

**Prep Form Teacher
Job Description & Person Specification**

Job Title:	Form Teacher in Prep (initially likely to be a KS1 position)
Reports to:	Head of Prep
Frequently works with:	Members of the SEN department, form and subject teachers, children and parents
Duties and Responsibilities:	<ol style="list-style-type: none"> 1. To prepare schemes-of-work for each teaching-group in line with the requirements laid down by the Head of Department, Head of Year and the Subject Head. 2. To make high quality provision within the organisation of the teaching for the range of ability within the class. 3. To provide ongoing feedback to the children on their progress in accordance with the guidelines set, and to take part in regular marking scrutiny, book scrutiny and evaluation. 4. To liaise regularly with the Head of Year and Teachers in the year-group regarding pupil progress. 5. To set high expectations of the form in terms of academic work, behaviour, manners, respect for others and property, personal relationships, and general attitude. To ensure that the children embrace the ethos of the school and adhere to our school rules. 6. To ensure that the children are happy and that good relationships are maintained. 7. To be the main link between the school and parents, sharing up-to-date records for each child's progress in all subject areas, plus exam or test results as applicable i.e. reading, maths and spelling ages, perception tests, verbal and non-verbal tests and exam results. 8. To keep up to date with iSAMS and CPOM entries. 9. To be responsible for the general standard of the form's work, exercise-books/folders etc, and to liaise with the specialist subject teachers where there are problems concerning progress. 10. To ensure the form-room is kept tidy and organised and to make it an attractive working-place with displays of children's work and stimulus material that are all changed frequently to reflect current topics etc. 11. To keep a record of the form's effective learning through the use of Dojo

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	<p>points, Gold Awards and behaviour reward systems.</p> <ol style="list-style-type: none"> 12. To collate the form's reports and any intermediary reports as necessary. 13. To take an interest in, and encourage, extra-curricular activities, and where possible, check that no child is over-loaded nor over-looked. 14. To offer one extra-curricular club per term. 15. To be present in the form-room by 8.10 am to ensure that the form starts the day in an orderly, organised manner. Also to be present in the form-room at the end of school to ensure that the children are either handed over to the parents or arrive safely in their extra-curricular club. 16. To be responsible for setting and marking prep. 20. To liaise closely with Special Needs Coordinator and learning support staff to ensure all pupils make effective progress. 21. To sit with, and supervise, the form in assembly and at lunch-time. 22. To carry out supervisory duties at break-times and after-school as arranged by, and with, the Head of Department. 23. To attend parents' consultation evenings and meetings as and when required. 24. To organise any performances and assemblies to be presented by the form. 26. To attend weekly pastoral and staff meetings. 27. To attend regular Inset in order to remain up-to-date with current initiatives and to be aware of all school policies and procedures following an induction year.
<p>Personal Competencies & Qualities:</p>	<ul style="list-style-type: none"> • Enthusiastic, inspirational and a confident leader, possessing drive, energy and commitment. • A presence which engenders confidence and respect from pupils, staff and parents; leads by example. • Ability to respond to and lead through change. • Proven ability to inspire pupils. • Outstanding role model for children. • Ability to handle sensitive situations with tact and diplomacy. • Ability to prioritise own work load, manage a varied workload and delegate appropriately. • Team focused: shares knowledge and information with other members of staff to promote good practice. • Focuses on what needs to be delivered: understands what is needed and responds promptly. • Commitment to the highest standards of educational and pastoral care for all pupils.
<p>Commitment to Safeguarding and Welfare</p>	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. At all times the Head of Department will:</p> <ul style="list-style-type: none"> • Help to safeguard the children's wellbeing and maintain public trust in the teaching profession. • Help to provide a safe environment in which the children can learn. • Help to identify children who may be in need of extra support or who are

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	<p>suffering, or are likely to suffer, significant harm.</p> <ul style="list-style-type: none"> • Promptly raise any concerns to the School's Designated Safeguarding Lead and work with other services as needed. • Attend the relevant child safeguarding training and other mandatory induction training as required by the School.
<p>Promoting the Health, Safety and Wellbeing of Pupils and Staff</p>	<p>At all times the Head of Department will:</p> <ul style="list-style-type: none"> • Maintain awareness of, and comply with, the School's H&S policy. • Where appropriate, conduct and document risk assessments in their area of responsibility.

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