials and equipment and the observation of Health and Safety Regulations.

### **Qualifications, Knowledge and Experience**

1. Graduate with relevant degree or equivalent and evidence of further professional qualifications is desirable.
2. Hold a recognised teaching qualification, B Ed, Cert Ed or PGCE equivalent is desirable.
3. Strong team player with personal skills, able to react to changing, sometimes pressured circumstances with tact and a calm and a professional manner is essential.
4. Flexible, motivated, enthusiastic, well organised, efficient and willing to use initiative is essential.
5. Experience of working with young people is essential.
6. Suitable to work with children and knowledge of child protection (a current DBS Check will be carried out) is essential.
7. An up-to-date knowledge of relevant Health and Safety Regulations is desirable.
8. Trained in first aid or a willingness to undertake first aid training is desirable.
9. Ability to promote and develop a positive school ethos is essential.

### **Person Specification**

See Person Specification for Teaching Role (Section 3)

**Mr R J Pavis**  
**Head**  
**May 2024**