Job Description

Responsible person(s): Head of Prep
Last review: June 2025

Job Title	Prep Teacher
Report to	Head of Prep
Department	Academic - Prep
Start Date	1st August 2027

I. Key Purpose of the Job

- To provide outstanding care and teaching of all students, helping them to develop their full potential.
- To fully support the values of the school – Self-Belief, Aspiration, Kindness - to ensure the personal, social, emotional and physical development of every child.

II. Key Stage 1 or 2 Class Teacher will report to the Head of Prep

Main Duties

- To undertake all duties designated by the Head of Prep
- Understand the needs of the individual students in the class, structuring their learning so that they progress at a rate which challenges them in a secure environment
- Promote the general progress and wellbeing of students assigned to you and to be involved in the pastoral care of all children in the department, reporting any concerns to the Head of Prep
- To oversee a subject responsibility (suited to strengths and interests), as agreed with the Head of Prep
- To have high expectations of self and others
- Provide guidance and advice to students in all areas of their development
- Inspire each child to achieve their potential and develop enthusiastic and confident learners
- Plan appropriate work and organize the children's education in line with the KS2 curriculum
- Liaise with the KS1 teachers for transition to KS2
- Be aware of developments in ICT and how they may be integrated into subjects
- Work as part of a team and attend planning meetings with appropriate staff members
- Facilitate, support, and monitor the overall progress, learning and development
- Carry out assessments to inform next steps and set targets
- Maintain records as evidence of learning for each individual

pupil's profile

- Set and mark work (including assessments) to be carried out by the students in school or at home, as required
- Assess, record and monitor the progress of each pupil and report relevant information on the progress and attainment of students to their parents through parent consultations, written reports and ad hoc face to face meetings / communication
- Regularly review your methods of teaching and Schemes of Work
- Participate in arrangements for your professional development and any arrangements that may be made for teacher appraisal
- Plan and organize curriculum related visits/speakers to enhance learning experiences and assemblies
- Undertake a proportion of duties to ensure the smooth running of the school, supervisory duties, breaks, lunchtime and After School Clubs
- Take responsibility for classroom displays and a proportion of the displays in Prep
- Promote equal opportunities for all students
- To always act in a professional manner
- To be an adaptable, pro-active, supportive, vigilant, positive, willing member of staff and to enjoy working with children
- Be an outstanding teacher
- Be confident and able in ICT
- Communication skills – be able to make points clearly and understand the views of others
- Self-management – be able to plan time effectively and to organize yourself well
- Be able to run extra-curricular activities.
- Organize and supervises ECA.
- Actively promotes ECA and seek student participation.
- By shift to attend evening school to supervise students' study and to ensure their safety and security.
- Work with colleagues to develop a holistic education which blends tradition with innovation
- Work in close partnership with the Teaching Assistant, parallel Teachers and Head of Prep
- Work in partnership with parents
- Attend staff meetings that take place on a weekly basis
- Attend all 'INSET' days

- To adhere to the school's dress code
- Members of staff are expected to arrive punctually. The working day of the teaching staff begins before the children come into the classroom and ends after they have left. Where necessary members of staff are required to be on site between 730am and 6pm in order to fulfil the demands / expectations of the role
- Teachers will abide by the terms and conditions for their employment as outlined in their contract with the school
- To carry out any other duties that from time to time might reasonably be requested by the Head of prep or Headteacher.
- Work for any ad hoc tasks as reasonably required by the Headteacher and Head of Prep from time to time.
- To cooperate with the Marketing team for student recruitment, school promotion and other activities.