



FULHAM PREP SCHOOL

200 Greyhound Road, London W14 9SD

Year 3 Class Teacher

We require a well-qualified Key Stage 2 teacher to join the dedicated and enthusiastic staff at our successful co-ed prep school in West London from September 2018. Familiarity with the National Curriculum and a willingness to take a full part in the school's extra-curricular activities are essential.

- You should be a team player – you will be part of a 5- class Year 3 team
- You should be an excellent communicator
- You should be prepared to engage with new and innovative ideas
- **NQTs are welcome to apply.**

Deadline: Monday 30th April. Interviews will take place on 3rd or 4th May.

Please download our application form, job description and recruitment policy from our website – www.fulhamprep.co.uk > Vacancies or email prepadmin@fulhamprep.co.uk

Fulham Prep is an equal-opportunity employer and is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.



FULHAM PREP SCHOOL
CLASS TEACHER/ FORM TUTOR

JOB DESCRIPTION

In addition to their duties as a Classroom Teacher and working as a Team and reporting to their Head of Year, Form Tutors will:

- Be responsible for ensuring that all aspects of pupil welfare delegated to them are effectively carried out, as well as any other tasks assigned to them by their HOY
- Familiarise themselves with the tasks and responsibilities of the Deputy Heads and the HOYs
- Meet regularly with their HOY to evaluate targets
- Generally monitor the children's progress.
- Write general reports and collate others when requested for children in their form.
- Maintain School database with up-to-date records of the children's social and academic progress and achievements, including notes of meetings held with parents
- Ensure that any pastoral concerns are recorded on the School's database.
- Attend the annual residential trip
- Be in attendance by 8.20am in their form rooms in order to greet the children
- Ensure that children are greeted and dismissed in a suitable manner every day
- Maintain registers, reading record books and monitor homework
- Enforce School dress regulations by regular uniform checks
- Ensure that children have due regard and respect for the School's property
- Enforce high standards of class behaviour
- Conduct PHSE lessons weekly following the agreed programme.

- Perform such duties as are reasonable within the timetable
- Working as a team within his/her Year Group, take responsibility for an Assembly each term or, in the case of Years 3 and 4, produce an Assembly for parents to attend.
- Take responsibility for/assist with an annual production, supported by other members of staff not allocated forms
- In alternative years attend a review/appraisal
- Attend parents' evenings, departmental, pastoral and staff meetings
- Attend INSET days as required

This job description is not necessarily a comprehensive definition of the post. Duties may be varied to meet the changing demands of the School at the reasonable discretion of the Head or the Deputy Heads.

Candidates will be expected to become fully involved in the wider life of this busy school and contribute to a varied range of extra-curricular activities.

Fulham Prep has its own salary scale which is similar to that in the maintained sector. As part of the Fulham Prep benefits package you will be entitled to join the Group Pension Scheme with Aviva. FPS as employer will match employee's contributions up to a maximum of 5%. Further details of the scheme will be provided once you have joined.

Fulham Prep School is committed to safeguarding and promoting the welfare of children. This post is subject to child protection screening, including checks with past employers and an enhanced DBS check.

April 2018