



Fulham

PRE-PREP

CLASS TEACHER

JOB DESCRIPTION

Reports to: Head of Pre-Prep

To uphold and actively promote the ethos of Fulham School and to deliver outstanding teaching and learning to pupils. To establish a supportive and nurturing environment in which children can make outstanding academic progress.

The General Professional Duties of all teaching staff include:

General

- a) Be responsible to the Head of the Pre-Prep for all teaching duties and responsibilities.
- b) To uphold the values and ethos of Fulham School and maintain them both inside and outside the classroom setting.
- c) To work closely and professionally with the assigned Year Group Co-ordinator (Line Manager).

Teaching

- a) To contribute towards the preparation of programs of work, half- termly planning and termly planning overviews as directed by the Year Co-ordinator. (In accordance with *Teaching & Learning and Curriculum Policy)
 - i. It is recognised that daily planning and evaluations are also required and recorded in class diaries. These should be completed every Friday, prior to departure and display the activities, differentiation, and resources in place for the approaching week, made available to view on every teacher's desk.
- b) Arrive punctually to teach lessons at the times stipulated on the School/Class timetable.
- c) To plan appropriately to meet the needs of all pupils, through differentiation of tasks. (In accordance with *Differentiation Policy)
- d) To be able to set clear targets based on prior attainment, for pupils' learning.
- e) To provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- f) Maintain order and good discipline among pupils and safeguard their health and safety. (In accordance with *Behaviour Management, Biting, Discipline, Anti-Bullying, Good Behaviour, Restraining & Intervention, and Safeguarding & Child Protection Policies)
- g) Keep school and homework marking up-to-date with positive comments and next steps clearly outlined. (In accordance with *Homework Policy)

- h) Undertake all other classroom duties, including out-of-school activities and outings, care of the environment and corridor/class displays effectively. (In accordance with *Display Policy)
- i) To take part in and contribute effectively towards weekly departmental and fortnightly staff meetings to discuss curriculum, pastoral, and other matters.
- j) To plan for, organise and direct the work of the designated Class TA, (Gap Student or Support Staff) within the class setting.
- k) To prepare and deliver topical Assemblies as outlined on the School Calendar of Events.

Assessment and Reporting

- a) Make regular assessments of pupils' attainment and progress under the guidance of Year Group Co-ordinators. (In accordance with *Assessment and Recording Policy)
- b) To keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning and our on-line tracking system.
- c) Set and mark internal examinations under the guidance of the Year Group Co-ordinator. (In accordance with *Marking Policy)
- d) Write detailed and accurate reports on pupils' attainment and progress twice per year.
- e) Attend parents' evenings to discuss pupils' progress with parents and school social events.
- f) Through our Open-Door system and Home Link Book, to regularly report to parents on the development, progress, and attainment of pupils. (In line with our *Reporting to Parents and Assessment Policies)
- g) Provide written reports on pupils on request e.g., for school transfers and SEN reviews.
- h) Keep a working Selective File for each child to show progression, ability and achievements.
- i) File (paper copies) and store (iSAMS internal admin pc program), all requested documentation effectively. Reports, assessment papers, safeguarding concerns.

Professional development

- a) Periodically review with Year Group Co-ordinator, programmes of work and methods of teaching.
- b) Attend courses to develop professional skills where agreed and be aware of current trends in education. (In accordance with *Staff Development Policy)
- c) To participate in the performance management system for the appraisal of their own performance.
- d) Each term undertakes a full (pre-prepared) and two, drop in observations by your year Group Co-ordinator. (In accordance with *Observation Policy)
- e) Attend an Appraisal Interview/Target setting meeting with the Head of Pre-prep.
- f) Attend a formal Appraisal with Head of Pre-prep. (In accordance with *Appraisal Policy)
- g) Participate in regular departmental classroom observations and those of subject staff.

Cover

- a) Supervise the class of an absent colleague as and when requested by Head of Pre-prep.
- b) Ensure class work and planning is prepared in the event of a pre-arranged absence.
- c) Assist in covering playtime duties in the absence of a colleague.

Pastoral care

- a) Be actively involved in promoting the well-being of pupils.
- b) To undertake the pastoral care of pupils and parents.
- c) To adhere to all policies and to raise any concerns with the Designated Safeguarding Officer
- d) Note and report absences from class at the beginning of every morning and afternoon session.
- e) Report behaviour problems to the Year Group Co-ordinator or Head.
- f) To share in the pastoral supervisory duties on a rota basis, e.g., break and lunchtime duties, and First Aid (if qualified first aider), as requested
- g) To take part in school activities, this may take place at weekends or in the evening.
- h) To assist where needed with the general physical needs of pupils; dressing, changing shoes etc.

Please Note:

- Class Teachers must be in their classroom at 8.10am and are dismissed from their duties at 4.30pm (Mon – Friday inclusive).
- This list is not comprehensive, and the Class Teacher should be willing to undertake such duties as required either by their Year Group Co-ordinator, by the Assistant Head or the Head of Pre-prep

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head of the Pre-prep to reflect or anticipate changes in the job commensurate with the position and job title.

**All policies mentioned within this description are available on request to any potential candidate when visiting the school.*