

Job Description: Prep School Teacher

Skippers Hill Prep School is a successful, co-educational independent day school for children aged 2-13, set in 22 acres of beautiful East Sussex countryside. We pride ourselves on being a busy, caring, and happy school where **excellence is achieved through encouragement** and a core ethos of teaching **individuals, not classes**.

Key Responsibilities

Teaching and Learning

- Plan, prepare, and deliver engaging and stimulating lessons across the Prep School curriculum (Key Stage 1 and/or Key Stage 2/3), tailored to the individual needs and abilities of all pupils.
- Maintain **high standards of subject knowledge** and classroom practice, promoting a love of learning.
- Employ a diverse range of innovative teaching methods, including the effective use of ICT, to ensure progression, pace, and challenge.
- Assess, record, and report on pupil progress accurately, using assessment data to inform future planning and provide meaningful, constructive feedback.
- Create a **positive, organised, and stimulating working environment** in the classroom with relevant, regularly updated displays.
- Effectively manage classroom behaviour in line with school policy, promoting high standards of discipline, courtesy, and respect.
- Differentiate and ensure progress for pupils across the ability range, including SEND, EAL and More able pupils.
- Lead on a subject area(s) or whole school project as directed.
- Undertake any other duties as reasonably directed by the Head.

Pastoral Care and School Life

- Act as a **Form Tutor**, taking academic and pastoral responsibility for a group of pupils and being central to their well-being and development.
- Maintain accurate pupil records and contribute to report writing, ensuring effective communication with parents/guardians regarding pupil progress and welfare.
- **Contribute fully to the broader life of the school** by supporting and leading co-curricular activities and clubs (e.g., sports, drama, music, outdoor learning).
- Attend and actively participate in school events, including staff meetings, assemblies, parents' evenings, and open days.
- Adhere strictly to the school's Child Protection and Safeguarding Policy and Procedures, prioritising the welfare and safety of all children at all times.
- Contribute to revenue generation, including holiday clubs and actively promote recruitment and retention.

Professional Development and Collaboration

- Work collaboratively with colleagues, contributing to the strategic focus and development of the department or key stage.
 - Keep up-to-date with current educational developments and pedagogical best practice through participation in CPD (Continuing Professional Development), including opportunities offered through the Bellevue Education Group.
 - Be an enthusiastic, flexible, and supportive member of the whole school staff team.
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Essential Qualifications and Experience

- Educated to degree level.
- **Qualified Teacher Status (QTS)** or equivalent/working toward.
- Proven successful experience teaching within Key Stage 1 and/or Key Stage 2/3, ideally within an independent school setting.
- Thorough knowledge of the Primary School curriculum.

Essential Skills and Attributes

- **Outstanding classroom practitioner** capable of inspiring and motivating pupils.
- A clear educational philosophy rooted in **ambition and breadth**, and a genuine belief in the potential of every pupil.
- Excellent interpersonal, organisational, and communication skills, with the ability to form strong relationships with pupils, colleagues, and parents.
- Robust knowledge of effective pastoral care, safeguarding, and child protection issues.
- A dynamic, resilient, and flexible approach, with a willingness to be fully involved in all aspects of a busy Prep School life.