

**Teacher’s job description**

**Job Purpose**

To support the Headmaster in securing the excellent progress and well-being of students.

To promote and act in accordance with the ethos of Sevenoaks Prep’s way of life, its aims and objectives.

Have safeguarding of children as their priority.

To be an excellent and effective classroom Key Stage 3 Teacher.

**Responsible to:**

The Deputy Head, with whom you will meet regularly providing advice, feedback and information as required.

**Key tasks and responsibilities**

Plan and prepare lessons and activities with clear objectives, age appropriate and that cater for the needs of the whole ability range within their class.

To follow school/department schemes of work and policies.

Organise the classroom and learning resources to create a positive, tidy and orderly learning environment.

Motivate pupils with enthusiastic, imaginative presentation. Create and maintain a stimulating and challenging environment.

Guide and motivate pupils towards their potential, preparing them for exams and challenges where appropriate.

Set high expectations of behaviour, manners and instil respect of one another.

Mark, assess and record pupil’s attainments and progress, providing feedback to parents on a pupil's progress at parents' evenings and other meetings.

Co-ordinate activities and resources within specific areas of the curriculum, supporting colleagues in the delivery of this specialist area;

Participate in staff meetings, lunch, play and late stay duties.

Foster positive and professional relationships with parents.

To keep up with developments in the curriculum, attend courses if agreed and take personal responsibility for professional development.

Liaise with colleagues, working flexibility to support each other and working as a team.

Take part in wider school events, plays, recitals, trips and fund raising activities that benefit the wider school community.

**Personal Specification**

* An enthusiastic and versatile team player.
* Have excellent communication skills, with pupils, colleagues and parents.
* Have excellent organisational and administrative skills and be able to use ICT effectively
* Be able to work under pressure and be self-motivated
* Be prepared to develop new initiatives
* Have a confident, warm and welcoming manner.
* Have a smart professional appearance
* Be able to take an active role in the promotion of the School and its aims and ethos

1. Able to respond sensitively to pastoral issues.