



# WREKIN PREP

Wrekin Prep (Ages 4-11)

Class Teacher Key Stage 2 (Maternity Cover)

## Job details

**Salary:** Competitive salary scale, dependent on experience

**Contract type:** Full-time fixed term maternity cover from September 2026

**Reporting to:** Head Teacher

Post suitable for recently qualified teachers, ECTs and experienced teachers

## Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School's Teachers' Pay and Conditions document
- Meet the expectations set out in the Teachers' Standards

## Duties and responsibilities

### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Contribute to the further development of the school's curriculum
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote excellent progress and outcomes by pupils
- Maintain a positive relationship with children, parents and colleagues
- Demonstrate excellent subject and curriculum knowledge
- Take an active role in our Co-Curricular Programme, offering two Co-Curricular activities per week



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- Where required, contribute to our Sports programme under the guidance of the Director of Sport. This may include supporting games staff at home and away matches.
- Supervise pupils during the lunchtime period and breaks on a rota basis.
- Assist with the supervision of pupils on their arrival/departure and during school times.

## **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Support the broadly Christian ethos and values of the school

## **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Encourage in the children positive attitudes, develop self-discipline and foster self-esteem
- Comply with the school's health and safety arrangements and draw to the attention of the Head of Operations any deficiencies or risks
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- To follow the school's behaviour policy and staff code of conduct
- Liaise with the Head and SLT about matters relating to Health, Safety and discipline as per the school's policies.

## **Professional development**

- To be a lifelong learner and to actively seek opportunities to engage with CPD and to stay up to date on teaching practices and to have an understanding on current trends in education
- Take an active and positive role in all CPD and INSET training offered by the school
- Take part in further training and development in order to improve own teaching
- Take part in the school's appraisal procedures



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## **Communication**

- Communicate effectively with pupils, parents and carers according to the school's guidance and policies.
- Maintain confidentiality on all matters relating to pupils, staff, school management and parents.
- Ability to communicate effectively with students, parents, staff, and the wider school community
- Ability to develop positive and cooperative relationships with others
- Strong computer / IT skills

## **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school professionally and to a high standard.
- Develop effective professional relationships with colleagues

## **Personal and professional conduct**

- To promote a positive image of Wrekin Prep in the immediate and wider community.
- Uphold and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks for teachers which outline professional duties and responsibilities

## **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and follow our school safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns whenever they arise
- Promote the safeguarding of all pupils in the school



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Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head or Line Manager.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree holder</li><li>• Successful primary teaching experience as a Class Teacher of several Core Subjects at <b>Key Stage 2</b> (preferred) (this can include Teaching Practice if you are an ECT).</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of the National Curriculum</li><li>• Knowledge of effective teaching and learning strategies</li><li>• A good understanding of how children learn best</li><li>• Ability to adapt teaching to meet pupils' needs</li><li>• Ability to build effective working relationships with pupils</li><li>• Knowledge of guidance and requirements around safeguarding children</li><li>• Knowledge of effective behaviour management strategies</li><li>• Good ICT skills, particularly using ICT to support learning</li></ul>



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<b>Personal qualities</b>	<ul style="list-style-type: none"><li>● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>● Positive attitude and a commitment to developing positive professional relationships with all stakeholders in our school.</li><li>● A good communicator</li><li>● A commitment to providing the very best education for all in your care</li><li>● An understanding of the importance of high quality pastoral care and well being and a commitment to providing this to all children in the school.</li><li>● High expectations for children's attainment and progress</li><li>● Ability to work under pressure and prioritise effectively</li><li>● Commitment to maintaining confidentiality at all times</li><li>● Commitment to safeguarding and equality</li></ul>
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## Notes:

This job description may be amended at any time in line with the needs of the school, in consultation with the postholder.