



## Form Teacher

<b>Job Title</b>	Class Teacher
<b>Responsible to</b>	Head Teacher
<b>Contract</b>	Full Time   Permanent from September 2024
<b>Hours</b>	37.5 hours per week, Monday to Friday, Term-time
<b>Salary</b>	St. George's Pay Scale
<b>Requirements</b>	Honours Degree and PGCE DBS Clearance Required 5 Years Residency

### Overview

St. George's Preparatory School is a very special place to work, and an award-winning education provider. Surrounded by 35 acres of stunning grounds and staffed by a motivated and supportive team of professionals, no two days here are the same.

We feel privileged to educate and support the pupils in our care, from ages 2-11, and take our mission to prepare children for life very seriously. If you are equally committed, then you may find that St. George's is just the place for you.

### Purpose of Job

To provide a high-quality educational experience for all children, to promote the aims and objectives of the school and to deliver the teaching and social development programmes in a professional manner.

### Main Duties

- Teach effectively to meet the varied educational needs of whole classes, groups, and individuals in either Key Stage 1 or 2 and ensure the discipline and safety of assigned classes and groups.



- Plan, prepare, evaluate, and modify as necessary personal teaching methods, work programmes and teaching materials in accordance with the school's curricular policies, schemes, and standards. Continually evaluate personal teaching critically and review pupil progress to improve effectiveness.
- Ensure the appropriate and efficient use of resources, maintain supplies, including managing allocated budgets, review and recommend upgrading for resources, as required.
- Assess, record, and monitor pupils' progress, in accordance with the school's current policies and schemes, including marking and maintaining records of pupils' work and social progression.
- Provide written and verbal reports on individuals to the Headteacher and parents as required.
- Establish and maintain effective working relationships with professional colleagues and parents, participating in meetings in respect of the duties and responsibilities of the post.
- Undertake an appropriate share of pupil supervision ensuring their safety and good order both on school premises and on authorised out-of-school activities.
- Promote the aims and objectives of the school, comply with its policies and procedures, and implement its systems and syllabus of work.
- Participate in meetings, activities and training sessions which will provide opportunities for the exchange of views and for other forms of professional development.
- Keep up to date with educational initiatives and subject development; contribute to the development of specific departments and to the whole school while adhering to its principal objectives.
- Carry out individual assignments, administrative tasks, and any other duties, in accordance with guidelines issued from time to time together with other duties reasonably requested by the Assistant Head Teacher, Deputy Head Teacher or the Head Teacher.



## How to Apply

- Candidates are encouraged to visit our school prior to application, if possible, to meet with the Head Teacher and become familiar with our very special school environment. Visits can be arranged by contacting our School Office [school.office@stgeorgesprep.co.uk](mailto:school.office@stgeorgesprep.co.uk).
- Applications will only be accepted with a completed Application Form. Application Forms can be downloaded from our website (<https://www.stgeorgesprep.co.uk/about-us/careers-at-st-georges/>) and should be sent to Ian Watson, Bursar at the following email address: [bursar@stgeorgesprep.co.uk](mailto:bursar@stgeorgesprep.co.uk). This email address should also be used for any queries ahead of application.
- **The deadline for applications is 17:00 on Friday 26<sup>th</sup> April 2024.**

This Job Description is subject to regular review and amendment.