



SHREWSBURY HOUSE
PRE-PREPARATORY SCHOOL

SHREWSBURY HOUSE SCHOOL TRUST

JOB DESCRIPTION

for the post of Key Stage 1 teacher

at SHREWSBURY HOUSE PRE-PREPARATORY SCHOOL (SHPPS)

Job Title: KS1 Class Teacher

Reporting to: The Head of SHPPS and KS1 lead

Shrewsbury House Pre-Preparatory School, part of The Shrewsbury House School Trust, is a school that offers an excellent educational opportunity to both boys and girls aged between 3 and 7.

Primary Purpose:

To provide an excellent standard of both academic teaching and pastoral care for our children within a safe, caring and stimulating environment. To inspire a love of learning in the children.

To prepare the children thoroughly for the next stage of their educational development, working with all of the staff to help the children realise their potential.

Our KS1 Teacher should have:

- KS1 experience
- Affinity with our school values of Teamwork, Resilience, Aspiration, Care and Kindness
- A teaching qualification
- Awareness of the independent education system
- A positive, proactive, flexible approach
- A bright, positive, warm character
- A good standard of verbal communication skills
- The ability to form good relationships with parents and offer them the support and reassurance they often seek in ensuring their child's needs are being met
- A good level of I.T. skills and a positive approach to technology, including online learning platforms
- A sense of humour

Key tasks

- To teach a class of KS1 children
- To look after the pastoral care needs of the children
- Promoting and safeguarding the welfare of the children whom you have contact with during the course of your duties
- Act as the central contact point for the parents of the class and to liaise with them and provide ongoing support for them
- Planning and preparation of the curriculum and daily lessons
- To write reports for the children
- Oversee the assessment of children
- Work with the Head and SLT to provide input when required, including information on the children in the class
- Contribute to school strategy and overall development
- Oversee a subject area and be a champion for this across the School
- Involvement in 'duties' across the school, including break times and lunchtime
- Contribution to an after school club
- Attend and contribute to relevant meetings with the KS1 team
- To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend parents' evenings and major school events when required
- Any other reasonable project or duty assigned by the Head or other designated supervisor

Shrewsbury House School Trust

Shrewsbury House School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an employee of Shrewsbury House Pre-Prep you become a part of the wider Shrewsbury House School Trust. You must:

- Support the aims and core values of the Trust and adhere to all policies and procedures
- Develop and maintain professional, productive relationships with all staff members
- Be aware of equal opportunities and to demonstrate these principles in all aspects of work
- Understand the Trust's Health and Safety Policy and to work within its guidelines;

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.

Signed: _____
Employee

Date: _____

Signed: _____
Head

Date: _____