



Job Description

General Prep School Classroom Teacher

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your professional contribution to Monmouth Prep School. Your Job Description should be reviewed annually as part of the Performance Review Process.

Responsible to: Head of Monmouth Prep School

Summary of the Role:

- To promote the ethos of the school
- To teach Maths, English and non-specialist subjects at appropriate levels to one or more classes across one or more of the prep school sites
- To be aware of and to follow all school policies and procedures relating to safeguarding children
- To seek to raise standards and be aspirational for all the children
- To be a form tutor when required
- Be a subject coordinator for one or more subjects as required

Whole School Responsibilities

- Follow and contribute to the Schemes of Work produced for each year group
- Plan and prepare thoroughly for lessons and set homework regularly (in English and Maths)
- See that all work is regularly and promptly marked in keeping with the school marking policy
- See that regular assessment of children is made and records of progress are maintained
- Have an informed overview of the child's academic progress across the curriculum
- Compose, when requested, individual reports on the progress and achievement of the children taught
- Collaborate with subject coordinators and the learning support department
- Keep the form register accurately in accordance with the school procedure
- Contribute to the welfare and pastoral concerns of the form
- Attend staff meetings and whole school assemblies when possible in accordance with the timetable
- Attend all time-tabled lessons arriving punctually and remaining for their full duration
- Maintain good discipline and good behaviour
- Undertake appropriate supervisory duties during normal school hours
- Undertake cover for absent colleagues
- Participate in arrangements for staff development and performance management
- Attend, as requested, school events
- Be involved in the extra-curricular activity programme
- Maintain display material in classrooms and contribute to displays outside
- Recognise responsibility for the care and maintenance of fabric and equipment and for ensuring that form rooms are kept tidy
- Be aware of the school instructions regarding Health & Safety
- Foster a close and sympathetic understanding with parents
- Contribute to the day-to-day management of Monmouth Prep School and liaise with the Deputy Head
- Work as a member of a team within Monmouth Prep School but also amongst the wider family of schools
- Maintain appropriate personal standards of dress and appearance

Person Specification

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none"> • Degree or equivalent of any relevant subject • Teaching degree or equivalent 	<ul style="list-style-type: none"> • Record of continued professional development
Experience	
<ul style="list-style-type: none"> • A proven track record of excellent teaching ability and classroom management skills • High personal and professional standards • Excellent pastoral skills and instinct • The ability to encourage and enthuse others • Work well in a team • Understanding of the need to communicate with all stakeholders 	
Skills	
<ul style="list-style-type: none"> • Excellent classroom management skills • Excellent rapport with pupils • Dynamic character • Excellent communication and inter-personal skills • Ability to use a range of teaching strategies to enthuse the full range of abilities • Leadership skills/role model • Inspire others • Well-developed ICT skills 	
School Ethos	
<ul style="list-style-type: none"> • Capacity to work well with others both within Monmouth Prep School and the family of schools • Fully supportive of the aims & ethos of the school • Commitment to the school's aims of raising the bar and working to encourage students beyond their potential • Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education 	<ul style="list-style-type: none"> • Ability to support the vision for high quality education which promotes spiritual, moral, social and cultural development

Personal Attributes	
<ul style="list-style-type: none"> • Highly motivated • Ability to work unsupervised • Ability to deal with unpredictable situations • Tact and discretion • Energetic • Ability to listen • Able to maintain confidentiality when required • Willingness to participate in the wider life of a busy boarding school • Excellent organisational skills • Excellent time-management. • Support and promote the School's aims and ethos • Excellent punctuality and attendance • Smart appearance • Flexible and adaptable to change 	
Safeguarding	
<ul style="list-style-type: none"> • Commitment to the safeguarding and protection of children and to the personal development of our pupils • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety 	<ul style="list-style-type: none"> • Knowledge of child protection procedures