

Role Profile

Prep Teacher

Location: Colchester Prep & High School

Function: School Classroom Teaching

Reporting To: Head of Prep School

What you'll be doing

Role purpose

To actively support the policies and aims of Colchester Prep and High School while effectively teaching and encouraging pupils to develop both inside and outside the classroom. You will be an outstanding primary teacher, joining our flourishing and dedicated teaching team. You will teach small classes of pupils and undertake all necessary form duties to ensure pupils are safe and happy at school. You will carry out the professional duties of a teacher as required and in accordance with school policies under the direction of the Headteacher and the Head of the Prep School.

Key responsibilities

Teaching

- Teach pupils assigned to you, register attendance, supervise them, and set and mark work (including examinations) completed in school or elsewhere.
- Maintain good order and discipline, safeguarding pupils' health and safety on school premises and during authorised activities outside school.
- Plan and prepare courses and lessons.
- Promote pupils' general progress and wellbeing, keeping records and reports on their development, attainment, and personal and social needs.
- Provide pupils with guidance and advice on educational and social matters.
- Communicate with and consult parents, participating in meetings related to pupils' progress and wellbeing.
- Maintain and monitor display work in relevant areas of the school.
- Provide pastoral care to promote pupils' wellbeing.
- Communicate and cooperate with individuals or organisations outside the school.

Educational Methods

- Review your teaching methods and programme of work periodically.
- Advise and collaborate with the Head of Prep School and colleagues on developing courses of study, resources, programmes, pedagogy, and assessment and pastoral arrangements.
- Stay aware of developments in ICT and how they may be integrated into your teaching.

Administration

- Participate in meetings related to curriculum, administration, organisation, or pastoral arrangements.
- Work with other staff as needed at the end of the academic year to ensure a smooth transition for pupils and teaching staff, including liaising with staff from other schools within the Group.

Additional responsibilities

- Act as a form tutor, holding academic and pastoral responsibility for a group of pupils.
 - Participate in the school's staff development programme.
 - Contribute to the school's extra-curricular programme.
 - Maintain ongoing personal development, particularly in subject knowledge and teaching methods.
 - Engage in the school's performance management programme.
 - Deploy classroom support effectively where appropriate.
 - Work collaboratively with colleagues, contributing positively to staff relationships.
 - Communicate with parents and external bodies as required and in line with school policies.
 - Attend Open Days/Evenings, Parents' Evenings, Prize Giving, assemblies, and staff briefings.
 - Act as a positive advocate for the school and support marketing and admissions activities to raise the school's profile.
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Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

What you'll bring

Essential	Desirable
Skills <ul style="list-style-type: none">• Willingness to play a full part in a busy independent day school.• Good classroom management skills.• Flexibility.• Well-organised, creative, and innovative approach.• Competence in Microsoft Office.	
Qualifications <ul style="list-style-type: none">• Qualified Teacher Status or equivalent level of experience and certification.	Qualifications <ul style="list-style-type: none">• First Aid qualification, including paediatric.
Experience <ul style="list-style-type: none">• Recent experience with assessment, recording, and reporting.• Experience leading after-school clubs.	Experience <ul style="list-style-type: none">• KS1/KS2 teaching experience.

Key Stakeholders you'll be working with

- **Internal:** Headteacher, Head of Prep, Senior Leadership Team, Teaching Staff, Non-Teaching Staff and Pupils
- **External:** Parents, and other external agencies as required.

To be signed and dated by employee:

Signed:

Name (print):

Date:

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