



## Job Description & Person Specification

### Job Title

Pre-Prep Class Teacher

### Responsible to

Pre-Prep and Nursery School Headteacher

### Contract

Permanent

### Hours

Full time

### Salary

Salary is according to the Taunton School Teacher's Pay Spine (TS1-TS9), dependent on skills and experience, plus allowances as appropriate.

*Taunton School offers the TPS and a Defined Contribution Pension Scheme through Royal London.*

### Purpose of the role

To teach Reception to Year 2 in our Pre-prep School.

### Key Duties and Responsibilities

- **Teaching**
- Planning and preparing courses and lessons for a full school week (Monday – Friday);
- Teaching, according to their educational need, the pupils assigned to you; setting and marking work to be carried out by the pupils in school or elsewhere;
- Assessing, recording and reporting on the development, progress and attainment of pupils;
- **Other activities**
- Promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to you;
- Providing guidance and advice to pupils on educational and social matters;
- Making records and reports on the personal and social needs of the pupils;

**HUMILITY      ENGAGEMENT      KINDNESS**

- Communicating and consulting with the parents of pupils;
- Communicating and co-operating with persons or bodies outside the School;
- Participating in meetings arranged for any of the purposes described above;
- Accompanying pupils on trips away from the School;
- Assisting with the running of boarders trips and duties on some weekends.
- Plan and prepare classroom and school displays and presentations of pupil work
- **Assessment and reports**
- Providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils;
- **Appraisal**
- Participating in any arrangements that may be made for teacher appraisal;
- **Further training and development**
- Reviewing from time to time your methods of teaching and programme of work;
- Participating in arrangements for your professional development;
- Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role or as may be necessary to fulfil the School's statutory or regulatory obligations;
- **Educational methods**
- Advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements;
- **Child protection, discipline, health and safety**
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere;
- **Staff meetings**
- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements;
- **Administration**
- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials;

- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after School sessions;
- **Flexibility**
- You may be required to undertake such other reasonable duties from time to time as the School may reasonably require, such as Saturday Open Mornings.
- **Co-Curricular**
- Contribute to the school's co-curricular provision e.g. sport, music, drama, after school clubs etc.

*The duties and responsibilities shown above are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the School.*

## Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Degree educated</li> <li>• Qualified Teacher status</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable record of continuous professional development</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of teaching Reception through to Year 2</li> <li>• Experience of safeguarding policies and procedures</li> <li>• Experience of working with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an Independent School</li> </ul>
SKILLS	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent interpersonal skills</li> <li>• Excellent organisational skills</li> <li>• Excellent time management skills</li> <li>• Good ICT skills</li> <li>• Ability to use own initiative</li> <li>• Attention to detail with the ability to understand the bigger picture.</li> <li>• Ability to prioritise workload and comply with tight deadlines.</li> </ul>	

<p><b>ATTITUDES &amp; APPROACH</b></p>	<ul style="list-style-type: none"> <li>• Ability to act with humility, integrity and kindness.</li> <li>• An infectious love of language, teaching and learning</li> <li>• An ability to inspire students, staff and parents</li> <li>• A positive, collaborative and flexible approach to ensuring the very best experiences and outcomes of students</li> <li>• Collaborative, team player approach</li> <li>• Flexible &amp; adaptable</li> <li>• Resilient</li> <li>• Caring and sensitive to the needs of pupils</li> <li>• Compassion</li> <li>• Empathy</li> <li>• Discretion and the ability to deal with confidential information appropriately.</li> <li>• Committed to the safeguarding and welfare of children and young people.</li> <li>• A willingness to enter into the spirit of the school and contribute to the wider life and work of the school.</li> </ul>	
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*Taunton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment is subject to a number of pre-employment checks including ID and Right to Work in the UK, satisfactory references, a successful enhanced DBS check, and successful online searches.*

