

PREP SCHOOL TEACHER (KEY STAGE 2 / 3)

JOB DESCRIPTION

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Summary of the role</p>	<p>Job Title: Key Stage 2 and 3 Teacher</p> <p>Location: Bedford Prep School, De Parys Avenue, Bedford</p> <p>Reporting Line: Head of Department</p> <p>Hours: Full Time</p> <p>Salary: School's own salary scale</p> <p>Role Summary: To teach a range of subjects. A specialism in English, Maths or Science would be an advantage</p>
<p>Main duties and responsibilities</p>	<p>Your Professional Duties</p> <p>You are expected to act in accordance with the aims, policies and administrative procedures of the School.</p> <p>The following duties shall be deemed to be included in the professional duties which you will be required to perform:</p> <p>Specific Duties and Responsibilities</p> <p>The following duties shall be deemed to be included in the professional duties which you will be required to perform:</p> <p>A. Teaching</p> <ul style="list-style-type: none"> • Uphold the School's high standards of preparation, teaching and discipline • Support the work of the School to ensure the highest possible levels of achievement • Plan lessons in accordance with School's schemes of work • Contribute to the development, evaluation and monitoring of the policies, syllabuses and schemes of work of the School • Liaise with relevant colleagues on the planning of work for collaborative delivery • Monitor and be aware of boys' prior levels of attainment and maintaining records • Set and mark examinations and other forms of assessment • Use ICT within the curriculum • Establish high and appropriate expectations for learning, motivation and presentation of work

B. Assessment, Recording and Reporting

- Maintain plans of lessons undertaken and records of boys' work
- Set and mark homework
- Provide constructive oral and written feedback, with clear goals for future learning
- Reporting on pupil progress in line with School policy and as specified in the published calendar
- Regularly keep parents informed of boys' progress at parents' evenings, and at other times whenever necessary

C. Pastoral Care

- Be fully conversant with, and applying, the School's child protection policy and all related issues
- Promote good attendance and monitor it in accordance with School policy
- Promote the general progress and well-being of boys' in your care
- Support each boy to achieve his potential

D. Professional Standards

- Support the aims and ethos of the School
- Treat all members of the School community with respect and consideration
- Treat all boys fairly, consistently and without prejudice
- Set a good example to boys in terms of appropriate dress, punctuality and attendance
- Participate in the School's extracurricular programme
- Take responsibility for personal professional development within the School's CPD programme
- Attend all departmental and staff meetings
- Attend Parents' Evenings, New Parent's Day and ensure that all deadlines are met as published in the School calendar
- Take responsibility for matters relating to health and safety
- Undertake duties that may be reasonably assigned by the Headmaster (directly or indirectly)

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the appraisal process.

You may also be required to undertake such other comparable duties as the Trust requires from time to time.

PERSON SPECIFICATION – PREP SCHOOL TEACHER (KEY STAGE 2 / 3)

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	PGCE/QTS/Bed/BA (Ed)	Honours Degree from a recognised University	<i>Certificates</i>
Experience	Teaching at KS2 or KS3 class level		<i>Application form and references</i>
Skills	<p>Ability to inspire and motivate students</p> <p>Excellent communicator, orally and in writing, with boys, parents and staff</p> <p>Ability to show initiative within the framework of a strong and supportive team</p> <p>A willingness to utilise and develop departmental teaching resources</p> <p>Strong interpersonal skills</p>	<p>Able to use ICT appropriately to support learning</p> <p>A clean driving licence. A D1 minibus licence or a willingness to obtain one.</p>	<i>Application form references and interview</i>
Knowledge	<p>Good understanding of National Curriculum and teaching methods appropriate for the KS2 and KS3 age range</p> <p>Ability to utilise teaching strategies to allow learners to make good progress compared to their previous attainment</p>	<p>Ability to utilise teaching strategies to allow learners to make good progress compared to similar learners nationally</p>	<i>Observed lesson, interview and references</i>
Personal competencies and qualities	<p>A creative learner and teacher</p> <p>Pragmatism and 'can do' approach</p> <p>Ability to prioritise and remain calm under pressure</p> <p>Flexible, resilient and well organised</p> <p>Desire to be fully involved in a busy prep school</p>	<p>Ability to advise pupils, parents and staff insightfully. To have a flexible approach to teaching and a willingness to learn.</p> <p>Commitment to continuing professional development</p> <p>Ability to work independently using a wide range of resources</p>	<i>Interview, observed lesson and references</i>