



## APPOINTMENT OF RECEPTION TEACHER (MATERNITY COVER)

September 2019

Belmont Preparatory School is committed to safeguarding and promoting the welfare of children. All teachers are expected to be committed to his/her responsibilities and requirements for safeguarding children. Candidates must be willing to undergo thorough pre-employment screening and, if appointed, to attend termly safeguarding training.

Belmont Preparatory School is an independent weekly boarding and day school for boys and girls from Early Years to Year 8. From September it is the school's intention to extend the age range to Year 11, beginning with the first cohort of Year 9 pupils in 2020 and extending to Year 11 by 2022. The School is pleasantly situated in 65 acres of the Surrey Hills between the villages of Abinger Common and Holmbury St. Mary, with easy access to the A25.

The Early Years benefits from a rural setting with its own woodland, gardens and outdoor play areas within the confines of Belmont's 65 acre woodland setting. The successful candidate will demonstrate that they would embrace the outdoors nature of our curriculum and are willing to spend plenty of time outside the classroom, embracing the setting as part of the planning and delivery of the curriculum.

The post available is a full time teaching post in Reception as a maternity cover contract. The successful candidate will be required to teach the entire curriculum to Reception class and to be involved throughout the Early Years as required. The class sizes are typically small at this age (approximately 12 pupils) and there is therefore no full time classroom assistant although some classroom assistance will be available when necessary. The classroom is well equipped with an interactive whiteboard.

We are looking for a "team player who can working in harmony not only with the Early Years and Year 1 staff, but also across the large staff team. You will be responsible for planning the curriculum in consultation with the Head of Early Years and will be expected to function as a full participant in the life of this busy preparatory school.

All staff undertake break time and other duties as required. Teaching staff are expected to eat lunch with the children every day, and to offer a minimum of one after-school activity throughout the academic year.

In Early Years, the school day runs from 8.30am to 3.20pm, Monday to Friday. All Early Years' staff are required to be in school from 8.00am until 4.30pm if required. Attendance at Parents' Evenings and various other key events such as the Christmas Fair, Sports Day, and any weekend Open Days will be required. These are minimum requirements - the school expects staff to demonstrate a high level of commitment, contributing to the wider life of the school community.

The successful candidate will demonstrate the skills and attributes to meet the following criteria:

### Teaching and Learning

- Teach all subjects to their class following the Early Years statutory framework. For PE, Ballet, French, Performing and Visual Arts a specialist member of staff usually will lead the lesson and you may be required to assist;
- Identify and adopt the most effective teaching approaches for your pupils and keep abreast of contemporary educational issues;
- Monitor teaching and learning activities in the classroom, take responsibility for a classroom and ensure that it remains a facility conducive to high quality education;
- Taking direct pastoral responsibility for your pupils liaising with parents as required;
- Prepare planning documentation in keeping with departmental policies;
- Utilise ICT in their teaching to develop cross-curricular links.

### Recording and Assessment

- Set targets for raising achievement in Reception;
- Maintain appropriate class attendance and assessment records appropriate for the age range of the children
- Manage the Tapestry profile for each pupil;

### Standards and Quality Assurance

- Support the aims and ethos of the school, contribute to and support the spiritual side of school life and uphold fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs;
- Follow the Staff Code of Conduct (enclosed)

- Set a good example in terms of dress, punctuality and attendance;
- Uphold all the school's policies, most notably in respect of behaviour and discipline, anti-bullying and child protection;
- Participate in INSET and undertake appropriate further training (and pass relevant information on to colleagues) as part of the professional development program;
- Attend team and staff meetings as required;
- Communicate with all stakeholders in School effectively both in written and oral form;
- Maintain professional and courteous behaviour at all times;

#### Other Duties and Responsibilities

- Assist with all activities for the Early Years as required (e.g. Harvest Festival, Christmas Carol Service, drama production, Sports Day etc);
- To liaise with colleagues with regard to resource management;
- Work as part of the staff team and be an active member of the Common Room;
- Share any specific areas of expertise, which would be beneficial towards the running, or development of the school. Expertise in Forest School, Music, Art, French or PE would be an advantage;
- To participate in the general day to day activities of the school as a whole and undertake a share of the staff duties. All staff are expected to attend assemblies, departmental and staff meetings, committee meetings if appropriate, Parents' evenings, Open Days and Training days as required by the Headmistress.

#### Person Specification

- A person suitable for work with children. Belmont is committed to promoting and safeguarding the welfare of children in all areas of school life;
- A qualified and experienced or newly qualified Reception teacher (no NQTs for this post please);
- An ability to communicate effectively with children, parents and staff;
- Good ICT skills. A familiarity with using a tablet and virtual learning environment is an advantage as is knowledge of Tapestry;

- Enthusiasm and willingness to contribute to the life of a busy prep school;
- Resilience, emotional maturity, a sense of humour and the ability to work as part of a team;
- Factors which are not taken into account in the selection procedure include the applicant's sex, skin colour, race, nationality or ethnic or national origin, religious faith, area of residence or socio-economic group. Our desire is to encourage applications from a diverse range of backgrounds as possible.
- Children of staff receive a competitive discount in school fees.

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### Procedure for Application

Applications should be made using the Application Form enclosed in this pack and forwarded to the Headmistress, Belmont Preparatory School, Feldemore, Holmbury St Mary, Dorking, Surrey RH5 6LQ by Monday 18<sup>th</sup> March 2019 after which references will be taken for those candidates considered for the shortlist.

- The salary will be at the appropriate point on the Belmont pay scale.
- The appointment is subject to two references, one of which must be from the most recent employer.
- A DBS check is required and references will be taken up prior to appointment including a telephone call to the referee.
- A declaration of health will be required plus evidence of the candidate's right to work in the UK.
- As part of the pre-employment checks, all of which must be acceptable, the successful candidate will be required to disclose any association with a person who is barred from working with children.
- Candidates will be required to provide proof of identity, qualifications and the right to work in the UK on the day of interview.

Interviews will be held during the week beginning Monday 25<sup>th</sup> March and a conditional offer of appointment will be made by Thursday 28<sup>th</sup> March. The appointment will be conditional subject to satisfactory references and all pre-appointment checks being met.

It is hoped that the successful candidate will begin work on 1<sup>st</sup> September 2019.