



| **Job Title:** | Pre-Prep Form Tutor (Prep School) |
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| **Hours:** | Part time Mon-Fri (Midday - 6:30pm) |
| **Status:**  | Temporary - 1 Year  |
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**Responsible to:** Head of Prep School

**Functional links with:** All members of the Prep School department, other academic staff, pupils and parents

**Job Purpose:**

Provide a safe, inclusive and caring environment for children aged between 4 and 11 years attending our school. Support the teaching staff to deliver a high quality, individual education to the children at Queen’s College Prep School. Support the extensive academic and co-curricular opportunities at the school.

**About the Role**

We are seeking a dedicated and enthusiastic Pre-Prep Form Tutor to join our vibrant school community. This is a one-year fixed-term position offering the opportunity to play a key role in the expansion of our Pre-Prep and Queen's Centre Français (QCF) programme.

**Responsibilities:**

* Act as the primary point of contact for all Pre-Prep QCF children and parents, fostering a positive and supportive learning environment.
* Support the delivery of Pre-Prep lessons alongside Pre-Prep teachers in the afternoon sessions.
* Lead non-core lessons across the Pre-Prep department.
* Oversee and manage form times for Pre-Prep QCF students.
* Provide cover for absent teachers as required.
* Support Learning Support staff and Teaching Assistants in their work with Pre-Prep QCF children.
* Write form lead reports for Pre-Prep QCF pupils.
* Attend parents evenings and school events as required.
* Assume pastoral responsibility for the well-being and development of Pre-Prep QCF students.
* Run the Late Supper Club for after-school co-curricular activities.
* Take part in weekend duties in line with college expectations.

**Hours of Work:**

Monday - Friday, Midday - 6:30 pm

**We are looking for a candidate with:**

* A genuine passion for early years and pre-prep education and a strong understanding of child development.
* Excellent communication and interpersonal skills to build positive relationships with children, parents, and colleagues.
* The ability to create a stimulating and nurturing learning environment.
* Strong organisational and time management skills to manage a demanding schedule.
* A commitment to safeguarding and promoting the welfare of children.
* Experience working with Pre-Prep or Early Years students.
* A relevant qualification in Early Years Education, teaching qualification or primary education.

### **Additional Elements:**

**Supporting pupils with English as a second language**

* At Queen’s, children come from a range of different backgrounds and pupils whose first language is not English may need some additional support accessing the curriculum. Staff are required to work with EAL pupils to support their access to the curriculum.

**Helping on school outings or at school events and swimming**

* Staff at Queen’s may sometimes be asked to help support pupils beyond the classroom. This may be during lessons outside the classroom, sometimes within the school grounds or the swimming pool, or during official school trips, or at school events such as school concerts or plays. In these circumstances, the role is more supervisory to ensure children are safe and accounted for, though may also involve finding ways to inspire learning in any situation so as to continue pupils’ education no matter where you are working with them.

**Child Protection and Safeguarding**

Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2023).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

**Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the School is subject.

**June 2024**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.



**Essential Skills**

**Qualifications/experience**

* Previous experience of working with children
* Good levels of literacy and numeracy, GCSE qualification in Maths and English

**Knowledge**

* Organisational skills
* Good communication skills

 **Skills and Abilities**

* Ability to prioritise between different demands
* Ability to work to deadlines
* Self-motivated and able to work in a team
* Patient and friendly approach
* Display an awareness, understanding and commitment to the protection and safeguarding of children and young people

**Personal/professional qualities**

* Ability to work in a way that promotes the safety and wellbeing of children and young people
* Willingness to be flexible and adapt to the needs of a busy school on a daily basis.

**Desirable Skills**

* Previous experience of working with children within a classroom environment or similar
* Attainment of 5 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude
* Knowledge of issues relevant to education and child development
* Able to work without supervision

| **Signed ...............................................................****Print name  .......................................................****Dated ................................................................***(Post holder)* | **Signed ...............................................................****Print name  .......................................................****Dated ................................................................***(Line Manager)*  |
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