



# Sherrardswood School

## Job Description and Person Specification

### Prep Teacher

#### Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

**Post title:** Prep Teacher

**Hours of Work:** Full Time

**Remuneration:** Commensurate on experience

**Responsible to:** The Head of Prep

**Start Date :** Sep 2026

#### Main Responsibilities:

#### Key Purpose of the Job

To provide high-quality teaching and learning for pupils within the Prep School, fostering their academic, social, emotional and physical development. The postholder will uphold and actively promote the ethos, aims and values of Sherrardswood School, ensuring that every child feels valued, challenged and supported to achieve their full potential.

#### 1. Teaching

- Planning and preparing courses and lessons.
- Teaching the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in School or elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.

#### 2. Other Activities

- Promoting the general progress/wellbeing of any individual group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the School.
- Participating in meetings arranged for any of the purposes described above.
- Accompanying pupils on trips away from the School.
- Maintaining and monitoring display work in appropriate areas of the School.

#### 3. Assessments and Reports

- Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils.

#### 4. Appraisal

	<ul style="list-style-type: none"> <li>• Participating in any arrangements that may be made for Performance Management.</li> </ul> <p>5. <b>Further Learning And Development</b></p> <ul style="list-style-type: none"> <li>• Reviewing from time to time your methods of teaching and programme of work.</li> <li>• Participating in arrangements for your professional development.</li> </ul> <p>6. <b>Educational Methods</b></p> <ul style="list-style-type: none"> <li>• Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.</li> <li>• Being aware of developments in ICT and how they may be integrated into your subject.</li> </ul> <p>7. <b>Discipline, Health And Safety</b></p> <ul style="list-style-type: none"> <li>• Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.</li> </ul> <p>8. <b>Staff Meetings</b></p> <ul style="list-style-type: none"> <li>• Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.</li> <li>• Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group.</li> </ul> <p>9. <b>Public Examinations</b></p> <ul style="list-style-type: none"> <li>• Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.</li> </ul> <p>10. <b>Administration</b></p> <ul style="list-style-type: none"> <li>• Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.</li> <li>• Attending assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after School sessions.</li> </ul> <p>All employees at Sherrardswood are expected to undertake additional duties as assigned by the Head.</p> <p><b>This list is not intended to be exhaustive.</b></p>
<p><b>Monitoring, Assessment, and Reporting</b></p>	<ul style="list-style-type: none"> <li>• Be responsible for the identification, assessment, recording and reporting of pupils' progress.</li> <li>• Contribute towards the implementation of Individual Pupil Profiles and support plans in liaison with the SENCO.</li> <li>• Use assessment results to inform planning and adapt teaching to meet pupils' needs.</li> <li>• Prepare and present clear, accurate and informative reports to parents and colleagues.</li> <li>• Keep accurate registers and follow school policies regarding attendance and reporting</li> </ul>

<b>Professional Standards &amp; Development</b>	<ul style="list-style-type: none"> <li>• Be a role model through professional conduct and personal presentation.</li> <li>• Arrive punctually and begin and end lessons on time.</li> <li>• Cover for absent colleagues when reasonably required.</li> <li>• Follow all health and safety procedures and take reasonable care for the well-being of yourself and others.</li> <li>• Uphold and implement school policies, including those related to health, safety and safeguarding.</li> <li>• Maintain effective relationships with colleagues, parents and the wider community.</li> <li>• Engage actively in the school’s appraisal, professional development and performance management systems.</li> <li>• Support the school’s co-curricular life through participation in clubs, trips and enrichment activities.</li> <li>• Promote equality of opportunity and inclusion for all pupils, including those with SEND, EAL or who are gifted and talented.</li> <li>• Uphold the school’s core values and contribute to its ongoing success and reputation.</li> </ul>
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### Person Specification

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

	Essential	Desirable	Method of assessment
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• A good first degree in a relevant discipline.</li> <li>• QTS</li> </ul>	<ul style="list-style-type: none"> <li>• Further subject-related qualifications.</li> <li>• PGCE or other suitable teaching qualification.</li> </ul>	Production of the Applicant’s certificates
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of teaching in KS2 / Prep</li> <li>• Experience of teaching in both the State and Independent School sectors</li> <li>• Experience of teaching all subjects within a KS2/Prep environment</li> <li>• Evidence of high pupil achievement from teaching.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of high pupil achievement</li> <li>• Recent experience of teaching your subject(s) at the relevant level(s).</li> <li>• Experience of teaching in both the State and Independent School sectors</li> <li>• Experience of teaching all subjects within a KS2/Prep environment</li> </ul>	Contents of the Application Form  Interview  Professional references

<b>Skills:</b>	<ul style="list-style-type: none"> <li>• An ability to communicate effectively both orally and in writing.</li> <li>• An ability to devise and implement a range of teaching strategies to promote learning and enjoyment of a subject.</li> <li>• An ability to carry out administrative tasks accurately and efficiently to meet tight deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Good IT skills and an ability to use ICT to good effect in the classroom.</li> </ul>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge of the requirements of the National Curriculum and specifications of examination courses.</li> <li>• An awareness of likely developments affecting the delivery of subjects at relevant Key stages</li> <li>• An awareness of and commitment to the ethos of the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of equal opportunities issues and how they can be tackled through teaching and learning strategies and other SEN provision.</li> </ul>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>• A genuine enthusiasm for your subject(s) and a desire to communicate this to students.</li> <li>• A commitment to overcoming barriers to learning.</li> <li>• An ability to inspire confidence.</li> <li>• A positive attitude to the use of authority and maintaining student discipline.</li> <li>• An ability to strike a good professional rapport with students, staff and parents.</li> <li>• Being a positive role model.</li> <li>• An interest in contributing to the extracurricular life of the school.</li> </ul>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>