

# Broadhurst School

Pre-Preparatory Assistant Teacher

Information Pack

2017



Broadhurst School, 19 Greencroft Gardens, London, NW6 3LP

[www.broadhurstschool.com](http://www.broadhurstschool.com)

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## Background

Broadhurst School is a highly successful private pre-preparatory school with 120 children and a dedicated team of 22 Teachers and Assistant Teachers in the South Hampstead area of London. It was established in 1958, by Mrs Mary Berkery and has remained in the ownership of the family ever since. The school is now looking for an Assistant Teacher to join the school in September 2017.

Broadhurst School has a very strong philosophy of play while at the same time encouraging self-confidence, independence and a love of learning. We prepare children to move on to a selection of top independent schools, predominantly in North West London, entry to which is mainly by competitive assessment. The school provides a happy, cheerful and caring environment in which children can develop at their own pace and in which a natural love of learning can flourish.

The school recently moved to ISA and will in future be inspected by ISI.

## Our Values

Broadhurst School has 3 key values that underpin all that we do. They inform our vision, strategic development, policy development and educational provision and practice. The values are:

### Safe & Secure

Children need to feel safe and secure when in school and when forming attachment with our teachers and each other. Parents need to feel confident that their children are safe and secure. The leadership and teachers consider the wellbeing, safety and security of children in everything they plan and do.

### Fun

Learning at an individual pace is key in early years development. Each child has its own 'learning pace' and Broadhurst School teachers are sensitive to the creation of the right pace of learning for each child. They also recognise that, for children, learning needs to be fun if they are to give their best. Teachers strive to create an environment that makes that learning journey an enjoyable one.

### Listening

Broadhurst School believes that parents are their strongest partners and they need to know what the school are doing so that they can support the learning process. The leadership communicate weekly with parents on learning plans and they welcome input from parents that enables the teachers to adapt and improve teaching provision.

## Terms of Appointment

It is hoped that as the successful candidate you will be able to take up the appointment on 1<sup>st</sup> September 2017. The appointment will be subject to satisfactory references and an enhanced DBS check.

The post will attract a salary dependent upon experience and will be subject to a probationary period.

## Qualifications

We require a minimum qualification of NVQ3 or equivalent qualification. It is requested that original certificates of your qualification and any other relevant qualifications are brought to your interview. Copies will be taken at interview.

## Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health questionnaire which will be assessed by the School's medical advisors. Broadhurst School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All staff will be expected to hold or be willing to have an enhanced DBS disclosure issued with Broadhurst School as the employer. This disclosure will need to be approved before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

## Childcare Disqualification Regulations 2009

The post of Assistant Teacher involves the provision of nursery and early years education and therefore the post is covered by the Childcare Disqualification Regulations 2009. The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2009 Regulations. If the preferred candidate is found to be disqualified under the 2009 Regulations, the offer of employment will be subject to the application by the preferred candidate to the DfE for a waiver and receipt of such waiver by the school leadership.

## Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DCSF and other employment-related legislation, you will be required to provide evidence of identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK;
- a birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance Number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number will not be acceptable.)

## Selection Procedure

Candidates should complete the Application Form and submit the names of **three referees by email to:** [dbelzer@broadhurstschool.com](mailto:dbelzer@broadhurstschool.com)

These should include your current or most recent employer. Photocopies or testimonials are not acceptable. Any subsequent offer of employment will be subject to receipt of satisfactory references.

Candidates will be invited to interview with the Headmistress and Deputy Headmistress.