



PINEWOOD

Est. 1875

JOB DESCRIPTION

PREP TEACHER

Line Manager: Headmaster

Salary Scale: Dependent on experience

Notice Period: One term

General description of job: To ensure that all pupils reach their full potential academically, socially, and emotionally and that Pinewood school policies and Schemes of work are effectively used.

Main Tasks:

- To work as part of a team to provide a stimulating environment and develop long, medium and short-term (weekly) planning to ensure the provision of the child's welfare, development and progression.
- To undertake a range of formal and informal assessment to inform planning and teaching for pupils as a group and as individuals in order to personalise learning.
- To keep records of progress up-to-date and inform staff of any significant developments in a child's progress or behaviour.
- To write reports in line with school policy.
- To ensure that each learning environment is a stimulating one, well-resourced and with a range of displays that not only reflect pupils' learning but that can be used as an independent learning tool.
- To ensure areas are kept neat and tidy whilst still maintaining a positive and engaging atmosphere.
- Ensuring that the cultural needs of the children are taken into consideration and that all children and staff have equal opportunities in all areas of the curriculum and around the school.
- To ensure that the curriculum offered is in the interests of both boys and girls.
- To be one of a team of teachers and as such take shared responsibility for a range of duties across the school, including, attending assemblies, attending staff meetings, taking cover for absent staff etc. and undertaking any other duties as reasonably directed by the Headmaster or the Senior Leadership Team.

- To familiarise self with all the general policies across the school and ensure procedures are followed.
- To build a strong relationship with parents and carers to provide a holistic understanding of the child's dispositions and progression.
- To contribute to and discuss pupils' progress and welfare at regular academic and pastoral meetings as appropriate.
- To attend and contribute to academic evenings, induction evenings, book-viewing sessions, open morning, sports day, Concerts, Christmas Fair, Bonfire Night and any other occasions as requested by the school.
- To take or assist with games or do duties or teaching in lieu.
- To offer a Thursday activity (unless specified "Protected Time".)
- To take Prep and attend lunch.
- To be available for InSet and staff meetings and to attending school before term starts and after term finishes to make necessary preparations in teaching rooms and other areas around the school such as shared curriculum resources.
- To ensure the safety and welfare of the children and undertake Safe guarding training in line with school policy.
- To be aware of individual medical and dietary needs including allergies and to undertake First Aid training in line with school policy.
- To behave professionally and confidentially with regards to matters of Pinewood and to uphold the traditions and ethos that Pinewood holds dear.
- To be conversant with the Pinewood Mission Statement.

Safeguarding of children

- All staff are responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy.

Essential competencies:

- Degree qualified.
- Qualified Teacher Status.
- Excellent communication skills.
- Ability to work in a very busy educational environment.
- Can do attitude, team player.

Desirable competencies:

- Understanding of the independent education sector.

Employees Benefits include:

- Free lunch and snacks provided during term-time (as available to the children).
- Complementary coffee and tea during the working day.
- Free car parking on site.
- Cycle 2 Work scheme.
- Staff discounts available at local golf club.
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.