



ALLEYN COURT PREPARATORY SCHOOL

Job Description

Teaching & Learning Lead and Class Teacher

Are you an ambitious educational leader with a passion for excellent teaching, inspiring curriculum design and forward-thinking practice?

Do you enjoy helping a school move from strong to even stronger, supporting colleagues, developing ideas and ensuring children experience learning that is both rigorous and exciting?

If so, you may feel very much at home at **Alley Court Preparatory School**.

We are looking for an exceptional **Teaching & Learning Lead** to help lead teaching and learning across the school, driving high standards while continuing to develop a rich, ambitious and distinctive curriculum. This is an exciting opportunity for a reflective and strategic educator who understands both the detail of classroom practice and the bigger picture of school improvement.

At Alley Court, we believe great teaching should spark curiosity, build confidence and prepare children not just for the next stage of education, but for the wider world beyond it. We are seeking someone who can help us shape and strengthen that vision with energy, clarity and imagination.

Alley Court Preparatory School is non-selective and educates children from 2 – 11 years old. We have an average of 18 children per class and operate two forms of entry.

The Early Years follows a Montessori format. From Year 1-6 children are increasingly taught by specialist teachers, making the most of the school resources and staff expertise. This prepares children very effectively for transition to their secondary school of choice.

Alley Court Preparatory School aims to:

- provide a first-class education through an environment that promotes curiosity, creativity, wonder and a love of learning;
- use a broad, rich and stimulating curriculum to inspire each child to attain the highest levels of academic, physical, artistic, and social endeavour, through understanding that sustained effort, reflection and diligence will always enhance results;
- ensure children are best prepared for whatever expectations they encounter when they move to their chosen secondary education;
- instil a passion to pursue dreams to fruition and the skills to contribute to a world of rapidly changing opportunities and technologies.



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Areas of Responsibility and Key Tasks

TEACHING AND LEARNING

Job Purpose

To carry out the professional duties of a teacher as dictated by the Headteacher and in accordance with the school's policies.

To be an effective professional who demonstrates superb curriculum knowledge, can teach and assess effectively, take responsibility for their own professional development and create students who achieve well academically, in terms of both progress and attainment, and socially, in terms of becoming; respectful, responsible, resilient, resourceful and reflective young people.

The National Teachers Standards set out the minimum expectations the school has of all teaching staff. This job description is to be performed in accordance with the provisions of the Teachers Standards and the expectations of the Staff Handbook.

Teachers will plan schemes of work and individual lessons (in those subjects they will teach) aimed to engage children's interests, inspire curiosity and questioning and ultimately to achieve outstanding progression of learning:

Teaching & Learning Lead - Additional Leadership Responsibilities

As Teaching & Learning Lead, you will take on a middle management role with leadership responsibilities to support the development, implementation, and evaluation of the school curriculum across the School. This role involves collaboration with senior leaders, Assistant Head (Early Years), SENCO, subject specialists, and teaching staff to ensure a coherent, broad, and balanced curriculum that reflects the school's vision and values.

Key Responsibilities

- Support the Headteacher and Deputy Head in strategic curriculum planning and delivery.
- Lead curriculum development initiatives, ensuring alignment with the school's vision of curiosity, courage, and compassion.
- Monitor and evaluate the effectiveness of curriculum implementation and pupil outcomes, using data to inform improvements.
- Provide guidance and support to teaching staff on curriculum matters, assessment practises, and pedagogical approaches.
- Facilitate professional development opportunities related to curriculum and teaching strategies.
- Coordinate curriculum-related events, workshops, and collaborative planning sessions.
- Ensure curriculum content incorporates cross-curricular links, including financial literacy, citizenship, and oracy, reflecting school improvement priorities.
- Lead or contribute to curriculum policy development and review.



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- Promote inclusive education by supporting differentiation and provision for SEND pupils within the curriculum alongside the SENCO.
- Foster pupil leadership and engagement in curriculum-related activities and decisions.
- Liaise with parents and external partners to communicate curriculum aims and developments.

Key Tasks

- Ensure the effective education of pupils in your care in line with the school's aims, policies, and schemes of work.
- Plan, provide, and review class-based activities that lead to effective education.
- Create lessons that stimulate, engage, and challenge children to learn at a rate appropriate to their individual ability.
- Store planning on the school's intranet systems.
- Share learning objectives and success criteria clearly with pupils.
- Maximise each child's potential, differentiating work according to ability.
- Maintain good behaviour and safety, fostering positive attitudes towards self, peers, adults, property, and work.
- Participate in school assessment procedures, maintaining detailed records using the school's MIS.
- Set high expectations and provide challenges to stretch pupils in a supportive, rigorous manner.
- Develop and maintain constructive home/school partnerships.
- Contribute to positive school/community relationships.
- Communicate effectively with parents about curriculum, progress, attainment, and attitudes.
- Attend and actively participate in staff meetings, open mornings, parent evenings, INSET days, and other school events.
- Engage in ongoing professional development.
- Participate in policy review and development.
- Create a stimulating, orderly, and tidy classroom environment.
- Lead or support extra-curricular activities as directed.
- Participate in the school duty rota.

Pastoral Duties

- Promote pastoral wellbeing of pupils.
- Maintain knowledge of professional duties and legal liabilities.
- Work within school policies and practises.
- Record social and emotional concerns appropriately on SchoolBase.
- Establish effective working relationships with pupils, parents, and staff, modelling professional conduct.
- Share and effectively use resources collaboratively.
- Participate in the wider life of the school, including marketing and liaison activities.
- Take responsibility for professional development aligned to school policies.



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- Liaise effectively with parents and Trustees.

Class Teacher Expectations

The **Class Teacher** is expected to

- Be the lead practitioner ensuring the highest quality of academic, social and emotional provision is available for all the pupils in their **Class**, when they are within the care of the school.
- Liaise with the Deputy Head to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Plan and lead assemblies and other class/year group celebratory occasions.
- Contribute to the preparation of Action Plans, ISPs, progress files and other reports.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.
- Take the lead where appropriate in identifying the need for off-site visits and residential to enhance the curriculum.
- To take part leading/supporting off-site and outdoor activities with your year group/s.
- In addition to the role of Class Teacher, you may be expected to teach other subjects as directed by the Headteacher according to need. As a class teacher you may expect a maximum 20% planning and preparation time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees 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.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description should be read in conjunction with the Staff Handbook and other policy documents available through the school intranet.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.



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Person Specification

Teacher – Teaching & Learning Lead and Class Teacher

	Essential	Desirable
Qualifications	Qualified Teacher Status Degree/Masters Broad academic foundation at GCSE/O-Level Evidence of continuous INSET and commitment to further professional development	
Experience	The Class Teacher should have significant experience of teaching at Key Stage 1 and 2	Experiences outside the school environment. EYFS experience Experience of leading groups of children off-site and on residential visits.
Knowledge and Understanding	The Class Teacher should have knowledge and understanding of and adhere to: <ul style="list-style-type: none"> the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); the monitoring, assessment, recording and reporting of pupils' progress; the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children, British Values and the PREVENT strategy; the school policies and Staff Handbook effective teaching and learning styles; up-to-date pedagogy concerning the delivery and content of their subject/s. 	
Skills	The Class Teacher will be able to: <ul style="list-style-type: none"> display outstanding communication skills in Standard English, to enable them to build relationships, teach children, promote the school's aims positively, communicate with stakeholders and inspire confidence in others; demonstrate highly effective inter-personal skills within a team; establish and develop close relationships with parents, trustees and the community; create a happy, challenging and effective learning environment; comfortably demonstrate the expectations of the Teaching Standards. 	
Personal Characteristics	Teachers need to be able to demonstrate that they are routinely: <ul style="list-style-type: none"> Enthusiastic about working with children, your subject areas and the wider life of the school Reflective Resourceful / Well-organised Responsible Resilient Respectful 	



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	<ul style="list-style-type: none">• Enthusiastic• Able to motivate self and others• Calm and good-humoured under pressure• Willing and capable to engage with the school's ethos and mission statement• Smart in presentation and have good personal hygiene• Understanding of and committed to the independent school ethos of engaging in the full life of the school• Punctual and well-prepared for the events of the day ahead
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