



Gosfield School

JOB DESCRIPTION: PREP SCHOOL TEACHER

JOB TITLE: Prep School Class Teacher
RESPONSIBLE TO: Head of Prep

Aims of the Post

- To provide a warm, friendly, positive environment in which each child can develop to his or her full potential.
- To safeguard and promote pupils' welfare and show concern for the health, happiness and proper physical, intellectual, emotional, spiritual, social and behavioural development of each pupil in his/her care.
- To further each child's learning through effective teaching, assessment and planning.
- To set a positive example through your teaching, appearance, conduct and contribution to the school community.
- To promote at all times the aims and ethos of Gosfield School.

Key Tasks

- To be responsible for the day to day care of a class within the Prep School.
- To ensure planning, marking, assessment and record keeping are effective and up to date.
- To ensure the classroom is a safe and child-friendly learning environment, ensuring that furniture, apparatus and fabric are respected and that rooms are left tidy after use
- To contribute to the development and implementation of Prep and whole school planning, schemes and policies.
- To conduct parents' evenings and communicate with parents through the pupil planners and by other means.
- To meet and to communicate with parents of children you teach to discuss issues regarding their child's progress.
- To write reports and grade cards.
- To attend briefings, staff meetings and INSET days.
- To attend appropriate professional development courses and conferences.
- To attend Open Mornings and other school events as required, including those at weekends and in the evenings.
- To undertake supervision duties as part of a rota system.
- To run at least two after school clubs per week during term time.
- To undertake risk assessments for out of school trips as necessary.
- To perform any other key tasks and/or take on further responsibilities which the Head of Prep or Senior Leadership Team may reasonably assign.

Curriculum

- To deliver the curriculum contained in the school's policy documents.
- To comply with relevant whole school policies and support such policies in practice.
- To follow any set syllabus and schemes of work.
- To maintain a record of the assessments of pupils' work, classwork and homework.
- To contribute to the development of schemes of work for individual subjects as required.
- To complete reports and records as required.
- To contribute to the work of the Prep School including attendance at meetings where appropriate.

Behaviour

- To encourage pupils to follow the school's Code of Conduct in order that they develop self esteem and self discipline and respond accordingly.
- To use effectively rewards and sanctions to support pupil behaviour and progress.
- To maintain order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere.

Attendance

- To be responsible for recording and monitoring the attendance and punctuality of pupils within class groups.

Community

- To take part in the school activities programme by running two afternoon activities per week.
- To foster and support where possible extra-curricular activities in the interests of the school community, eg school concerts, plays, sports fixtures, etc.
- To undertake a reasonable number of duties around the school as requested by the Head of Prep.
- To participate in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Targets

- To participate in the school Professional Development Review scheme.
- To agree upon personal and professional targets every four terms.

Note: *The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. The Principal reserves the right to review and amend the job description.*