

JOB DESCRIPTION

JOB TITLE	Prep School Class Teacher
DEPARTMENT	Prep School Reception-Y6
REPORTING TO	Head of Prep School
SUMMARY OF JOB ROLE	
To uphold and actively promote the ethos of Ashville College and to deliver outstanding teaching and learning to pupils. To establish a supportive and nurturing environment in which children can make outstanding academic progress.	
MAIN DUTIES	
Planning	
1.	To plan and deliver the curriculum, schemes of work appropriate to the needs, abilities, interests, experience and existing knowledge of pupils to a class of mixed ability children. To nurture a love of learning.
2.	To contribute towards creating and updating schemes of work, and to share resources with other colleagues in the team to ensure coverage of the curriculum and extended learning.
3.	To provide a stimulating, well ordered knowledge-rich learning environment, including high standards of display and use of teaching materials, resources and books, also the control of storage and the arrangement of furniture.
4.	To work within and contribute to the development of the school, as a leader in its field.
5.	To provide or contribute to verbal and written assessments, reports and references, both at school and elsewhere, relating to the attainment, progress, development and learning of individual pupils and of groups of pupils.
6.	To keep regular, detailed individual records of pupil achievements and experiences in accordance with school policy.
7.	To identify and meet the needs of pupils with additional learning support needs.
Discipline and Relationships	
8.	To develop relationships amongst pupils conducive to optimum learning.
9.	To promote and maintain good order, discipline and respect for others amongst pupils.

10.	To promote the School's values and rules.
11.	To build strong supportive professional relationships with colleagues.
Communication with parents and prospective parents	
12.	To meet parents and discuss the educational needs of their children.
13.	To build and maintain co-operative and positive relationships with parents and to communicate with them on pupils' learning and progress, drawing attention to skills and talents as well as areas for improvement and difficulties.
14.	To attend parent consultation evenings and other meetings with parents as required, and to provide parents with information about a pupils' effort, attitude, performance and prospects.
15.	To attend open evenings/days as required.
Pastoral Care	
16.	To ensure equality of opportunity.
17.	To prepare material, plan activities and set up a dynamic classroom which is appropriate for the needs of the children, knowing the particular needs of each child and providing the correct match of work in order to develop abilities and potential. To set and achieve the highest possible standards for each child, academically, socially and emotionally. To facilitate excellent behaviour for learning.
18.	To be responsible for the pastoral care, discipline and guidance of pupils.
General	
19.	To participate fully in the wider life of the school by attending assemblies, acting as a class teacher, attending a variety of other events and carrying out general supervision duties as required, as well as contributing to co-curricular activities and the planning and attendance of educational visits.
20.	To attend staff meetings.
Safeguarding	
21.	<p>Understand the importance of safeguarding in education</p> <p>In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Designated Safeguarding Lead.</p>
22.	Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.

PERSON SPECIFICATION

Please note, these are the criteria which will be considered as part of the selection process.

EDUCATION AND QUALIFICATIONS
Essential: <ul style="list-style-type: none">• Degree in Primary Education, PGCE or equivalent teaching qualification.• A French and Spanish Specialist. Desirable: <ul style="list-style-type: none">• Any additional and relevant skills and qualifications related to the role.
EXPERIENCE
Essential: <ul style="list-style-type: none">• Successful teaching experience or teaching practice at primary level.• Ability to maintain appropriate relationships and personal boundaries with children and young people.• A committed and talented practitioner who teaches all curriculum subjects.• A qualified and creative teacher with excellent knowledge of the primary curriculum, including all recent learning and teaching initiatives. Desirable: <ul style="list-style-type: none">• Teaching experience across the whole Primary age range.• Understanding of high-quality teaching, and the ability to model this for others and support others to improve.
KNOWLEDGE AND UNDERSTANDING
Essential: <ul style="list-style-type: none">• The theory and practice of providing effectively for the individual needs of all children through effective classroom organisation and learning strategies.• Quality and high standards in all areas of provision and how to sustain this.• The statutory requirements of legislation concerning Equal Opportunities, Health & Safety and Child Protection.• Understanding of the importance of safeguarding and child protection and its impact on this role.
SKILLS AND ATTRIBUTES
Essential: <ul style="list-style-type: none">• The ability to create a happy, challenging and effective learning environment.• Develop good personal and professional relationships with pupils, parents and colleagues.• Enthusiastic and hard working with a passion for teaching and inspiring children.• The ability to communicate effectively, orally and in writing, to all stakeholders.• Demonstrate high level ICT competency to enhance learning and teaching.• Ability to stretch and support all students through careful lesson preparation.• Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.• The ability to manage time and prioritise tasks so that all duties are fulfilled effectively.

- An effective communicator, a team player and someone who will build positive relationships with children, staff and parents.

Desirable:

- Understanding of effective use of whole school assessment data to impact teaching and learning.
- Ability to lead on an aspect of curriculum development.

PERSONAL QUALITIES

- An open mind that is receptive to new ideas, approaches and challenges.
- A fair, positive and calm approach to ensuring pupils meet high expectations of good behaviour.
- The flexibility to respond to the challenge of change.
- Cheerful, adaptable and possesses a good sense of humour.
- Patient, positive and encouraging with pupils.
- Ability to work flexibly: be self-evaluative adapting to changing circumstances and new ideas.
- Willing to contribute to the extra-curricular programme and the wider school community.
- A supportive understanding of the ethos of independent education.
- A willingness to consider and reflect upon one's teaching methods, with a commitment to learning and continuing professional development.

PREPARED BY	Head of Prep
DATE	February 2026

It is the shared responsibility of the job holder and their Line Manager to ensure that job descriptions are kept up to date.

Job holder's signature: _____

Date: _____