



Job Description for Prep Teacher

Full-time or part-time (0.8 FTE)

Responsible to: Headmaster, Deputy Head, Senior Leadership Team, Governors, St Hilary's School Trust Ltd

Key tasks and responsibilities

In addition to undertaking the requirements for a qualified teacher and teaching and taking responsibility for a Form, the following duties and responsibilities will be undertaken. It should be recognised that this position brings with it the need to be flexible and the list below should not be seen as exhaustive.

General:

- Actively promote and develop the ethos and vision of the school and show due regard to the School's Values and British Values
- Contribute fully to the life of the school
- Establish excellent relations with pupils, parents and visitors to the school
- Offer support and encouragement to colleagues within Prep and the wider school community
- Give the highest priority to pastoral care and health and safety of pupils, staff and visitors, including Safeguarding
- To ensure that planning, preparation, recording, assessment and reporting meet the varying learning and social needs of the pupils
- To be familiar with the School Improvement Plan
- To have a thorough working knowledge of the School's Policies and procedures and ensure the aims, values and vision of the school, are reflected in the Prep, within the class and the wider school, as necessary
- Keep up to date with educational theory regarding the teaching of all aspects of Prep
- To provide cover in Pre-Prep as occasionally required
- The ability to teach in the Games department is desirable
- Actively promote effective teaching and learning practices within the Department to ensure the curriculum is exciting, stimulating and creative
- To liaise with colleagues at key transition periods (the end of the academic year).
- To attend and support colleagues at Parents Evenings and other school events.