



Job Description: Prep School Class Teacher

ORGANISATIONAL CONTEXT

Staff Name:	
Phase: Prep School	Department: KS1 or 2
Reporting to: Headmaster, Head of Prep	Job Reference Number: xxxxx

SCOPE

Supervision:	Direct Reporting Staff:
	Indirect Reporting Staff:
	Number of Pupils:

JOB CONTENT

1. ROLE OBJECTIVE AND PURPOSE

- To provide a high quality learning environment within the classroom for the curriculum taught
- To follow the relevant and differentiated curriculum for pupils studying in the Year Group, in accordance with the aims of the department and school and the curricular policies determined by the Headmaster and ratified by the Governing Body.
- To contribute to the raising of standards of pupil attainment and achievement within the subject areas and to monitor and support pupil progress within the classroom.
- To be accountable for pupil progress in subject areas taught and.
- To be accountable for pupils' emotional and social development.
- To contribute towards the development of the Year Group.
- To undertake an appropriate timetable commitment.
- To be part of the House system and participate in its events and activities.

2. DETAILED DUTIES AND RESPONSIBILITIES:

a) Quality and Standards

- To be accountable for the development and delivery of the Year Group's curriculum.
- To keep up to date with and respond to national developments in the subject areas taught and also teaching practice and methodology.



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- To contribute to the process of the setting of targets within the Year Group and to work towards their achievement.
- To collaborate with colleagues within the Year Group and to develop effective teaching and learning styles.
- To seek/implement modification and improvement where required.
- To contribute to an annual examinations analysis and Year Group review as part of the department's self-evaluation cycle.
- To contribute to the Year Group development plan and curriculum planning as directed by Year Leaders.
- To perform duties and attend Year Group/Staff meetings.
- To attend INSET and deliver INSET on a voluntary basis.
- To undertake cover and take part in the Enrichment programme.
- To provide support for pupils who have learning difficulties after 2.30pm when required.
- To participate in Welcome Evenings and Parent/Teacher meetings and other school events when required.
- To identify SEN/EAL needs of children and liaise with specialist departments and parents where necessary.
- To communicate with parents through the communication diary and in person where problems/issues arise.
- To provide a visually stimulating environment within the classroom and create Year Group displays outside the classroom.
- To create a classroom which is organised, presentable and tidy.

b) Curriculum and Staff Development

- To contribute to the review of syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Year Group.
- To implement School Policies and Procedures, e.g. Safeguarding, Equal Opportunities, Health and Safety, etc.
- To follow the Prep School Marking and Assessment Policy.
- To be accountable for the regular marking / assessment of work produced by pupils.
- To work with colleagues to formulate aims, objectives and strategic plans for the Year Group which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School.
- To contribute towards the development of IT in the Department.
- To contribute materials for pupils in conjunction with other members of the Year Group on the school's VLE (Firefly)
- To collaborate with the School's Appraisal Policy and identify personal professional development needs.
- To be part of a team within the Year Group.



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- To act as a positive role model for pupils.

c) Pupil Management

- To ensure there is a calm, well-ordered learning environment for pupils; addressing any concerns in this area.
- To be responsible for dealing with under-performance of pupils; organising / recommending intervention strategies as required.
- To ensure that gifted and talented pupils are suitably catered for.
- To ensure that differentiation is taking place within the classroom as required.
- To follow the Behaviour Management policy.
- To provide a stimulating and disciplined environment within the classroom.
- To use the reward system (achievement points) effectively.
- To provide opportunities for learning outside the classroom as appropriate.

d) Communication and Administration

- To provide twice yearly high quality reports on pupil progress for parents.
- To work collaboratively with the Year Leader or Key Stage Coordinator on testing and end of year examinations.
- To contribute to the setting and marking of all school tests and examinations within the Year Group.
- To send in suitable work to the Year Leader or Key Stage Coordinator for classes when absent.

3. KEY INTERACTIONS

Internal	External
<ul style="list-style-type: none">- Year Group Staff- Year Leader- Head of Prep School- SEN/EAL Depts.- Health and Safety Officer- IT Dept.- Reprographics- Pupils	<ul style="list-style-type: none">- Parents- Training providers



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4. MINIMUM QUALIFICATIONS

Level of Education	Undergraduate Degree e.g. Bachelor's in Education (BEd) or Post Graduate Certificate of Education (PGCE) qualification DFES qualification number
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.

I have read through the information listed above and agree with the tasks and responsibilities of the post.

Signed

Date