

## Yr1 : Job Description

### Primary Purpose

Your primary duties would be:

- as a full-time class teacher
- to organize at least one after school club per week
- to supervise break, lunchtime and after school activities as part of a PPD rota

### Organisation

You would be a teacher in the Pre-Prep Department and work in accordance with instructions from the Co-ordinator of the Pre-Prep Department, the Deputy Head / Director of Studies and the Headmaster, ensuring that the School's values, aims and objectives are achieved in the most effective manner. You would also be accountable to the PPD Co-ordinator for duties. To help you identify your training and development needs, you would regularly have the opportunity to meet the Head and the Deputy Head. You would be expected to keep a record of any courses that you attend and forward a copy to the Headmaster for his records.

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The School's primary values are:

1. to promote high quality learning and teaching
2. to provide a safe, happy and challenging environment in which children can develop

Your tasks would be:

- to teach your subjects to fulfil the educational needs of the pupils
- to assess, record and report on the progress and attainment of pupils
- to attend assemblies, staff meetings and INSET days
- to plan and prepare lessons, providing written planning as required
- to mark work thoroughly and promptly
- to promote the general progress and well-being of pupils
- to use and implement school policies
- to maintain and manage the physical resources within your teaching area
- to register the attendance of pupils and to do supervisory duties as required
- to act as role model to all pupils at all times
- to provide guidance and advice to pupils on educational and social matters
- to communicate and consult with the parents of pupils formally and informally
- to maintain discipline on School premises and when pupils are engaged in authorised school activities elsewhere
- to take or supervise other activities as required.
- to comply with all Health and Safety requirements