



WELLOW HOUSE SCHOOL
WELLOW, NEWARK, NOTTINGHAMSHIRE NG22 0EA
T: 01623 861 054
E: office@wellowhouseschool.co.uk

Job Description

Wellow House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Post title:	Pre Prep Teacher
Hours of work:	Full Time or Part Time, 8:30 am till 5: 15 pm, Permanent, Term Time
Remuneration:	£26k - £31k
Responsible to:	Head Teacher
Job Role	- To provide a high standard of physical, emotional, social and intellectual care for children place in the setting. - To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn. - To plan, implement and assess children's learning and development using the school's systems. - To build and maintain strong partnership working with parents to enable children's needs to be met. - To promote the aims and objectives of the school and maintain its philosophy of education.
Main Responsibilities	Key Purpose of the Job - To effectively deliver the EYFS/KS1 curriculum ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members) - To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life, using tracking methods and Class Dojo. - Support all staff and engage in a good staff team. - To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs. - To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories. - To advise the SLT of any concerns, e.g. over children, parents, the safety of the environment, safeguarding, whistle-blowing, preserving confidentiality as necessary. - To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fair, etc. - To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack



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	meals, cleansing of equipment, etc. • To undertake one after school club each term • To work alongside the SLT and staff team to ensure that the setting and school's philosophy is fulfilled. • To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting, including government documentation (e.g. KCSIE, WT, etc.) • To develop your role within the team, especially with regard to being a key person. • To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job, adhering to the GDPR. • To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside. • To support assistants, students and volunteers. • To ensure good standards of safety, hygiene and cleanliness are maintained at all times. • To undertake and lead on additional responsibilities should such need arise. • To ensure that school policies are reflected in daily practice. • To liaise with outside agencies when appropriate e.g. Educational Psychologist, where necessary. • To support the Headteacher and Senior Leadership Team in promoting the ethos of the school. • To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. • To promote the British Values, including equality and to treat everyone with fairness and dignity. • To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school specific procedures / rules that apply to this role. This list is not intended to be exhaustive.
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Person Specification

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

Criteria	Essential	Desirable	Method of assessment
Qualifications:	NQT or QTS. Bachelor's degree in relevant subject.		Production of the Applicant's certificates



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Experience:	Teaching and being responsible for a Pre-Prep Class. Evidence of high pupil achievement from teaching.	Experience of teaching in both the State and Independent School sectors. Experience of teaching all subjects within a Pre-Prep environment.	CV Interview Professional references
Skills:	Excellent interpersonal skills. Excellent written and verbal communicator. Competent user of ICT both in and beyond the classroom. Build successful and appropriate relationships with pupils, staff, parents, and the wider community. Confidence, commitment, and integrity. Maintain confidentiality.	Recent professional development related to their subject area.	CV Interview Professional references
Personal competencies and qualities:	Professional and efficient. Honesty and reliability. Hard working. Motivational and inspirational.		Contents of the Application Form Interview Professional references