



A Career at St Edmund's College	
KS2 Prep School Teacher	
Job Description	
Reporting to:	Prep School Headmaster
Summary of the Role	Teach allocated pupils by planning their teaching to achieve progression of learning. Being the principle coordinator for academic and pastoral development of children in their Form Group.
Main duties and responsibilities:	Teach allocated pupils by planning their teaching to achieve progression of learning through: - Identifying clear teaching objectives and specifying how they will be taught and assessed. - Setting tasks which challenge pupils and ensure high levels of interest. - Setting appropriate and demanding expectations. - Setting clear targets, building on prior attainment. - Identifying SEN or very able pupils and supporting their needs. - Providing clear structures for lessons maintaining pace, motivation and challenge; independent learning, good questioning. - Making effective use of assessment and ensure coverage of programmes of study. - Ensuring effective teaching and best use of available time. - Monitoring and intervening to ensure sound learning and discipline. - Using a variety of teaching methods to: i. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary. ii. Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions. iii. Select appropriate learning resources and develop study skills through library, I.C.T. and other sources. iv. To understand the Programme for Learning with the Independent Curriculum. - Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught. - Evaluate their own teaching critically to improve effectiveness; - Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact. - Embrace the High-Performance Learning (HPL) philosophy and framework and apply it to all aspects of college life.
Safeguarding Responsibilities:	The post will involve close contact with, and a high degree of responsibility for, children and young adults. The majority of this will be regulated activity.

	Safeguarding and promoting the welfare of children is everyone's responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.
Other	- Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar and any other member of the core SLT. - Performing the 'Role of Teacher' job description, as set out in the College's Academic Handbook.
	St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.