



## Job Description – Prep Teacher

### Purpose of job:

To provide high quality teaching of lower Key Stage 2 in the Prep School. The post holder will also have a pastoral role as Form Teacher.

### Line Manager:

- Head of Year

### Responsible to:

- The Head
- SLT (Senior Leadership Team)
- The Governing Body

### Other key relationships:

- Parents
- Pupils
- Colleagues

### Key responsibilities:

#### Teaching & Learning

- The planning and delivery of high-quality differentiated learning for all children in the class or set.
- Ensure all pupils are provided with a suitable level of teaching and prepare effective and progressive lessons throughout each term and undertake routine assessments to understand pupil progress which informs planning and reporting.
- Provide information about pupil attainment, engagement and progress, which is shared internally and with parents.
- Provide children with high quality feedback to allow them to reflect on their learning and be aware of their next steps.
- Refer and encourage the development of the St Michael's Learning Behaviours (Collaboration, Independence, Resilience, Creativity and Engagement).
- Attend all relevant training as required within the job role and support equal opportunities for all children and staff.
- Consult with Learning Support in respect of differentiation for the needs of children with additional needs, as necessary.
- Use experience to support all pupils' learning and support the promotion of positive behaviour.
- Always meet and uphold the professional teachers' standards.



- Contribute to the extra-curricular provision of the Prep School.

### Communication

- To treat children, always, in a manner consistent with specific school policies and the broader ethos of the school.
- Communicate with parents through formal and informal parents' meetings and other meetings as necessary for advice, information and to promote learning.
- Work effectively as part of the year group and teaching team to ensure clear communication.
- To communicate in a professional manner in line with the Staff Code of Conduct.

### Teamwork

- To participate in all necessary duty and cover rotas within and around the school.
- To work as part of the wider staff body as an effective team member, attending meetings and liaising with colleagues to contribute to a high level of well-being across the school.
- To maintain an appropriate and professional standard of personal appearance.
- To support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body.
- To participate in in-service training as part of career and personal development, in line with school needs.
- Be in school during the hours as are necessary to discharge effectively all professional duties.
- To have respect for the confidential nature of the post.

### Health and Safety

- To safeguard and promote the welfare of all children.
- Be responsible for the well-being of pupils throughout the duration of the lessons making sure they are aware of rules and safety requirements and abide by such rules.
- Be aware and understand normal and emergency procedures at the school within the normal operating procedure and emergency action plan.
- Log incidents/accidents in line with the school's Health and Safety policy.
- Have regard to the health and safety of all children, staff, parents and visitors to the school.
- Maintain a safe environment where children feel able to share safeguarding concerns.

The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

