



# Preparatory Teacher and Form Tutor Job Description

Thornton College, Convent of Jesus and Mary, Thornton, Milton Keynes, MK17 0HJ

[www.thorntoncollege.com](http://www.thorntoncollege.com) T: 01280 812610 E: [office@thorntoncollege.com](mailto:office@thorntoncollege.com)

Charity No. 247358

Thornton College is a leading independent Catholic day and boarding school for girls, offering a warm and nurturing environment alongside a rigorous and exciting curriculum. There are approximately 400 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-18. Over 50 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is part of a wider Jesus and Mary Trust that educates young people in 29 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for pupils of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016. Most recently, the school received 'Excellent' in all areas in its most ISI inspection (October 2022), with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'pupils of all ages.'

## **Job Description:**

The Preparatory teacher is expected to support and nurture the Catholic ethos of the school, as outlined in the Mission Statement and Aims of the School. He/she will be expected to teach the full range of subjects offered by the school but also be prepared to specialise, where required. All Preparatory School teachers have responsibility for co-ordinating a subject across the school and this may change where required.

The Preparatory teacher will contribute to the spiritual, academic, social and personal development of each student and seek to ensure that each student achieves her potential. [He/she] will have a key role in raising academic standards and contributing to the life of the school. The quality and standard of work in the Preparatory School depends on the inspiration, dynamism, guidance and example of the teacher.

The Preparatory teacher should inspire colleagues and all students who study in the school with a love for learning, leading them to explore the different subjects and value their educational journey.

All teachers at Thornton College are expected to contribute outside the classroom, within the co-curricular provision and organise, lead and attend a range of interesting and relevant educational visits

## **Key Responsibilities:**

### **Spiritual**

- To lead and facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship and assemblies.
- To promote trust and respect in your relationships with colleagues and pupils based upon the Gospel Values of Peace, Justice, Truth and Love, in accordance with the Mission Statement of the College.

### **Academic**

- To keep abreast of developments in education
- To contribute to the excellent standards of teaching and learning in the Prep School.
- To plan, prepare and deliver the curriculum as relevant to the age and ability of the pupils being taught and to take account of other relevant initiatives and the school's policies.
- To plan for progression across the age and ability range of classes being taught, designing effective lessons/programmes of work in accordance with the needs of individual learners e.g., SEND or Most Able and Talented.
- To teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.
- To lead colleagues as subject coordinator, ensuring consistency of standards in both teaching and assessment.
- To assess and record the progress of pupils' learning to inform next steps in planning, teaching, and monitoring of progress.
- To set homework and mark written work regularly according to the Marking Policy and ensure that the correct procedures are followed if work is missing, incomplete or late.
- To assess, record and report on the development, progress, and attainment of pupils and to communicate this information to parents via written reports and parents' evenings.
- To support and promote the Catholic ethos of the school.
- To create a stimulating and safe learning environment.
- To be a positive role model in terms of behaviour, work, and attitudes.
- To set high standards of work and behaviour in the class and all other areas of the school.

- To encourage children in developing self-esteem and respect for others.
- To demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote acceptance of a diverse range of cultures, religious practices, and ethical approaches.
- To make a valuable contribution to the Catholic life of the school and the co-curricular provision of the department by planning, leading and staffing trips and clubs.

### Form Tutor Responsibilities

- To lead in the pastoral responsibility for tutees (or to share this responsibility if part time)
- To be responsible for maintaining accurate registration of tutees and to communicate with parents / guardians regarding any absences
- To manage the administration of the form class, including ensuring timely collection and distribution of letters and responses.
- To contribute to the Assembly rota by leading and/or overseeing assemblies as scheduled
- To monitor and sign weekly diaries.
- To write Form Tutor reports as required by the reporting schedule.

### Safeguarding

- To promote and safeguard the welfare of students and young persons for whom s/he is responsible, or with whom s/he comes into contact.
- To adhere to and ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures at all times.
- To log all concerns, as appropriate, on CPOMS.
- To report any serious concerns to the School's Designated Safeguarding Lead.

### Wider Responsibilities

- To contribute to the Appraisal process.
- To complete appropriate training courses as requested.
- To carry out reasonable teaching staff duties as required.
- To attend all full school assemblies and meetings and contribute towards them either as an individual or as a member of a particular group (e.g. department, year group or house).
- To attend school functions as arranged across the staff as a whole or within departments.
- To participate in the wider life of the School, supporting and assisting at events; including but not limited to concerts shows, the Christmas Fayre and the School Fete.
- To attend and participate in all INSET and staff meetings
- To provide cover for absent staff when necessary.
- To assist where possible, in promoting the School.
- To represent the department at Open Days.
- To attend, where relevant, Parents' Evenings. Part Time staff are expected to attend all relevant Parent Evenings, including those held on days when they are not scheduled to teach during the day. Where this is not possible, reports or recorded telephone meetings will be required for all students expected to attend the evening.
- To be available in school from 8.00am-6.00pm in term time, making good use of the time before and after school lessons to support students, and to liaise with parents and colleagues.
- To teach the appropriate timetable allocation as a full time teacher with form tutor responsibilities (pro-rata where part time).

Person Specification	Requirements	Essential / Desirable
Education / Qualifications and Training	Relevant Degree	Essential
	Qualified Teacher Status	Essential
	Continued and recent completion of professional development in the fields of teaching and learning and/or subject specific knowledge /skills.	Desirable
Skills and Experience	Experience of teaching KS2	Essential
	Experience of teaching KS1 and 2	Desirable
	Understanding of assessment to aid learning and ensure excellent progress for each pupil	Essential
	Competent use / understanding of IT and software packages appropriate to the courses and to education more widely.	Essential
	Ability to plan for a range of abilities within one class.	Essential
	Experience of Subject Coordination	Desirable
	Experience of teaching Maths at KS2	Essential

### Health & Safety

- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.

**All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.**

**All staff are required to undertake whatever else may be reasonably required by the Headteacher in support of the Aims of the School. Job Descriptions are subject to annual review.**

Thornton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo an Enhanced DBS and barred list check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Thornton College will carry out online searches on shortlisted candidates in line with the updated guidance from KCSIE to identify any incidents or issues, related to suitability to work with children, that may need to be raised or clarified at interview.

Please do not hesitate to contact Miss Taryn Robinson, PA to the Head, should you have any queries.

Email: [trobenson@thorntoncollege.com](mailto:trobenson@thorntoncollege.com)