



SHERFIELD SCHOOL

Nursery • Junior-Prep • Senior-Prep • Senior • Sixth Form

Prep Teacher

The successful candidate will play a crucial role in the education of students at Sherfield School. As a 3-months to 18-years co-educational day and boarding independent school, there are many opportunities to develop and succeed.

Reporting to: Head of Prep & EYFS
Full-Time, Term-time
Salary: Main Scale

We are looking to appoint a permanent Prep School Teacher to join our committed and supportive Junior Prep team (Year 3 or 4) This role is full time.

The successful candidate will have qualified teacher status and will be an organised, positive and passionate individual with strong classroom management skills and extensive knowledge in how to teach children with diverse needs.

Applications are welcome from experienced and enthusiastic candidates, either seeking their first teaching post or seeking a new teaching challenge.

Purpose

- To raise standards of pupil attainment and achievement within teaching groups and to monitor and support pupil progress in line with the expectations of the school.
- To accurately track the progress and achievements of pupils within teaching groups and provide feedback to enable them to progress at least in line with expectations.
- To provide support and intervention for pupils at risk of under-achieving.
- To make effective use of physical resources within lessons.
- To participate in collaborative planning and sharing good practice with other members of the department.
- To communicate with other teachers to ensure that pupils progress.

School Ethos

- To support the school aims, ethos and policies.
- To provide leadership in promoting the ethos of the school to pupils, parents and the wider community.

- To develop an attitude of high inspiration and achievement in the pupils.
- To act as a role model to pupils through professional conduct reflecting our expectations of high standards of appearance and courtesy by the pupils.

Responsibilities

- All teachers are expected to meet the national teachers' standards.
- The progress of all pupils assigned to teaching groups.
- Effective deployment of assigned LSA/TA/technicians and other support staff within lessons, as appropriate, to maximise pupil learning.
- To participate fully in the Co-Curricular programme, assisting with the running of clubs, both before and after school.
- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils.
- Every member of staff has a duty to commit to the safeguarding, happiness and welfare of all pupils at the school.
- To participate in staff programmes for training, including safeguarding and Health and Safety.

Operational/Strategic Planning

- To actively monitor and mentor pupil progress through effective classroom interventions.
- To implement school policies and procedures.
- Deliver differentiated lessons that take into account individual pupil circumstances.
- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils.
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Staff Development

- To be reflective on own practice and work collaboratively with line manager to identify development needs and participate in annual performance management (and interim review(s)) as part of an active programme of

Continuing Professional Development (CPD)

- To share best practice and promote collaborative teamwork which can motivate and inspire colleagues.
- To share best practice with other departments in order to promote high standards throughout the school.
- To share best practice with all staff where applicable.

Quality Assurance

- To engage with target setting/monitoring for each individual pupil within teaching/tutor/mentoring groups in order to maximise attainment.
- To contribute towards department self-evaluation and to seek and implement modifications when required.
- To work with (and contribute to) the department improvement and development plan.

Record Keeping, Analysis and Management of Data

- To keep up to date with and regularly mark pupil work in line with established school (and department) policy.
- To maintain records of pupil attainment and ensure that the school information system is up to date with relevant data.
- To be actively aware of current attainment (levels/grades) achieved by each pupil.
- To identify and take appropriate action on issues arising from data, systems and reporting.
- To produce accurate pupil reports within the published deadlines.

Communications

- To communicate effectively and positively with pupils and parents, in line with the school's communication policy.
- To liaise with examination boards, awarding bodies and other relevant external bodies as and when appropriate.

Marketing and Liaison

- To attend parent consultation evenings, parent tutor meetings, open evenings and other school events.
- To communicate positively and professionally at these events, reflecting school policy and ethos.

Management of Resources

- To manage the available resources of space and equipment efficiently and within limits, guidelines and procedures laid down.
- To proactively engage with provision and use of the school website.
- To be responsible for aspects of requisitioning, organising and maintaining equipment, stock and keeping appropriate records.
- To maintain a stimulating, safe and tidy teaching area.

Pupil Welfare

- To monitor and support the overall progress and development of pupils.

- To liaise with the relevant pastoral leader regarding progress of pupils in teaching groups.
- To contribute to PSHE as required.
- To electronically register pupils in every lesson.
- To ensure behaviour management is applied consistently so that effective learning can take place.
- Develop and maintain high standards of effort and discipline amongst the pupils by the use of school-based rewards, agreed goals and sanctions as appropriate.
- Promote rewards and strategies for pupils making good/improved progress.
- Support colleagues in the consistent implementation of whole school policies, rules and procedures.

Additional Duties

- To play a full part in the life of the school community, supporting others and supporting the school's distinctive ethos.
- To contribute to the overall progress, achievement and attainment of pupils via appropriate extra-curricular provision.
- Teachers are expected to run at least one after school club. These can be academic societies, sporting or creative.
- Attendance at designated school meetings.

School trips.

- To work within duty teams to ensure effective supervision of pupils before and after school and at break times.
- Teachers will be expected to complete at least two school duties each week as per the termly duty rota.
- To contribute to the supervision of pupils at lesson changeover by:
- Dismissing pupils in an orderly fashion at the end of the lesson;
- Take responsibility for the area immediately outside of your teaching area;
- Welcoming pupils promptly into lessons.

Other Specific Duties

- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To undertake any other duties as specified by the Head of School not mentioned above.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

How to Apply

Applications are assessed on receipt – please apply immediately. The closing date for applications is the 13th June 2025.

Interviews will take place on the 19th June.

We reserve the right to interview outstanding candidates before closing the vacancy.

To apply, please complete the Sherfield School Application Form (available to download from www.sherfieldschool.co.uk) along with a short covering letter or email which sets out your interest in the role.

Include the names and contact details of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

Please send your application form and cover letter via e-mail to Anna Gray, Head of HR
hppa@sherfieldschool.co.uk