

## **JOB DESCRIPTION**

### **Prep Teacher – Key Stage 2**

Responsible to: The Headmistress and Head of Prep School

#### **Responsibilities:**

- (1) To teach a challenging, stimulating and relevant academic programme and encourage each pupil to achieve their full potential in line with the aims and high standards of the school.
- (2) To meet the children's emotional and physical needs and to ensure their safety and welfare.
- (3) To be the first point of contact for parents, staff and children in matters relating to the welfare and discipline of children in the form and to keep the Headmistress fully informed.
- (4) To plan, prepare and teach which offer personalised learning, tailored to pupil ability, and support and extend learning as appropriate.
- (5) To mark and assess pupils' work in line with the School's policies, use the data collected to inform future planning and keep accurate and updated records of pupil tracking.
- (6) To take responsibility for the pastoral care and progress of children in the class and to participate in relevant parents' evenings.
- (7) To take registration twice a day and to ensure that accurate attendance and punctuality records are kept, according to school policy.
- (8) To organise whole form activities and assemblies as required.
- (9) To undertake all reasonable duties as requested by the Headmistress.
- (10) To liaise fully with other staff to ensure consistency of standards throughout the school.
- (11) To ensure that all assessments and marking relating to the work of the form is up to date.
- (12) To be aware of and implement recent curriculum developments.
- (13) To complete regular written reports for the children in the class.
- (14) To be responsible for general form room tidiness and take pride in interactive and innovative displays of work.

#### **Safeguarding:**

To be aware of and implement the measures detailed within the School's Safeguarding Policy and to work with the Designated Safeguarding Lead to ensure the welfare and well-being of all pupils in their care.

#### **Flexibility**

To carry out any tasks or duties as requested by the Headmistress in line with the role.

## PERSON SPECIFICATION

	Essential	Desirable
A fully qualified teacher	✓	
Experience of teaching a range of subjects across Years 3 to 6	✓	
Interest in a particular subject area e.g. RS, PE		✓
A positive approach, professional and good attention to detail	✓	
The ability to make learning accessible for all profiles of learners	✓	
The ability to work autonomously and as part of a team	✓	
Good organisation, time management, communication and interpersonal skills	✓	
A good sense of humour and willingness to adapt to the school's ethos for warm relationships	✓	