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# APPOINTMENT OF FORM TEACHER FOR THE PREPARATORY SCHOOL BASED IN KEY STAGE 2

Applications are invited for the post of Form Teacher at Yarm Preparatory School. This is a fixed term position from Tuesday, 28th August 2018 to Thursday, 4th July 2019. There will be the possibility of extending this fixed period into the next academic year. The exact teaching requirements may vary according to the constraints of timetabling and the expertise of the successful candidate. The ability to teach games or add to the school’s firm commitment to extra-curricular provision is essential.

# *THE POST*

The Form Teacher is directly responsible to the Head of the Preparatory School. The role may also include other responsibilities as delegated by the Head of the Preparatory School. This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post.

The successful candidate will have responsibility as a Form Teacher and will be expected to demonstrate excellent classroom practice in the teaching of all subjects. The person appointed will be expected to make additional contributions to the extra-curricular life of the school and demonstrate a commitment to the ethos and aims of Yarm School.

This Job Description is not exhaustive and the Form Teacher should be prepared to be flexible in order to best meet the needs of the pupils and the School.

**OUTLINE JOB DESCRIPTION**

* Work closely with year team colleagues to plan and deliver the curriculum and attend staff, INSET and subject team meetings to help ensure continuity and progression.
* Demonstrate confident subject knowledge.
* Deliver lessons that are suitably differentiated and appropriate to all members of the class.
* Teach to the highest standard across all areas of the curriculum.
* Promote positive attitudes in the classroom, encouraging respect, tolerance, co-operation, courtesy and self-control at all times.
* Record, monitor and report each child’s progress, achievement and effort according to school policies, including the writing of academic reports.
* Mark pupil’s work regularly in accordance with school marking policy
* Take an active part in the school’s professional review and development process and be responsible for their own personal development.
* Maintain standards, implement the school’s policies and procedures and promote the school’s ethos.
* To play an active role in the school clubs and activities programme.
* Fulfil duties including dining hall supervision and playground supervision as required, as well as any cover and supervising of pupils as requested.
* Play a full part in the school’s extra-curricular programme and support school events e.g. Open Mornings, school functions, Parents’ Evenings, residential trips.
* If requested, take responsibility of a curriculum area, its continuing development, implementation and the associated budget.
* Ensure the pastoral care of the children in the form is of the highest standard liaising with colleagues and parents to maximise academic and social development.
* Make effective use of the School’s database (MIS) to assist in the pastoral care of the children in their form.
* To be a staff member of a House and assist in the smooth running of House events.
* Ensure that there is a safe working and learning environment in which risks are properly assessed and minimised (refer to the Staff Handbook and departmental risk assessments.
* Promote the school’s reputation through positive and professional conduct in the wider community at all times.
* Support the Holiday School programme as and when it runs.

**ESSENTIAL REQUIREMENTS**

* Outstanding classroom practitioner
* Degree in a relevant subject
* Ability to add value to the extra-curricular side of school life
* Competent IT skills in the classroom
* Excellent team member

**DESIRABLE REQUIREMENTS/ATTRIBUTES**

* Evidence of further professional development
* KS1 and KS2 experience
* PGCE in Primary Education
* Evidence of a breadth of personal interests
* Ability to teach a variety of sports or lead extra-curricular sessions
* Child centred
* Understanding of the ethos of the Prep School
* D1 category driving licence or a willingness to undertake the training and take the driving test.

# *CONTRACTUAL MATTERS*

1. The post is open to teachers who are university graduates or equivalent and who have an appropriate teaching qualification.
2. The successful candidate will be expected to take up appointment on 28th August 2018.
3. The salary will be commensurate with the responsibilities of the appointment and the qualifications and experience of the successful candidate; it will be reviewed annually.
4. Yarm School is committed to safeguarding the welfare of its pupils. This post, like all others in the School, will be subject to an enhanced DBS and other vetting checks including satisfactory references from the previous employer and another appropriate referee. Confirmation of the appointment will be subject to satisfactory completion of a medical questionnaire once the post has been offered.
5. The successful candidate will automatically be enrolled in the Teachers’ Pension Scheme.

# *CRIMINAL RECORDS CHECK*

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. Preparatory School teachers are also required to undergo, *inter alia*, a ‘Disqualification by Association’ check and a prohibition check. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Head of the Preparatory School before attending the interview. A copy of the School’s policy on staff vetting and suitability and the DBS Code of Practice may be obtained from the Head of the Preparatory School. Before an appointment is confirmed appropriate checks will be undertaken to confirm identity and qualifications, etc.

# *APPOINTMENT PROCEDURE*

Applications will only be accepted on the application form provided by the School, which should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by e-mail) explaining why the candidate and post are mutually suited.

***TIMETABLE***

Informal visits to the school are encouraged and can be arranged by contacting the school.

All applications will be considered on receipt.

Applications should be e-mailed to the Head of the Preparatory School, Mr Bill Sawyer, **as soon as possible.**

**The closing date for applications is Monday, 26th Feb at 9am.**

**e-mail: laura@yarmschool.org**

Yarm Preparatory School

Grammar School Lane

Yarm

Stockton on Tees

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Further information about the School, together with an application form and job description, can be found on our website on [www.yarmschool.org](http://www.yarmschool.org) under “vacancies”. Please e-mail if you have any difficulties or queries.