



Job Description Post: Prep School Teacher

The class teacher is responsible to the Head of Preparatory School for the day to day running of a class and delivering the curriculum. The main responsibilities of the class teacher are to:

- be responsible for safeguarding and promoting the welfare of children
- devise and follow appropriate schemes of learning; planning on short, medium and long-term basis
- liaise with High School staff to ensure continuity and progression.
- implement school policy on the daily registration of pupils. The register is an important legal document and therefore should be kept up to date. Pupil absence notes should be sent to the nurse.
- maintain a current awareness of educational trends and initiatives affecting the age groups taught.
- develop personal ICT capability and use within teaching across the curriculum and for professional purposes
- distribute written information to parents and deal with returns as necessary.
- supervise and maintain pastoral well-being and academic progress of pupils in the class in accordance with school policies.
- set and mark work according to agreed school policy.
- assess pupil performance regularly and maintain accurate and up to date records of this performance.
- provide differentiated learning experiences, set realistic targets and include the opportunity for independent learning.
- be aware of the needs of each pupil with learning difficulties and/or disabilities as outlined in the learning support records
- be aware of the needs of each pupil with special educational needs as outlined in their statement
- keep learning support records up to date.
- maintain confidential parental contact records.
- attend staff meetings, training days and any other ad hoc committees as required.
- organise appropriate educational visits and promote cross-curricular links.
- undertake such duties as are required according to rota and daily cover requirements.
- supervise children in the dining room and during playtime as requested.
- deliver and promote PSHE programme in accordance with agreed schemes and the ethos of the school.
- implement school assessment and reporting policy and procedures.
- attend parents' evenings as appropriate.
- communicate to parents through reading records and school planners.
- take assemblies in accordance with rotas.
- create displays to enhance learning in classrooms and communal areas.
- follow the whole school Health and Safety policy.
- identify opportunities to address spiritual, moral, social and cultural dimensions and thinking skills in schemes of learning.

This job description may be subjected to amendment upon the mutual agreement of the Head and the individual member of staff and will be reviewed annually.