



Parkgate House School
Pre-Prep Form Teacher Job Description

Title of Post	Pre-Prep Form Teacher
Position reports into	This position reports into the Principal and Headmaster via the Head of Pre-Prep (direct line manager)
Staff reporting in to this position	N/A
Applicable Contract Terms and Duties	This job description is to be performed in accordance with the Service Contract.
Terms / Hours of Work (in brief)	Autumn, Spring and Summer Terms Plus termly inset days Plus all school events Hours of work during term time (as varied from year to year) Monday to Thursday – 8.00am to 5.30pm. Friday – 8.00am to 4.00pm. Please refer to service contract for further details.
Staff Benefits	Complimentary daily lunch Staff Pension Scheme



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- Be in the form room by 0800am.
- Be available to meet, greet and register pupils at 0830am.
- Be flexible and able, if necessary to teach within the whole of the Pre-Preparatory department.
- Provide cover for colleagues across the whole school when requested
- Be able to offer a specialist subject area.
- Monitor children's reading and keep assessments and records of progress and attainment.
- Adhere to the school policy for Homework/Prep.
- Write full and detailed reports in accordance with the reporting schedule and collate and proof read reports from specialist teachers.
- Know and adhere to the systems and school policies defined in the Staff Handbook.
- Know and adhere to the school's Teachers' Standards.
- Teach a full timetable across the full age range in the Pre-Preparatory department, following the School's agreed curriculum and syllabus.
- Be responsible for the regular setting and marking of written work both in class and for preparation.
- Keep full, up to date records of attainment. Monitor the progress of all pupils taught, and take action where necessary to ensure that standards are upheld.
- Write reports on pupil attainment as required.
- Keep pupil profiles up to date.
- Write weekly plans of work and save electronic copies on the school's network as directed.
- Write and file Medium Term Plans.
- Review policies for the curriculum as directed.
- Be enthusiastic and informative to parents and visitors, always presenting the department at its best to all stakeholders.
- Provide stimulating displays that are regularly changed on a half termly basis.
- Take a full part in all school activities as required by the Principal and Headmaster.
- Ensure that a professional standard is maintained in terms of dress, behaviour etc that promotes the overall professionalism of the school.
- Attend and contribute to Preparatory and Pre-Preparatory meetings and social events.
- Attend Parents' Evenings, School Events, INSET, Duties, Open Days and such school functions as required by the Principal and Headmaster.

- Contribute to school clubs and activities and share in the organisation of extra curricular activities, such as theatre trips, outings etc. that fall outside the school day as required by the Principal and Headmaster.
- Take on a whole school co-ordinator role responsibility as required by the Principal and Headmaster.
- Contribute to the duty timetable for playtimes, lunch and after school supervision as required.
- Adhere to the school policy for assessment and recording.
- To record in the form of daily notes any matters arising in the class relating to pastoral and discipline matters.
- To be aware of the Safeguarding and Child Protection Policy and to be vigilant reporting any concerns immediately to the Designated Lead Person for Safeguarding and Child Protection.
- To accompany, when requested, pupils to the Latchmere Leisure Centre and any other off-site venues for the purpose of educational activities.
- To record and file detailed notes of parent teacher meetings.
- Contribute to the rota of staff assemblies.
- Participate in and contribute to Parents' Assemblies.
- Participate in and contribute to Grand Assembly.
- Contribute to the updates; newsletters and websites as and when required.
- All other requests and duties that can be reasonably demanded by the Principal and Headmaster.
- To be aware and responsible for all issues regarding Health and Safety both in the form room and other areas around the school as well as all external venues utilised by the school.
- To record as outlined in the school policy all incidents of serious issues and issues regarding Health and Safety.

This job specification represents duties required at the present time and will be subject to regular review and future change.