

FARLEIGH

SCHOOL

JOB DESCRIPTION	PRE-PREP TEACHER
Responsible to:	Head of Pre-Prep and the Headmaster
Purpose of the job:	To deliver high quality lessons which meet the needs of all children and develop each individual's enthusiasm and talents.
Particular Responsibilities:	<ul style="list-style-type: none"> (a) teach pupils within the Pre-Prep and lead by example with stimulating teaching, which inspires pupils to learn and want to learn, also carrying out such other associated duties as are reasonably assigned by the Head of Pre-Prep; (b) manage both informal and formal assessment to support pupil progress; (c) establish and maintain a working partnership with parents, in support of the child; (d) communicate, inform and advise colleagues and Learning Support in order that the school has an holistic knowledge of each child; (e) maintain a professional standard, adhering to statutory and school requirements for Health and Safety, Risk Assessment and Child Protection; (f) work in accordance with and respect of the Roman Catholic ethos; (g) read, and adhere to, all school policies
Key Tasks:	<ul style="list-style-type: none"> (a) teach and implement the Medium Term Plans in accordance with the Prep-Prep curriculum policies; (b) take responsibility for one or more curriculum areas; (c) differentiate and deliver the curriculum using a multi-sensory approach, in order to meet the needs of all the children, stretching the most able and meeting the needs of those children who find the work challenging; (d) help to develop, follow and improve an inspiring and inclusive curriculum, which also explores cross-curricular opportunities; (e) monitor the progress of pupils, assessing and recording effort and attainment so that their needs can be identified and challenges set, ensuring effective delivery of the curriculum; (f) ensure that pupils adhere to the guidelines for good behaviour and notify the Head of Pre-Prep of any instances of bullying; (g) report to parents at required times during the year through written formal reports and attending all parent evenings and curriculum evenings as required; (h) meet and/or contact parents as necessary and reply promptly to any concerns or issues raised; (i) ensure regular reporting to the Head of Pre-Prep on each child's progress and any concerns or issues raised by parents; (j) attend Pre-Prep staff meetings and annual parents' surgeries and meetings; (k) foster a supportive environment where each child is valued and offer guidance to enable pupils to experience success at whatever level they are capable of; (l) to mark work thoroughly and regularly in accordance with the marking policy; (m) establish professional working relationships with colleagues and parents, communicating fully at all times; (n) to promote and support the use of ICT keeping oneself computer literate through attendance of courses or inset training; (o) to contribute to the department's SWOT analysis at intervals in order to identify priorities for the School and department development plan; (p) liaise with Learning Support in order to meet the needs of all pupils including those with specific learning difficulties and the Gifted and Talented, keeping the Head of Pre-Prep informed at all times; (q) display work creatively and effectively in the classroom;

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	<ul style="list-style-type: none">(r) set an example to pupils through appropriate dress and behaviour;(s) keep all records and information on pupils up to date and in order;(t) keep up to date with own current practice and development in the subject area, attending relevant courses and training;(u) assist in the smooth running of the Pre-Prep and work under the direction of the Head of Pre-Prep on any other matters relating directly to this role, which may from time to time occur.
Annual Review:	This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties
Safeguarding:	Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will undertake your role and responsibilities in accordance with Farleigh School Safeguarding policy and Staff Code of Conduct. The successful applicant will be required to have an enhanced DBS disclosure.