



JOB DESCRIPTION

Job Title: Prep School Teacher (Years 3 to 6)

Hours: Full time or Part time (0.8)

Status: Permanent

Responsible to: Head of Prep School

Functional links with: All members of the department, other academic staff, pastoral team, administrative functions across the College

Job Purpose:

Provide an outstanding pupil experience through teaching, learning and assessment, enabling students to maximise their potential.

Main Duties:

- To contribute to the raising of standards of pupil achievement in the classroom and to establish high standards of planning and classroom practice
- To maintain a high standard of subject knowledge and understanding, promoting the values, principles, policies and priorities of Queen's College
- To help the College achieve the aims and objectives set out in the College Plan
- Provide extra-tuition to pupils as appropriate to ensure that they reach their maximum potential
- To develop innovative teaching using a range of methods (including relevant IT packages)
- Use baseline assessments to monitor progress of students
- Maintain accurate and detailed student records, including target setting, monitoring and reviewing progress and contributing to report writing
- Liaise/collaborate with teaching staff regarding pupil progress and behaviour as and when necessary, suggesting appropriate courses of action/teaching methods to promote the achievement of academic progress and self-esteem
- Attend departmental meetings and contribute to the strategic focus of the department and encourage collaborative working
- Develop resources and teaching methods that reflect best practice, contributing to the quality of provision within the department
- To be responsible for communicating/liasing with parents or guardians either by email or phone
- Attend CPD courses to ensure you are up to date with current practice and to contribute to the development of the subject area
- Liaise regularly with the Assistant Head (Upper Prep) and support them in their duties
- Teach the Primary School curriculum including Maths and English to an assigned year group

Whole School Responsibilities:

- Be an effective Form Leader within the Prep School and therefore be involved in the pastoral care of those pupils
- Communicate with subject staff, other Form Leads and the School's safeguarding group with regards to the safeguarding of students
- Attend full staff meetings, parents' evenings and any assembly or school meetings as required
- Attend and actively participate in assessment meetings - discussing progress of all pupils
- Contribute to the weekday and weekend co-curricular activities programme within the School

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2022).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the School is subject.

May 2022

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.

Person Specification – Prep School Teacher with Drama

Qualifications/experience

- Ability to teach across the Primary School curriculum including Maths and English
- Educated to degree level
- PGCE/QTS or equivalent
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Knowledge

- Excellent subject knowledge and an impressive track record of pupil progress
- Demonstrate outstanding classroom practice, capable of inspiring pupils with an imaginative approach to teaching and learning
- Knowledge of effective pastoral care and safeguarding and child protection issues
- Knowledge of current curriculum developments
- Experience of using ICT in teaching and learning including an understanding of Google Workspace

Skills and Abilities

- Strong communication and interpersonal skills
- Ability to use assessment data to inform planning and set student performance targets
- Strong IT skills
- Strong organisational and administrative skills
- Ability to create and maintain strong, supportive relationships with staff, parents/carers and pupils
- High standards of classroom management
- Evidence of high student achievement (success rates, value added achievement, progression)
- Ability to lead, motivate and inspire students driven by love of teaching and learning

Personal/professional qualities

- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Willingness to be fully involved in School life
- Aspirational and empathetic; has a genuine belief in the potential of every pupil
- Resilient, tenacious, determined, pragmatic
- Persuasive and influential
- Work in collaboration with the department
- Flexible and resourceful
- Demonstrate Innovation and creative thinking
- Commitment to continuing professional development
- High expectations of students

Signed	Signed
Print name	Print name
Dated	Dated
<i>(Post holder)</i>	<i>(Line Manager)</i>