



UPPER PREP DEPARTMENT

Upper Prep Y6 Class Teacher & General Subjects; Key Stage 2

Specific responsibilities:

- Play a positive role in the implementation of the School Development Plan or in any action plans as a result of an internal or external audit or inspection
- Share academic and pastoral responsibility for all pupils, supporting other form teachers and working in liaison with the Director of Studies and Deputy Head respectively, to ensure that each boy achieves his potential
- Monitor, develop and review curricular policy for the department with the Head of Upper Prep and Director of Studies
- Devise, with the support of the Senior Leadership Team, a suitably challenging and innovative programme of study to help each boy learn important life skills as a part of the curriculum
- Support the marketing strategy by attendance at school events, occasionally outside normal working hours, as well as assisting with the general recruitment and retention of Senior pupils
- Assist with the planning of, and attendance at, the key events for your form and year group with the wider school community
- Expedite excellent channels of communication with all stakeholders
- Manage, with care, any relevant budgets
- Arrange, with the support of the Senior Leadership Team, relevant information evenings and events
- Work collegiately in pursuit of all-round excellence for the pupils
- Work with empathy, good humour and consummate professionalism to be a good role model for the boys, and to uphold the reputation of the school, at all times
- Undertake any reasonable additional task in respect of the needs of the school at the request of the Headmaster

Specific teaching responsibilities:

- Effectively champion your form throughout the school and inspire pupils and staff with strong subject knowledge and a passion for learning
- Oversee the successful implementation of the curriculum and engender a love of learning in the pupils
- Provide suitable opportunities across the age and ability range, such as competitions and trips, to ensure children develop an avid intellectual interest
- Keep abreast of suitable CPD opportunities in order to establish an exemplar of best practice
- Assist in the choice of reading and learning material
- Inspire pupils and staff with strong subject knowledge and passion in its delivery
- Help pupils to understand and practise independent learning
- Propagate a culture of a growth-mindset
- Liaise effectively with the Study Centre in respect of SEN and incorporate sound differentiation into short-term planning

Other teaching responsibilities:

- Assist, as required, with the Pre-Test programme in Year 6 in liaison with Director of Studies and other relevant members of staff
- Contribute meaningfully to the preparation and delivery of internal or external assessment as required
- Assist meaningfully with the House system
- Be responsible for the registration each morning of a designated year group and oversee their academic, pastoral and social development and be the first port of call for their parents, feeder schools, Study Centre staff or any other interested parties
- Provide edited and informative reports at the end of each term
- Run an extra-curricular activity
- Show commitment in the support of day and residential trips for both your form and subject area

- Arrange a show-piece form assembly for parents at least once per year as requested by the Deputy Head
- Organise the classroom in a way that is conducive to an effective learning process, resulting in a well-ordered stimulating and attractive environment
- Have appropriate equipment and learning resources available, grouped and stored in such a way that ensures their accessibility to children
- Organise children appropriately in class; planning patterns of working in such a way that it is likely to increase their independence and efficiency
- Ensure that children are given opportunities of group work - i.e. they work together at a specific task which facilitates interactive learning, the sharing of ideas with the need to arrive at conclusions
- Enable children to develop skills and concepts in all aspects of the curriculum within integrated learning situations as and when appropriate, matched to age, aptitude and ability
- Mark academic work carefully and promptly, in keeping with the school marking policy, to ensure clear feedback and positive reinforcement
- Encourage children to value themselves and others both inside and outside the classroom
- Have working displays, which reflect the tasks in hand, presented in a variety of forms
- Display and regularly change children's work to show best practice
- Ensure that attention is given to the readiness of the classroom at the beginning of the school day and the tidiness of the classroom at the end of the day
- Be aware of any signs of stress, emotional imbalance or learning difficulties and keep the appropriate people informed over these concerns
- Ensure that each child is working to the best of his ability, is well disciplined, well mannered, considerate and happy

Agreed by..... Date.....