



Perrott Hill

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Information Pack for Potential Job Applicants

Many thanks for taking an interest in the post of **Head of English as an Additional Language (EAL)** here at Perrott Hill. We very much hope you will want to apply to join our wonderful school team.

The aim of this pack is to provide the job description and person specification within contextual information beyond that provided on our website.

We are an ideally-sized Pre-Prep and Prep School of approximately 200 boys and girls, both day pupils and boarders, and are lucky enough to enjoy an idyllic location, having a wonderful site that overlooks rolling Somerset and Dorset countryside.



The main manor building...



...and view

The post:

We seek an, engaging and creative EAL teacher with the enthusiasm and ability to bring excellent progress and enjoyment to their students' learning to join us from January 2018, or as soon as possible thereafter. Those unable to start until April 2018 can be considered. This role is part-time and permanent, running to 1pm four days a week and 5.15pm one day a week. The Head of EAL is the only EAL teacher. Applicants should have a keen interest in helping provide the highest standards of pastoral care for our EAL pupils, including building good relations with their parents through effective communication.

Person Specification:

The post-holder must feel aligned with the culture of the staff body as laid out in Part I of the accompanying Staff Code.

In addition:

- Having a combination of TEFL/EAL qualification and of experience is highly desirable, but candidates who have just one or the other will be considered
- Well-organised and flexible
- Good-humoured and compassionate
- Able to demonstrate a strong empathy for those boarding abroad
- Well-developed sense of responsibility and self-motivation

The staff body & its ongoing development:

We are a school with much going on, where the staff are hugely supportive of one another, are flexible in their mindset and in their willingness to ‘muck in’ to the benefit of the pupils, and thrive on all-round involvement in providing a fantastic prep Education. We seek new colleagues who will fit with this culture and air of positivity.

It is, therefore, vital that all those taking the step of applying should feel a fit with the culture of the common room, as laid out in part 1 of the accompanying Staff Code.

Additionally, all staff must adhere to the code of conduct laid out in part 2 of the accompanying Staff Code and it should be noted that this references two external documents.

The post offers an exciting opportunity to join a wonderful common room in an environment that is busy with the energy of children and staff, and yet is set in a location that allows one’s spirit to breathe afresh.

Staff receive a generous fee remission for any of their children attending the school.

Full details follow.



Job Description

Job Title: Head of English as an Additional Language

Responsible to:

- the Head via the Academic Deputy Head and Pastoral Deputy Head regarding their respective areas

Working hours:

- Term-time, Monday to Friday: four days a week at 0830-1300 and one day a week at 0830-1715.
- Staff are required to attend InSET days, typically two preceding each term.
- School holidays are generous, in line with the rest of the independent prep school sector.

Salary: £20,429 (0.61 FTE)

Contract:

- Part-time, Permanent

General Responsibilities:

- promote enthusiastic learning through engaging and creative teaching that aims to inspire the children;
- set a first rate example to all pupils;
- promote the aims, values and ethos of the school, including the upholding of excellent manners;
- teach the pupils in your care according to their individual educational needs, thus incorporating differentiation and, where appropriate, Assessment for Learning;
- carry out the normal duties of all teachers as set out in the Staff Handbook and as directed by the Head;
- ensure personal understanding and implementation of the school's policies;
- thus, to take responsibility for teaching and marking work in accordance with school and/or departmental policies;
- ensure all Health and Safety obligations are adhered to;
- maintain ongoing professional practice such as would ensure the best progress for pupils and successful ISI Inspections when the occur;
- perform any other duties as may be reasonably expected by the Head;
- oversee the use and storage of teaching materials;
- engage positively with the school's Professional Development and Review programme;
- attend occasional whole-school events such as prize givings and sports day (one Saturday a year in June) at the request of the Head.
- at all times, exercise responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact in a manner compliant with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the Designated Safeguarding Lead (the Head).

Specific Responsibilities:

- devise a timetable of teaching across the working hours to accommodate all EAL pupils appropriately in correspondence with those mainstream subjects they are not attending;
- ensure lessons are well planned with clear aims and objectives;
- ensure each EAL pupil's programme of English learning is tailored to their needs and ongoing progress;
- encourage pupils to be actively involved in the learning process and in reviewing their own performance;
- prepare EAL pupils for the relevant examinations, ensuring excellent curriculum knowledge;
- ensure excellent liaison with parents of those children having EAL;
- keep careful records of students' progress, in line with school and departmental policies;
- bring any queries/concerns involving children to the weekly staff meeting;
- championing the very particular needs of those children having EAL, including through effective liaison with a wide variety of colleagues, including form tutors, boarding staff, medical staff and the Learning Support department;
- where relevant, liaise effectively with EAL departments at senior schools with regard to examination and curriculum content;
- to take part in regular school InSET and individual professional training as arranged by the Senior Management Team;
- prepare the department's budget and development plan, liaising with the bursar and Head as appropriate;
- prepare the department for inspection;
- attend Heads of Department meetings and maintain a Head of Department file;
- (as all staff) promote the welfare and safety of pupils at the school and to report any safeguarding concerns to the Designated Safeguarding Lead without delay.



Break time dressing up in the Pre-Prep

The post begins from InSET preceding the Spring Term, January 2018, or as soon thereafter as possible. Summer Term starts can be considered. The closing date for completed

applications is midday Friday 29nd September with interviews provisionally scheduled for Monday 9th October.

Applications will only be accepted from candidates completing the school's own Application Form in full. CVs will not be accepted in lieu of a completed Application Form without good reason, although they may be included to support it. The Safeguarding and Child Protection Policy and Staff Code are sent out with each request for an Application Form and completion of the form is taken to constitute having read and fully subscribed to both documents in their entirety. An Equal Opportunities Policy is available upon request.

- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.
- Applicants should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service.
- We will seek references on short-listed candidates before interview and may approach current and previous employers to verify particular information. Applicants should indicate on their Application Form in the appropriate place if they do not want referees approached without their specific permission to do so.
- If a short-listed applicant is currently working with children, on either a paid or voluntary basis, the relevant employer/organisation will be asked to disclose disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and asked also if the applicant has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If a short-listed applicant is not currently working with children but has done so in the past, that previous employer/ organisation will be asked about the above matters. Where neither current nor previous employment has involved working with children, a short-listed applicant's employer will still be asked about their suitability to work with children, although they may, where appropriate, answer 'Not applicable' if the applicant's duties have not brought them into contact with children or young persons.
- Applicants should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been appointed, and possible referral to the police and/or the Department for Education's Children's Safeguarding Operation Unit.



Invitation to Interview

- If an applicant is invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- a current driving licence including a photograph
- a passport
- a full birth certificate
- a utility bill or financial statement showing the candidate's current name and address
- National Insurance number
- where appropriate, any documentation evidencing a change of name.

Please note that originals of those documents above not relating to qualifications are necessary. Photocopies or certified copies are not sufficient.



Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least 2 satisfactory references
- verification of identity and qualifications
- a clear check of the Department for Education's List 99
- a satisfactory Disclosure and Barring Service Enhanced Disclosure
- verification of any professional status (such as QTS Status for teachers)
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- A clear EEA check for those who have previously taught abroad within the European Economic Area
- verification of medical fitness
- signed a confirmation slip that they have read and understood the child protection policy and Keeping Children Safe in Education (2016).

- completed a staff suitability self-declaration form (disqualification by association)
- undergoing child protection training

For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.

PLEASE NOTE:

Where a candidate is:

- found to be on the DBS barred list or is subject to a Prohibition Order issued by the Secretary of State; and/or
- found to have provided false information in, or in support of, his application; or
- found to be the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and the DBS/NCTL.



Further contextual information

The School:

The manor building dates from the end of the 19th Century and houses the reception rooms, Hoskyns Library, offices, two classrooms, staff room, Surgery and boys' boarding. The Pre-Prep sits securely within the enclosed converted stables courtyard that is adjacent and the majority of teaching of Years 3-8 happens in purpose-built classrooms to the west.

The whole site is some 24 acres, including several acres of woodland which provide a home for our Forest School and a venue for activities across the year. As well as the usual sports pitches, we are lucky enough to have a small AstroTurf pitch, a large Sports Hall with a new changing rooms extension, a heated outdoor pool and a large theatre. Over the summer of 2016 a new Music School was built and a boarding extension created. A new science development was opened in September 2017.



In the woods

The school has received excellent reports from all more formal external visitors, from ISI in 2013 (where 'Excellent' was achieved in all categories), to The Good Schools Guide and The Tatler.

The Community:

There's no doubt that our school's site helps to instil a very special sense of identity within the community, and both the staff and pupil bodies are welcoming, enthusiastic and full of a natural ease and warmth. Alongside this is a desire to achieve the very best and the school has an excellent scholarship record.

The school holds the retention of a true family ethos dear. There are girls' and boys' boarding houses which accommodate full, weekly and flexi boarders and boarding is an area of growth. Six sets of staff and families, and three resident graduate assistants, live on-site, ensuring a proper homely feel for the boarders.



Boys' boarding

There are many ways in which the strength of the community as a whole is grown over the year: from drinks receptions with staff and parents of various year groups to staff/parent sports matches; from informal small-sided football once a week for all-comers to the annual fireworks evening and Christmas Fair; from Grandparents' Day to the summer ball.

The school supports a different charity each term; one local, one national and one international, and outreach to the local community takes several forms, including the Young

Farmers activity, the Year 8 Task Force and involving local primary schools in exciting events.



The parent body has a wonderful diversity, including as it does parents who are farmers, occasional commuters to the City, authors, artists, consultants, pilots, bankers, hoteliers, chefs and many things in between. From this diversity comes a great benefit with regards the pupils' education: the ability to see 'success' in its many different guises.



The Region:

The region in which Perrott Hill is lucky enough to sit is simply a wonderful one in which to work and live. The Jurassic Coast of Dorset lies just 35 minutes away by road. The rolling countryside all around has formed the backdrop for several film adaptations of Thomas Hardy novels and yet Yeovil and Dorchester are within easy reach and all key conveniences are available just down the road in Crewkerne. The main artery of the A303 can be reached in 10 minutes, providing comfortable access to Devon and Cornwall to the west, and south central England to the east. All around, there is a pride in regional arts, crafts and produce.

