



## **JOB DESCRIPTION: PART TIME HADLOW PRESCHOOL TEACHER**

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**Directly responsible to:** Head teacher

**Indirect Responsibilities to:** Trinity Schools Trust Board (TSTB), Senior Advisor

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### **Primary Role**

The Preschool teachers will work positively towards achieving specific targets as established during staff appraisal, assisting with the annual self-review plan, and as agreed from time to time with the persons to whom the teachers are directly responsible.

The teachers are to comply with all legal requirements applying to their positions, to all Preschool policies and guidelines as established and to meet the obligations under the terms and conditions of the relevant employment agreement.

### **Teaching & Learning Programme**

The teachers are responsible for assisting the Head teacher in developing and documenting a teaching and learning programme in accordance with the Preschools charter and philosophy. This will include:

- developing, researching, designing, planning, promoting, implementing and assessing the teaching and learning programme regularly.
- planning, implementing and reviewing child assessments
- reporting regularly to parents on the children's progress and development
- recording, reporting and implementing planned interactions with children
- assisting with developing the teaching and learning programme, resource use, event planning and other programme related needs
- ensuring the children are actively engaged in learning
- assisting to create a stimulating learning environment

## **Administration**

The teachers will assist in the efficient management of:

- children's records
- forms and notices
- administrative records
- funding data and documentation

## **Child Management**

The meeting of the learning, social and welfare needs of the children while at Preschool by

- protecting them from harm and caring for them
- ensuring positive communication, interactions and experiences
- managing behavior
- facilitating and monitoring active learning
- creating an atmosphere of respect and understanding with children
- demonstrating a commitment to child welfare and learning.

## **Preschool Facility Management**

Assisting the Head teacher to ensure:

- the equipment, furniture and resources are at the required standard
- visitor access is appropriately controlled
- all facility regulations are adhered to

## **Health and Safety**

Ensuring a safe, secure environment for children by:

- completing regular checks of all equipment
- completing regular fire evacuations and earthquake drill with supervisor
- ensuring all accidents, injuries and other incidents are documented and reported

## **Parent Relations**

Continuous improvement contributing to parents' satisfaction by:

- managing positive interactions between staff and parents
- seeking feedback from parents
- assisting the supervisor to survey the parent community regularly
- always interacting with a positive outlook

## **Professional and Personal Development**

Application and development of core personal and professional knowledge, skills, attitudes, values and behaviours to increase effectiveness in the role including:

reflecting on own teaching and to improve teaching practice as required

- reflecting on own teaching and improving teaching practice as required
- identifying and documenting personal and professional goals annually
- attending external professional development at least once a year

## **Special character**

The teachers will acknowledge, support and promote the Special Character of the preschool to ensure that the Christian values and traditions are maintained and enhanced.