



**Russell House**

**January 2022**

**JOB DESCRIPTION FOR FORM TEACHER - EYFS (PRE-PREP)**

**Reports to: Head of Pre-Prep**

**HOURS**

Full time

or

Minimum 5 mornings a week and at least 2 afternoons, plus cover as required

**TEACHING AND LEARNING**

- Have up to date knowledge of the EYFS curriculum requirements and teach according to school's agreed schemes of work
- Plan, prepare and deliver lessons according to those schemes and in conjunction with others (e.g. Teaching Assistant and/or Head of Pre-Prep)
- Teach children according to their needs, including the setting and marking of work
- Directly supervise a dedicated Teaching Assistant
- Formally and systematically assess, record and report on individual development, progress and attainment of pupils in line with school practice.
- Maintain records and reports on the social and emotional needs of children
- Communicate with and consult generally with parents, keeping the Head, Head of Pre-Prep and Deputy Head informed in line with school practice.
- Hold formal termly consultations with parents.
- Attend professional meetings as required
- Adhere to school policies, handbooks and routines
- Liaise with the Curriculum Support department as required
- Maintain notes on our Records of Conduct and Meetings

## **PASTORAL CARE**

- Undertake all responsibilities for pastoral care of the Form as per the School's policies
- Communicate with the Head, Head of Pre-Prep and Deputy Head and inform them of any significant occurrences or concerns that might affect the teaching, learning or well-being of any pupil
- Record notable incidents on our Record of Conduct and Meetings in accordance with School policy
- Maintain good order and discipline of pupils at all times, being mindful of their health and safety.
- Report accidents to the School Administrator who maintains the accident book
- To undertake all reasonable duties

## **PROFESSIONAL STANDARDS**

- Be subject to appraisals of teaching performance.
- Attend the Friday Briefing, Monday CPD meetings and all INSET days
- Periodically review own teaching methods, plans and outlines of work
- Research opportunities for further training and professional development as a teacher
- Help develop and maintain the School's ethos, aims, values and standards
- Appraise yourself of school routines and expectations through the staff handbook, policy documents and contract of employment
- Undertake any reasonable tasks as required by the Head and/or Senior Management Team
- Aim for excellence and encourage pupils to do likewise
- Support and maintain loyalty to the school at all times both during and outside school hours
- Be familiar with and follow the School's aims, Expectations of Behaviour and the SCHOOL and FRIENDS codes
- Have high expectations of work and behaviour and use encouragement and, if necessary, agreed Russell House sanctions to achieve these
- Communicate regularly with other teachers; exchange views on teaching methods and individual children
- Embrace new practices
- Dress appropriately and be professional at all times

## **EVENTS**

- Support school functions appropriately or as requested

**Russell House is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**