

JOB DESCRIPTION

JOB TITLE	Head of Prep School English & Literacy
DEPARTMENT/SECTION	Preparatory School
REPORTS TO	Subject: Deputy Head Academic Pastoral: Deputy Head Pastoral
RESPONSIBLE FOR	Prep School English & Literacy

JOB SUMMARY: The successful candidate will have an enthusiasm for Prep School/Pre-Prep teaching and be able to provide the necessary skills to enable pupils of Forest Preparatory School to make the most of their opportunities.

The post holder will lead in the design of an engaging and challenging curriculum that inspires children to appreciate the subject and its application.

This role requires an outstanding and confident classroom practitioner of English & Literacy who is able to demonstrate the very highest standards of teaching.

- To manage English & Literacy teaching across the R-Y6 range
- To be a form teacher in Upper Key Stage 2
- To take an active part in the co-curricular life of the school and its pupils.

KEY DUTIES AND RESPONSIBILITIES

LEADERSHIP AND DIRECTION OF ENGLISH & LITERACY

- Lead and inspire English & Literacy teaching across the Prep School;
- Ensure that the delivery of the subject is exciting and stimulating and inspires learning;
- Promote a strong and cohesive English & Literacy team and to devise and execute an inspiring development plan (updated annually) in accordance with strategic priorities;
- Developing a curriculum skills map across EY, KS1 & KS2 for English & Literacy;
- Offer guidance, advice and support to teachers, oversee the induction of new staff;
- Review, maintain and develop appropriate schemes of work for the Prep School, be aware of developments in English and Literacy teaching and maintain a detailed knowledge of best practice in education;
- Take responsibility for the administration of English & Literacy teaching in the Prep School;
- Lead, promote and monitor co-curricular activities and events related to English & Literacy;
- Liaise with other Subject Leaders, both in the Prep School and Senior School;
- Advise the Deputy Head Academic about resources, curriculum changes and staff development;
- Produce a termly report for the Headmaster;
- Maintain and write a yearly Development Plan which fits in to the school's strategic document;
- Ensure all departmental information is kept up to date

MONITOR AND EVALUATE THE EFFECTIVENESS OF TEACHING AND LEARNING IN ENGLISH & LITERACY

- Monitor marking and coverage of schemes of work;
- Ensure that each pupil in the school is fulfilling his/her potential in English & Literacy;
- Ensure school expectations with regards to prep, marking and data analysis are met, track the progress of pupils and meet regularly as a department;
- Ensure that feedback genuinely moves learning forward;
- Monitor, modify and evaluate the Schemes of Work on a regular basis;
- Monitor feedback and marking, with regular work scrutiny;
- Assist with and monitor short and medium term planning;
- Devise appropriate forms of assessment, recording and reporting in accordance with whole- school assessment policy and any statutory curriculum requirements;
- Ensure continuity and progression between the year groups;
- Plan, organise and evaluate the transfer of assessment information between year groups

TEACHING AND LEARNING

- Uphold the School's high standards of preparation, teaching and discipline;
- Plan lessons in accordance with School's schemes of work;
- Monitor and be aware of pupils' prior levels of attainment and maintain records;
- Set and mark examinations and other forms of assessment;
- Use ICT within the curriculum;
- Establish high and appropriate expectations for learning, motivation and presentation of work;
- To ensure that each pupil receives tuition appropriate to his/her age and abilities, and is set appropriate targets to maintain good progress across the curriculum;
- To monitor the progress of each pupil within the framework of the school's monitoring systems, and to report the outcomes appropriately to parents and the Deputy Head Academic of the Preparatory School;
- To mark pupils' work systematically and sensitively, checking their development in accordance with the School's procedures;
- To liaise with the SEND teacher with regard to any pupils who may be experiencing difficulties and to act in accordance with any specific recommendations;

PASTORAL RESPONSIBILITIES

- To establish and maintain a happy, positive and working environment within the classroom;
- To record attendance of pupils according to the norms established by the school;
- To encourage positive relationships between pupils and to act according to the school's Anti-Bullying Policy and Child Protection Policy;
- To maintain positive links with parents through regular meetings and to report the outcomes of all such contacts to the Head;

ADDITIONAL RESPONSIBILITIES

- To attend all Staff Meetings;
- To attend all Open Days, Parents' Evenings, Chapel services, School concerts and productions, meetings for new parents/pupils as required by the Head of the Preparatory School;
- To undertake particular responsibility for storage and use of teaching materials and books within the class;
- To undertake additional responsibilities which may reasonably be required by the Head of the Preparatory School e.g. playground supervision;

- To be aware of the school's policies, to act in accordance with these and to help in their revision and preparation, as and when required to do so by the Head.
- To participate in the Preparatory School's staff appraisal and monitoring procedure and to undertake INSET as deemed appropriate for professional development.

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of LDD pupils.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

Department

- Carry out any reasonable subject-related duties assigned to them by the Head of the Preparatory School.
- Attend meetings as requested by the Head of the Preparatory School.
- Be familiar with the contents of their Preparatory School Handbook and endeavour to follow closely the guidance provided in this document.

Other Professional Duties

- Be familiar with the School's health and safety guidance and be responsible for personal health and safety and that of the pupils.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the Behaviour Policy (and the Disciplinary Framework) and to enforce the pupils' Code of Conduct and Dress Code.
- Support and foster the aims of the School.
- Be familiar with the contents of the Preparatory School Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of the Preparatory School or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Prizegiving, Inset sessions and similar important functions both in and out of normal School hours, and participate in the Open Days for prospective parents and pupils.

- Notify the Deputy Head of the Preparatory School as early as possible if absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of the Preparatory School.
- Take part in the Preparatory School's performance management scheme and appraisal

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

SAFEGUARDING:

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the Head of the Preparatory School.