



## JOB DESCRIPTION

<b>POSITION</b>	Class Teacher		
<b>LOCATION</b>	Nightingale House Pre-Prep		
<b>REPORTING TO</b>	Pre-Prep Lead Teacher		
<b>HOURS</b>	Full Time/Part Time	<b>START DATE</b>	September 2018
<b>SALARY</b>	Competitive		

<b>KEY ACCOUNTABILITIES</b>	1. Class teacher for Year1/2 Pre-Prep class
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## STRUCTURE CHART

Principal & Deputy Principal  
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Pre-Prep Lead Teacher  
|  
Pre-Prep Teacher

## SAFEGUARDING

Jack & Jill are committed to safeguarding and promoting the welfare of all stakeholders. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

## THE SCHOOL

Jack & Jill School is an Ofsted 'outstanding', family-owned nursery and preparatory in Twickenham, Hampton and Hampton Hill with a sixty-five-year tradition of excellence.

## JOB CONTENT

*This job description may be amended at any time following discussion between the Headteacher and member of staff:*

### **Professionalism**

The Pre-Prep teacher will model punctuality, respect and professionalism at all times.

### **Teaching**

The Pre-Prep teacher will teach at Nightingale House, Hampton. This requires the post holder to plan, teach, assess and evaluate lessons, and to manage behaviour in accordance with agreed school procedures.

The Pre-Prep teacher will be an experienced class teacher.

The Pre-Prep teacher will play a full part in the life of the schools, participating in any meetings reasonably arranged for any relevant purpose, and attending and participating in all school events.

The Pre-Prep teacher will undertake supervisory duties as reasonably required, including registration of pupils, supervision of pupils and provision of relief cover for absent colleagues.

### **Safeguarding**

The Pre-Prep teacher will have due regard for safeguarding and promoting the welfare of children and young people and will be required to follow the child protection procedures adopted by the school's safeguarding policy.

### **Other Duties**

Other duties of an appropriate level and nature may be required. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

## WHAT WE CAN OFFER

The position of Pre-Prep teacher is an exciting opportunity for someone with a genuine passion for teaching children.

We can offer the opportunity:

- to teach small classes of bright, hard working and well behaved girls;
- to work with a dynamic and committed team;
- to work in a small school in Hampton;
- to work alongside some outstanding teachers across the Jack & Jill schools

## **THE PROCESS**

Apply for the post by completing the Application Form.

Deadline: Friday 6 April 2018

Interviews will be conducted the week beginning 16<sup>th</sup> April 2018.

The interview process will include:

- A lesson with a Year One class
- Interview

### PERSON SPECIFICATION

The criteria below will be assessed by application (A), lesson (L) or interview (I); tasks will include the lesson observation with a Year One class:

	ESSENTIAL		DESIRABLE	
<b>Qualifications</b>	Qualified to degree level	A		
	Qualified to teach and work in the U.K.	A		
<b>Safeguarding</b>	Commitment to safeguarding and welfare of all stakeholders	I		
<b>Experience</b>	At least three years' teaching experience	A		
	Excellent class teacher	L		
	Excellent behaviour management	L		
	Evidence of using IT to enhance learning	I		
	Evidence of interpreting pupil data to inform planning	I	Evidence of writing schemes of work	I
<b>Vision</b>	Supports our belief that a KS1 curriculum requires focus, coherence and rigour	I		
<b>Behaviours</b>	Presents professional image	I		
	Works well independently and in a team	I		
	Committed to self-reflection and professional development	I		
<b>Communication</b>	Good oral communicator	I	Experience of leading parents' workshops	I
	Good written communicator	A		