

Job Description

Prep Teacher [xxxx]

MM/YY

Name [xxxx]

Post Prep Teacher

Relationships

The post holder is accountable to the Head, Godolphin Prep in all matters relating to this post. All staff are ultimately responsible to the Head of Godolphin School. The post holder will work closely with team members and support the team when necessary.

Main Duties & Responsibilities

1 Professional Duties

The following duties shall be deemed to be included in the professional duties that you may be required to perform:

1.1 Teaching

- 1.1.1** planning and preparing courses and lessons;
- 1.1.2** teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the students;
- 1.1.3** assessing, recording and reporting on the development, progress and attainment of students;

1.2 Other Activities

- 1.2.1** promoting the general progress and well-being of students and any class or group of students assigned to you;
- 1.2.2** providing guidance and advice to students on educational and social matters;
- 1.2.3** making relevant records and reports;
- 1.2.4** making records of and reports on the personal and social needs of students;
- 1.2.5** communicating and consulting with the parents of students;
- 1.2.6** communicating and co-operating with persons or bodies outside the School as appropriate;
- 1.2.7** participating in meetings arranged for any of the purposes described above;

- 1.2.8** participating in the running of after school clubs, organising and/or attending school trips, assisting with and/or attending tournaments, competitions and matches, participating in such other school events as the Head may require both inside and outside of the United Kingdom;

1.3 Assessments and Reports

providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students;

1.4 Staff Development

participating in any arrangements for the appraisal of your performance and that of other teachers;

1.5 Review: Further Training and Development

- 1.5.1** reviewing from time to time your methods of teaching and programmes of work;

- 1.5.2** participating in arrangements for your further training and professional development as a teacher;

1.6 Educational Methods

advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

1.7 Discipline, Health and Safety

maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere;

1.8 Staff Meetings

participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements;

1.9 Cover

supervising and so far as practicable teaching any students whose teacher is not available to teach them;

1.10 Administration

- 1.10.1** participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons

providing support for the teachers in the School and the ordering and allocation of equipment and material;

- 1.10.2** attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.

Additional Duties Specific to Post

- Promote and maintain high standards of pastoral care, including relevant record keeping
- Ordering resources, following good classroom management practice
- Assist the Prep Head with Open Mornings for prospective parents, and any prospective parent visits
- Undertake Duty or Cover, as required
- Support with Prep events such as weekly assemblies, school productions, and the Nativity

General

- To promote and support Godolphin's culture of 'Friendship, Encouragement, Support and Mutual Respect' and encourage staff and students to follow this example.
- To promote and safeguard the welfare of students in your care or that you come into contact with, in accordance with the relevant School Child Protection and Safeguarding policies.
- To comply with, promote and act in accordance with all School policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the School Business Manager at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional Information

Throughout the School it is our practice to vary the specific responsibilities in line with the needs of the School. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from their Line Manager, Head of Department or member of the Senior Management Team to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

NB. Every full time subject teacher is normally expected to undertake tutorial responsibilities.

The aim of the Job Description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the School.

Signed: **Date:**

Post Holder

Signed: **Date:**

Head

One copy to be retained by member of staff and one kept on the employee's file.

***Godolphin School is committed to providing a safe, supportive and stimulating environment for all its students following the latest Safeguarding Children Guidelines.
This post is exempt from the Rehabilitation of Offenders Act 1974.***

Department Overview

Godolphin Prep is a happy and caring community which values kindness, honesty, imagination and resilience. In partnership with parents, the staff pride themselves on establishing excellent academic and social foundations which are fundamental to the girls' happiness and confidence. We benefit from being part of a whole school which has nearly 300 years of history and traditions but is also committed to preparing the girls to thrive in the 21st century in a beautiful setting with excellent facilities.

A strong team of specialist teachers foster a love of learning. The girls are confident in English, Maths and Science and they enjoy the benefits of our uniquely creative curriculum. In addition, Art, Computing, PE/Games, Drama, Music Technology and French are taught throughout the school in liaison with the Senior School so that expertise and facilities are shared. The Prep has a strong academic reputation and the teachers are committed to equipping the girls with the skills to flourish in a rapidly changing world.

PERSON SPECIFICATION:

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	1. Education Degree 2. Qualified Teacher Status		Application Form Original Certificates
Work Experience	3. Previous exp in an educational setting 4. Working with children	5. Working with KS1/2 pupils	Application Form References
Communication Skills	6. Excellent communication skills, particularly written English 7. Accuracy and attention to detail 8. Excellent communication skills	9. Liaising with parents and professional agencies 10. Verbal communication with pupils	Application Form Person Specification Statement Lesson observation
IT Skills	11. Good all round IT skills 12. Ability to work with all MS Office applications	13. Use of School Base	Application Form

Personal Qualities or Skills	14. Good organisational skills, able to manage a range of competing demands 15. Proactive, able to think laterally when required 16. Adaptable and flexible 17. Positive team player	18. Good sense of humour	Application Form
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