



Aldenham Prep School

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Class Teacher, initially Pre-Prep

September 2021

Appointment of Class Teacher, initially Pre-Prep

The School wishes to appoint a Class Teacher, initially for Pre-Prep for September 2021. The successful candidate will be expected to have the ability to teach across the Pre-Prep and KS2 curricula in an excellent teaching environment. The following responsibilities are expected.

Job Description for: Class Teacher (initially Pre-Prep)

Aldenham Prep School is an IAPS co-educational day school (pupils aged 3-11). It is the Prep School to Aldenham School and part of the Aldenham Foundation, located near Elstree. We provide an environment which enables each child to give their best and achieve their best. High academic standards are achieved through close attention to the individual child and through dedicated and inspirational teaching. Class Teachers at Aldenham Prep School must be enthusiastic professionals, prepared to fully commit to the ethos of the School, as laid out in our Mission Statement and Aims. Class Teachers are responsible to the Headmistress.

Have knowledge and understanding of:

- all relevant aspects of the Aldenham Prep curriculum;
- progression in the National Curriculum and its implementation pertaining to the Aldenham Prep curriculum;
- the benefits of creative and cross-curricular teaching; and
- how to engage and motivate pupils, as well as how to inspire trust and confidence.

Planning, Teaching and Class Management

- a) Ensure effective teaching of whole classes, groups and individuals so that learning objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- b) Use AFL to plan sequences of lessons that ensure children progress in all areas of the curriculum.
- c) Use excellent questioning, marking and feedback to move children on in their learning and close any gaps by addressing misconceptions in their understanding.
- d) Ensure children are motivated, stretched and challenged.
- e) Secure a high standard of pupil behaviour in the classroom and beyond. Set high expectations of behaviour, courtesy, and mutual respect within the school and the wider community.
- f) Identify pupils who may have Specific Learning Needs and know where to get help in order to give positive, targeted, monitored and reviewed support.
- g) Use opportunities to provide exciting, direct and relevant learning activities outside the classroom.
- h) Design and adapt long, medium and short-term plans for all schemes of work taught, through consultation with Subject Coordinators.

Monitoring & Assessment:

- a) Use a range of formative and summative assessments to assess how well learning objectives have been achieved and use these assessments to inform future teaching.
- b) Mark and monitor pupils' class and homework providing constructive oral and written feedback, to enable progress in their achievements and set targets for future progress.
- c) Administer and mark regular summative assessments as agreed by school policy.

Pupil Achievement and Wellbeing:

- a) Demonstrate that, as a result of their teaching their pupils achieve well relative to the pupils' prior attainment. This evidence could be shown in marks or grades in any relevant standardised tests or school-based assessments or through samples of work.
- b) Encourage our Growth Mindset culture so that children gain a good understanding of learning and develop resilience.
- c) Demonstrate effective pastoral care following school policies and guidelines.

Managing resources:

Select and make good use of all teaching resources which enable learning objectives to be met.

Relations with parents and wider community:

- a) Liaise effectively with pupils' parents through informative oral and written reports on pupils' progress and achievements, discussing appropriate targets, and encouraging them to support their children's learning, behaviour and progress.
- b) Communicate effectively with parents in a timely manner.
- c) Communicate and liaise with outside agencies as necessary.
- d) Promote the ethos and values of the school to pupils, parents and the wider community.

Managing own performance and development:

- a) Understand the need to take responsibility for their own continuing professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- b) Understand their professional responsibilities in relation to school policies and practices.
- c) Follow the school's Code of Conduct as laid down in the Staff Handbook and in the terms and conditions of the signed employment contract.
- d) Set a good example to the pupils through presentation and personal conduct.
- e) Evaluate teaching critically and use this to improve effectiveness.

- f) Commit to ensuring your own work life balance.
- g) Participate in the Foundation's appraisal programme.
- h) Participate in all INSET.

Managing and developing staff and other adults:

- a) Establish effective working relationships with all colleagues across the Foundation.
- b) Direct and line-manage Teaching Assistants and other relevant support staff effectively.

Wider Professional Effectiveness

- a) Effectively co-ordinate a particular area(s) of the curriculum.
- b) Contribute to the co-curricular life of the school.
- c) Make an active contribution to the life and aspirations of the school.

Other Responsibilities:

All staff should be willing to assist other staff in preparation and supervision of activities, to include some playtime and lunchtime supervision and at least one school club per week. Teachers are required to attend Staff Meetings and Briefings, INSET, Parents' Consultation Evenings and Meetings, Open Days, Aldenham School Parents Association (Prep) events, School Fetes and Visitation Day. Key Stage 2 teachers also plan, organise and run a residential trip for their class on an annual basis. Teachers will also be prepared to attend other such meetings, functions and training as is from time to time deemed necessary. Specific events are detailed in the Staff Handbook. No description of responsibilities can be fully comprehensive and this job description is subject to review and modification as necessary. The Class Teacher is also required to carry out other reasonable duties as are from, time to time, necessary.