



BEECHWOOD SCHOOL

Job Description

Post title:	Prep School Teacher
Hours of Work:	Full Time, Term Time
Renumeration:	Commensurate on experience
Responsible to:	The Head

Main Responsibilities

Key Purpose of the Job

To ensure the effective teaching and learning of all pupils, helping them to develop both inside and outside the classroom. Support the policies and aims of the School and ensure the good social, emotional and physical development of every child.

1. Teaching

- Planning and preparing courses and lessons.
- Teaching the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.

2. Other Activities

- Promoting the general progress/wellbeing of any individual group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the School.
- Participating in meetings arranged for any of the purposes described above.
- Accompanying pupils on trips away from the School.
- Maintaining and monitoring display work in appropriate areas of the School.

3. Assessments and Reports

- Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils.

4. Appraisal

- Participating in any arrangements that may be made for Performance Management.

5. Further Learning And Development

	• Reviewing from time to time your methods of teaching and programme of work. • Participating in arrangements for your professional development. 6. Educational Methods • Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements. • Being aware of developments in ICT and how they may be integrated into your subject. 7. Discipline, Health And Safety • Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere. 8. Staff Meetings • Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements. • Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group. 9. Public Examinations • Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments. 10. Administration • Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials. • Attending assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after School sessions. All employees at Beechwood are expected to undertake additional duties as assigned by the Headteacher. This list is not intended to be exhaustive.
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Person Specification

Alpha Schools Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	• NQT or QTS • Bachelor's degree in relevant subject		Production of the Applicant's certificates
Experience:	• Teaching and being responsible for a KS2 class	• The ability to offer P.E. is desirable but should not deter	CV Interview

	• Experience of teaching in both the State and Independent School sectors • Experience of teaching all subjects within a KS2/Prep environment • Evidence of high pupil achievement from teaching.	candidates with other strengths from applying for this position • Experience of teaching in both the State and Independent School sectors • Experience of teaching all subjects within a KS2/Prep environment • Teaching Maths and English to a high level across a range of year groups.	Professional references
Skills:	• Excellent interpersonal skills. • Excellent written and verbal communicator. • Competent user of ICT both in and beyond the classroom. • Build successful and appropriate relationships with pupils, staff, parents, and the wider community. • Confidence, commitment, and integrity. • Maintain confidentiality.	• Recent professional development related to their subject area. • The ability to offer P.E. is desirable but should not deter candidates with other strengths from applying for this position	CV Interview Professional references
Personal competencies and qualities:	• Professional and efficient. • Honesty and reliability. • Hard working. • Motivational and inspirational.		Contents of the Application Form Interview Professional references