



STOVER SCHOOL

JOB DESCRIPTION Preparatory School Teacher

Salary: Stover Salary Scale for teachers
Reporting to: Head of the Preparatory School

The Teacher will be directly responsible to the Head of the Preparatory School and indirectly responsible through him/her to the Executive Head Teacher for the responsibilities and duties set out below:

Responsibilities

The Teacher will:

1. In relation to Teaching:

- Plan and prepare long and medium- term lesson plans with year group colleague(s).
- Prepare individual lessons to include differentiated tasks to meet the needs of all individual learners.
- Incorporate Assessment for Learning practices within lessons including the use of Learning Objectives, Success Criteria, pupil and peer self-assessment opportunities.
- Set appropriate targets to meet the educational needs of all pupils.
- Write individual pupil reports according to the annual reporting timetable.
- Supervise and, so far as is practicable, teach any pupils whose teacher is not available to teach them, when requested by the Head of the Preparatory School.

2. In relation to Pupil Learning:

- To fully embrace the Research-Based Learning approach which is embedded throughout the school
- Mark pupil classwork and homework according to the Assessment for Learning and Marking Policies and provide constructive feedback on a regular basis.
- Assess, record and report on the development, progress and attainment of pupils.
- Attend meetings and parents' consultation evenings.
- Maintain high standards of discipline in the classroom so that there is an atmosphere conducive to work
- Liaise with the SENCO, and parents, regarding pupils on the SEN or able register and those for whom you may have concerns. Assist with the development of IEPs, as required, and ensure appropriate progress is made towards meeting the targets identified.

3. In relation to Pastoral Care:
 - Provide pastoral care for all the pupils in your classes and across the Whole school.
 - Communicate and consult with parents and pupils on a regular basis

4. In relation to School Contribution:
 - Attend and lead assemblies. Register the attendance of pupils. Attend activities outside of normal school hours, e.g. evenings and weekends as required by the Head of the Preparatory School
 - Attend appropriate staff and curriculum meetings.
 - Work professionally and collaboratively with all school staff in both the Preparatory and Senior school as required.
 - Participate in the school's Professional Review and Development process.
 - Review teaching and learning resources and prepare termly purchase requests.
 - Maintain good order and discipline among the pupils and safeguarding their health and safety when they are on school premises or engaged in authorised school activities elsewhere.
 - Promote the school through displays of work, extracurricular activities and participation in events, competitions etc;
 - Ensure that care is taken of the fabric of the classroom, the furniture and apparatus, and to see that rooms are left tidy and in good condition after use.
 - Offer after-school activities and work as a member of the duty team: before school, during breaks, lunchtimes and after school as required.
 - Undertake such other reasonable tasks as requested from time to time.

The job description forms the basic requirements of the post and can be updated when required by the Executive Head Teacher in liaison with the staff concerned.

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom he/she comes into contact. The post holder must adhere to, and ensure compliance with, the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the school's Designated Safeguarding Officer, or the Head of the Preparatory School.

Sept 2024