



LEWESTON

PREP

Leweston Prep – Key Stage Two Teacher (Senior Teacher)

LINE MANAGER: Head of Prep

THE PURPOSE OF THE POST IS: To support the Head and the Head of the Prep in ensuring high standards of teaching and learning and to contribute effectively to the overall management and organisation of Leweston Prep.

Job Description

- Plans, prepares and teaches effective lessons meeting the educational requirements of all pupils by:
- Be the Form Tutor for the Year 4 class and provide for their pastoral needs.
- Register the children each morning
- Be the first point of contact for the parents within that year group.
- Be available for Parent Consultations and meetings.
- Prepare and maintain the classroom
- Plan, prepare, deliver and mark all lessons.
- Assess and track the children's progress including end of unit assessments.
- Provide grades, targets and reports for each pupil.
- To aim for every child to be heard read every day and ensure each child has an appropriate reading book to take home each evening.
- Keep classroom displays up to date.
- Prepare Class Assemblies (one a year)
- Liaise with other staff about joint activities.
- Plan and prepare workshops and trips for the children or liaise with other staff about joint trips and workshops.
- Appoint a form captain each week and provide a reason.
- Work within the school House Point system.
- Provide appropriate spellings and multiplication tables for homework, to be tested each week.
- Take on up to 3 hours of duties a week, help serve the children's lunch and sit with them at lunch time.
- Provide cover for other staff when requested.
- Following the requirements of the School's curriculum
- Preparing detailed termly forecasts (medium term plans), weekly and daily plans
- Making full and effective use of all the teaching resources available including information technology

- Assisting pupils to set and achieve academic targets overseeing the academic progress of class and tutor groups
- Setting and marking pupils' work fairly and consistently including examinations within specified deadlines
- Supporting and preparing pupils thoroughly for examinations
- Maintaining the classroom in good order and ensuring a high quality of classroom displays that are regularly changed and updated
- Maintaining accurate records of pupils' progress following assessment, for both external and internal purposes, using the pupil profiles. Monitoring standards regularly and reporting progress to parents in a positive and constructive way to support and motivate pupils.
- Communicating effectively with pupils, parents and colleagues by acting as the first point of contact for parents, responding promptly to emails, letters and queries and by attending relevant meetings, parents' evenings and other events as required. Liaising with the Head of Prep, Subject Co-ordinators and others to ensure that continuity and progression is effective.
- Assisting in maintaining the discipline, neat appearance, good behaviour, health and pastoral care and safety of pupils on and off School premises by implementing School policies. This includes completing and using the record of conversation sheets and marking registers twice daily to record pupil attendances.
- Assisting the day-to-day organisation of the School including covering absences, undertaking examination invigilation, participating in swimming and/or sports programme as appropriate, taking extra-curricular activities and attending assemblies/mass. Positively contributing to School meetings, offering ideas to enhance the school's development.
- Supporting and implementing School policies including the marketing programme and by attending relevant training and development programmes representing the School in a professional manner. Contributing to the INSET programme at the beginning of each term.
- Undertaking other reasonable tasks, including administrative, leadership and occasional boarding duties in respect of pupils in a timely and effective manner as may be specified by the Leweston Senior Leadership Team
- Supporting the Head of Prep in maintaining exceptional teaching and learning by conducting lesson observations, work scrutiny and staff support
- Supporting the Head of Prep at events and during key times in the school day to ensure the smooth running of the school
- Working closely with the Head of Prep to ensure that the Prep school meets all necessary requirements
- Completing administrative and leadership tasks as deemed necessary in order to support the Head of Prep in the ongoing management of the Prep School, staff and pupils.

Job Skills

- *Demonstrates leadership and personal responsibility by motivating, raising awareness, showing drive and determination, organising work with little or*

no supervision, getting commitment, being adaptable, patient and resourceful and showing good judgement in a range of situations

- *Works effectively with other people* including pupils, parents and colleagues, developing good working relationships; treating pupils equally and sensitively, sharing knowledge and information; supporting, explaining and encouraging in a positive and motivating way; assessing pupils fairly and managing conflict if and when it arises
- *Gets the job done:* delivering what is required on time and to the appropriate quality by forecasting and producing plans, monitoring pupils' progress against academic plans and reviewing their performance; gathering and analysing information, striving to make improvements by creating solutions and managing change
- *Managing resources effectively* such as time, people, equipment, IT, information knowledge, money and accommodation
- *Communicating clearly* by getting across the message effectively to pupils of mixed abilities, listening carefully and responding to feedback, persuading and influencing; representing the Department and the School professionally.

The duties and responsibilities above are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary in order to meet the changing needs of the school.