TERRINGTON HALL
PREP SCHOOL

# Job Description
# Teacher

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| **Department:** | |
| **Hours:**<br><br>**Salary:** | Full-time<br><br>As agreed |
| **Report to:** | Deputy Head Teaching and Learning |
| **Job Purpose:** | To be an outstanding and inspiring teacher who shares in the school's vision to achieve the best for every child.<br><br>There will be involvement in the broader curriculum. All staff contribute to the tutor programme, extensive enrichment programme and undertake school duties such as regular evening activities, supporting whole school events and participating in occasional weekend boarding trips. |
| **Key Responsibility /Accountability** | The teacher will:<br><br>• Be responsible for the planning, teaching and assessment of pupils<br>• Be required to undertake school duties as directed by the Deputy Head Teaching and Learning and Deputy Head Co-Curricular and Operations<br>• Display the highest standards of professionalism in their teaching and in their relationships with their colleagues and the wider Terrington Hall community<br>• Teach a full-time timetable, and provide cover for colleagues if/when required<br><br>You will plan teaching to achieve progression of learning through identifying clear teaching objectives and specifying how they will be taught through:<br><br>• Setting tasks which challenge pupils<br>• Setting clear targets, building on prior attainment<br>• Differentiating teaching for SEN pupils<br>• Providing clear structures for lessons, maintaining pace, motivation and challenge always<br>• Making effective use of assessment and ensure coverage of programmes of study<br>• Maintaining high standards of work and prep |

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| | • Use of effective questioning and actively listen to pupils<br>• Selecting appropriate learning resources and developing study skills through a variety of sources<br>• Ensuring pupils acquire and consolidate knowledge, skills and understanding |

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| **Additional Elements:** | **Monitoring, Assessment, Recording and Reporting**<br><br>• To constantly monitor and evaluate the effectiveness of teaching to maintain the highest possible standards and ensure progression<br>• To submit books and planning as required for monitoring by leadership<br>• Mark pupils' work regularly, provide feedback and set targets for progress<br>• Assess and record pupils' progress systematically and keep records for reporting purposes and parental consultations<br>• Undertake assessment of pupils as required by school procedures<br>• Prepare and write informative reports to parents<br><br>**Communication with Parents**<br>• To communicate with parents on a regular, informal basis and to deal with any day-to-day queries<br>• To attend Parents' Evenings as required and to provide accurate, honest information regarding the progress of individuals at these meetings<br><br>**Child Protection and Safeguarding**<br><br>Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child related. This means that they should consider, always, what is in the best interests of the child.<br><br>You must comply with Terrington Hall School's Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children**.**<br><br>**Additional Duties**<br><br>You will undertake a fair share of daytime duties (such as break duties), and a small number of evening duties until 7pm (approximately once every three weeks). There are some occasions where weekends are required, such as involvement in the whole school sports day and open days. Staff can also take part or lead residentials, which range from weekend school campouts, to a few days in the Lake District, to weeklong overseas trips to the Alps or Italy. Ensuring that all actions are discharged within the regulatory and legislative requirements to which the School is subject.<br><br>You will also undertake to carry out any other reasonable duties commensurate with the post as directed by the Head/Deputy Heads of Preparatory School. |

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| **Person Specification** | The successful candidate will have the following skills, experience, and qualities:<br><br>• To be a proactive, flexible practitioner, willing to contribute and work well as part of the collegial team<br>• Role model who leads by example with the school values, honesty, and integrity<br>• A 'can do' attitude and the willingness to work hard to get things done<br>• Ambition, energy, enthusiasm, and commitment to delivering the successful development of Terrington Hall and a strong entrepreneurial spirit<br>• Drive and determination to achieve the best possible academic results appropriate to children's ability<br>• Interest in and drive to enhance the extra-curricular life of the school: music, sport, drama, etc.<br>• Excellent communication skills and ability to build relationships with pupils, parents, and colleagues<br>• Educated to degree level with relevant qualifications and a track record of success<br>• Understanding of the school's financial environment and working within budgets<br><br>**Training**<br>• Undertake such training and professional development as required to stay abreast of legislation and developments relevant to the post<br>• To demonstrate initiative in continuing to develop yourself through periodic CPD<br>• To attend staff meetings and briefings<br>• To participate positively in Professional Performance Review processes<br><br>**Safeguarding and welfare of children**<br><br>The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, will be to adhere to and always ensure compliance with the Schools' Child Protection Policy Statement. If while carrying out the duties of the post the role holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's DSL or the Headteacher.<br><br>Terrington Hall School is committed to safeguarding and child protection and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff will be subject to appropriate vetting procedures and a satisfactory Enhanced DBS with Barred List check. |