



# BICKLEY PARK SCHOOL

INDEPENDENT PREPARATORY SCHOOL FOR BOYS AGED 2½–13



## Recruitment Information

### Year 3 Teacher

The position of Year 3 class teacher will become available from September 2018: increasing numbers has resulted in the creation of this additional role. We are looking to appoint someone who loves working with children and is suitably qualified.

Bickley Park School is an IAPS Independent School for boys aged 2 ½ - 13: sisters of siblings also attend the nursery. The school is situated in London's greenest London Borough, on the fringes of Kent and with excellent train links to central London. The Pre-Prep and Prep sites are located three hundred metres apart on Page Heath Lane in Bromley. The school is highly regarded and has grown by almost 15% in the last year. Its Senior Leadership Team has been short-listed for 'Senior Leadership Team of the Year' in the Independent school Awards 2018.

Founded in 1918, Bickley Park now has 390 pupils on roll. The school aims to prepare boys to stand out from the crowd in a fast changing world by acting upon current research into how boys learn and what motivates them to achieve. The boys' school experience is framed around four quadrants of learning which deliver a broad, interesting education tailored to meet their future needs.

For more information please visit [www.bickleyparkschool.co.uk](http://www.bickleyparkschool.co.uk)

## **DUTIES AND RESPONSIBILITIES:**

**Teachers at Bickley Park School must endeavour to undertake the following duties to the best of their abilities in the interests of providing children at the school with the best possible education:**

### **School vision, aims and values:**

Support, model and promote the school's vision, aims and values in all aspects of school life.

**Vision:** To be a world class preparatory school for boys

### **School aims:**

- To deliver a balanced, challenging and quality curriculum that arms pupils with the skills and attributes to thrive in their later lives.
- To provide an education tailored to how boys learn and aimed at motivating them to achieve.
- To enable boys to stand out from the crowd in a globally inter-connected world.

### **Values: The Bickley Park Way:**

We believe that we should

- **Share**
- **Be honest**
- **Be kind and helpful**
- **Treat others as we would be treated**
- **Listen to one another** and try to understand other people's points of view.
- **Forgive** - recognise that everyone, including ourselves, makes mistakes.
- **Respect others**, recognising that they are important too.
- **Be resilient**, learning from things that go wrong and aiming for better next time.
- **Work hard to do your best to be your *best self***

### **Teaching and Learning**

- (a) Plan and prepare lessons in line with guidance set out in the Teaching and Learning Policy, departmental handbooks and other relevant policy documents;
- (b) Use approaches to teaching and learning that fully meet boys' educational needs, including: following school guidelines for teaching in a boy-friendly way; differentiating appropriately tasks for different ages and abilities; planning for cross curricular links, particularly in incorporating ICT into as many lessons as possible;
- (c) Assess, record and report on the development, progress and attainment of pupils, providing feedback that contributes towards pupils' educational development;
- (d) Communicate and consult with the parents of pupils about progress; this to include attendance at twice yearly consultation evenings, writing end of year reports and any other occasions when parents might require information about pupils' progress.

### **Pupil Care**

- (a) Promote the general progress and well-being of individual pupils and of any class for which responsible;
- (b) Provide guidance and advice to pupils on pastoral and social matters; be a willing listening ear to pupil concerns;
- (c) Make records of, and reports on, the personal and social needs of pupils;
- (d) Follow school policy on child protection advising appointed persons of concerns as they arise; implement the school's anti-bullying policy;
- (e) Participate in meetings arranged for any of the purposes described above.

**Discipline, Health and Safety**

- (a) Maintain good order and discipline among pupils in accordance with the school's behaviour policy and safeguard their health and safety both on school premises and when they are engaged in school activities elsewhere in line with school policy;
- (b) Actively support the school's PSHE programme in raising pupil awareness of behaviour that might cause harm.

**Staff Development/Training/Reviews/Meetings**

- (a) Participate, if required, in any scheme of staff development and performance review.
- (b) Participate in staff meetings, further training and professional development;
- (c) Advise and co-operate with the Headmaster, SLT, HoD, HoS and other teachers in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

**Administration**

- (a) Keep teaching spaces well-ordered and organised in such a way that they are attractive and conducive to pupils learning effectively;
- (b) Attend assemblies, as directed in the staff handbook and lead form assemblies, as required;
- (c) Support school occasions, including curriculum evenings, BPSA parents' association events, sports day, speech day, open days and other such activities as the Headmaster reasonably directs.

**Other**

- (a) Lead at least one after school extra-curricular activity, as agreed with the Head of Department and Clubs Coordinator;
- (b) Undertake duties as directed, such as early morning, break-time, lunch-time and cover lessons;
- (c) Fulfill any other reasonable requirement expected by the Headmaster.

**Additional Responsibility**

The role may be accompanied by additional responsibility as a Year Leader, by mutual agreement.

**Year Lead: Year 3**

- Fully supports the implementation of the school's vision, aims and values
- Contributes towards the development of an excellent, boy-friendly curriculum, in consultation with the Assistant Heads: Prep
- Supports the Performance Management programme by undertaking twice yearly lesson observations of Y3 colleagues related to areas of school development and undertaking work scrutiny termly
- Leads weekly year group curriculum planning meeting
- Oversees the effective planning for the use of Teacher Assistants
- Writes weekly letter to parents outlining curriculum planning and key events for the week ahead
- Responsible for the collating stock orders for Y3
- Ensures excellent pastoral and academic transition from Y2 and into Y3, in consultation with the Assistant Heads: Pre-Prep and Y3 into Y4
- Contribute towards composition of class groups and assigning of staff for year
- Coordinates Y3 trips and checks risk assessments
- Supports Assistant Head: Prep (Academic) in the assessment of prospective pupils

- Supports the Assistant Head (Pastoral) in attending to pastoral issues in Year 3
- Undertakes any other reasonable responsibility as directed by the Headmaster

## Remuneration

The school is a member of the DFEE pension scheme. Salary will be paid according to age and experience. The school follows the Independent Association of Prep School's guidance on salary scales.

All new staff appointments are subject to verification of medical fitness, receipt of two satisfactory references and clearance from the Disclosure and Barring Service at Enhanced level.

## Application Procedure

An application form can be obtained from the Headmaster's PA (email: [jwhite@bickleyparkschool.co.uk](mailto:jwhite@bickleyparkschool.co.uk)) or downloaded from our website ([www.bickleyparkschool.co.uk](http://www.bickleyparkschool.co.uk)).

Completed application forms and a hand written covering letter stating reasons for applying for this post and mentioning what can be offered to the life of the school should be addressed to:

The Headmaster c/o Mrs J White  
Bickley Park School  
24 Page Heath Lane  
Bickley  
Bromley  
Kent  
BR1 2DS

Closing date for applications: Friday 19<sup>th</sup> January 2018

Interviews: Friday 26<sup>th</sup> January 2018

Bickley Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check. We are an equal opportunities employer.

Registered Charity No. 307915