



# LORENDEN

**Prep Class Teacher with co-ordinator role required for September 2018**

***Full-time\*, permanent***

***\*the role is also suitable for two part-time teachers on a job share arrangement***

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## **Introduction**

Lorenden Prep School is a small school of approximately 105 pupils with an excellent local reputation; most pupils come to the school from recommendations from other parents or staff. It is a friendly, family environment with one form entry and with high expectations of pupils of all ages. 2018 sees Lorenden celebrating its 25th anniversary. The school is a member of IAPS and an acquired school in the Methodist Independent Schools Trust.

Lorenden has flourished because staff have given generously and willingly of their time and energy to aid the academic and personal development of the pupils in the many forms that this may take.

It is the abiding hope of the Governors and Head that all staff will approach their employment by the school in that same spirit. We develop self-disciplined, thoughtful children with a cheerful ‘can-do’ attitude to life and a strong sense of fair play. We thoroughly prepare our children socially, physically and intellectually for secondary education so that they can take with them happy memories of their time with us.

We are looking for an ‘outstanding’, enthusiastic and committed teacher for one of our Prep classes for September 2018. You will either be a teacher with the ability and passion to interest and inspire children of lower Prep age who in the majority, will be successful at grammar school entry or who will receive a scholarship entry to independent senior school, or you will relish the challenge to work with pupils in Year 6 who do not do SATs and need a challenging curriculum more akin to senior school, with the breadth and depth that being the top of a Prep school brings.

Our classes are small and our children are well known to us all. As a class teacher you will prize effort, be able to challenge pupils of all abilities and be able to deliver excellent pastoral care and discipline.

## **Scope**

The role is full-time\* and permanent, subject to a probationary period.

The role includes co-ordination of a subject area across the school (the subject can be flexible)

The role includes leading one after school activity each week throughout the year.

The role is suitable for an NQT with the appropriate skill set and attitude.

The role reports to the Head.

The role starts at 8am for four days per week and 7.45am on Fridays. There is a homework duty on a rota basis until the end of After School Care at 6pm and a staff meeting until 5pm every Monday.

There are a number of staff INSET days outside of term time which are published in advance.

There are a number of events that staff attend including the Summer Fair, Speech Day.

## **Job Description**

The Prep Class Teacher's role is including, but not limited to, the following:

- Demonstrate excellent subject and curriculum knowledge;
- Make rigorous provision for the range of ability within the class; be aware of pupils' capabilities, prior knowledge and plan to build on these;
- Mark children's work promptly in accordance with the school's Marking Policy: take part in regular scrutiny and evaluation;
- Set high expectations of the class in terms of academic work, behaviour and general attitude, reminding children regularly of the school rules and behaviour and discipline expectations;
- Teach a number of subjects to their class (some are taught by specialist teachers / co-ordinators)
- Contribute to the wider curriculum by teaching a subject to other classes, where appropriate, and ensuring at least good progress for all pupils
- Co-ordinate a subject across the whole school including, but not limited to, developing schemes of work, organising training for staff, leading moderation, regularly analysing and feeding back on data
- Plan for the medium and short term as directed by the school;
- Take responsibility for the well-being and pastoral care of each class member ensuring the maintenance of good relationships;
- Be the primary source of information about each individual in the class: be the main link between the school and parents;
- guide pupils to reflect on the progress they have made and their next steps;
- Maintain up-to-date records of each child's progress in all subjects areas as required by the school's Assessment Policy and as directed by the Head or Deputy Head;

- Be accountable for pupils' attainment, progress and outcomes in subjects taught ;
- Monitor required AEN information and take appropriate action
- Ensure children are rewarded using the school's Gem system
- Make accurate and productive use of assessment (formative and summative; to monitor, set targets, plan, give feedback)
- Read notes, reports and assessments of their new class at the beginning of each academic year and take a full part in transition activities;
- Take responsibility for the general standard of the class' work, exercise books/folders etc. and liaise with subject specialists where there are problems concerning progress;
- Ensure that the classroom is kept a tidy, attractive working environment with displays of children's work and stimulus materials that are changed to reflect learning taking place;
- Keep records of rewards and house points; encourage the Gem system;
- Encourage pupils to take responsible and conscientious attitude to their work
- Write and collate end of term reports and any intermediary reports as necessary;
- Take an interest in and encourage extra-curricular activities/the House System;
- Offer two clubs per year (one per term, for two of the three terms) after school;
- Be present in the classroom at 8:00am so that there is an opportunity to deal with pupils' problems and to ensure that the class starts in an orderly, organised manner. Similarly be present at the end of the day to see children off with their parents;
- Complete the attendance register twice daily;
- Post fire drilling instructions prominently in the classroom and to ensure that the children understand the fire/lock down procedures;
- Ensure that circulars are distributed to the children concerned;
- Be responsible for setting homework and to sign contact books daily: replying to any letters or notes from parents;
- Liaise with the Head or Deputy Head, or other staff regarding problems, as appropriate;
- Liaise with Special Needs staff as necessary;
- Sit with, and supervise, the class in assembly and at lunch time;
- Carry out supervisory duties at break times and after school as required;

- Attend Parents' Evening and make note of discussions;
- Organise performances and assemblies to be presented by the class;
- Be aware of any medical problems; to fill in an accident report form if on duty, or present at the time of an accident, ensuring that parents / staff are informed about accidents;
- Attend weekly staff meetings (usually between 4:00pm and 5:00pm on Monday evenings);
- Attend regular INSET in order to remain up-to-date with current initiatives;
- Make a positive contribution to the wider life and ethos of the school;
- Develop effective professional relationships with colleagues
- To be aware of all school policy especially those related to the safeguarding, supervision, first aid, health and safety, emergency procedures, anti-bullying and behaviour and discipline.
- To organise, with the Deputy Head, the annual residential trip and be prepared to accompany children on the trip.
- Organise trips and events for the class to enhance their learning
- Provide information for newsletters and news stories for the website
- To be able to, or want to undergo training to, drive a minibus
- Be willing to be fully involved in the life of this busy independent prep school
- Participate in the school's appraisal system
- Keep up to date with the latest best practice, guidance, standards and requirements for Prep / primary education

### **Person Specification**

A degree  
 A PGCE or other recognised post-graduate teaching qualification  
 Qualified teacher or embarking on NQT year  
 An 'outstanding' teacher  
 A team player; ability to work well with colleagues  
 Resilient  
 Organised  
 Adaptable  
 Kind and honest  
 Committed and willing to go the extra mile  
 Able to work to a high level independently; use initiative  
 High expectations of pupils  
 Willing to learn and to improve own practice  
 Friendly and approachable to colleagues, parents and pupils

Minibus driver or ability to undertake training  
Committed to safeguarding pupils

### **Dates and Deadlines**

*Applicants who wish to visit before submitting an application are welcome to do so - please contact us to arrange.*

Deadline for Applications: Thursday 10 May 2018, midday

*References will be sought for short-listed candidates prior to the interview date.*

Interview Date: Thursday 17 May 2018

***Safeguarding is of the highest priority at Lorenden and forms part of the interview and reference checks.***