

Maternity Cover April 2025–March 2026

Job Purpose

Under the guidance of the Head of the Prep School, the classroom teacher will be responsible for the education and wellbeing of the pupils in the class according to the aims and objectives of Kent College Prep School.

- To maintain high standards of preparation, monitoring, teaching and assessment of pupils' work in line with school policy.
- To assist with the provision of care, guidance and support of the pupils in the Prep School.
- To encourage pupils to contribute fully to the life of the school and take up opportunities that will enrich their school experience.
- To work alongside the KS1/KS2 Teachers effectively as a member of the KS1 team.
- To encourage pupils to achieve the highest standards of which they are capable and to provide constructive feedback on pupils' progress.
- To contribute to the arrangement of attractive displays of pupils' work in the school
- To provide the relevant information so that accurate reports for parents are written in line with Kent College guidelines and to provide feedback for parents' consultations.
- To continue with personal professional development through appropriate in-service opportunities.
- To encourage pupils to make use of a variety of learning styles and strategies.

General Duties

- To support the ethos, aims and objectives, reputation and good name of Kent College;
- To be in sympathy with the school's Christian foundation
- To contribute to the extra-curricular programme
- To provide cover for other teachers as appropriate
- To attend Parent Meetings concerning all the pupils taught and to attend Staff Meetings, In-service Training and major school occasions where appropriate;
- To carry out an appropriate share of supervisory duties in accordance with published schedules
- To attend Saturday events such as Recruitment events
- To follow safe practice in all areas of school life;
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.

This job description may be reviewed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with you.

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| Teacher's Signature | Head's Signature |
| Date: | Date: |