



The Beacon

An independent day school for boys aged 4 to 13 years

**Lower KS2 Teacher
for January 2019**

Contents

Welcome	3
The Beacon Professional Standards	4
Job Description	5
How to Apply	7



Address: The Beacon
Amersham Road
Chesham Bois
Amersham
Bucks HP6 5PF

Telephone: 01494 736165

Email: headspa@beaconschool.co.uk

Website: www.beaconschool.co.uk

The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer. Registered Charity number 309911.

From William Phelps, Headmaster



Dear Applicant

Thank you for your interest in the position of a Lower KS2 Teacher at The Beacon, and I hope that the notes below give you a flavour of life here.

We are looking for an inspiring Teacher at KS2 level to join our strong Lower School team here at The Beacon. This position involves caring for and nurturing a class and being responsible for the planning and delivery of the curriculum. Applications would be welcomed from talented generalists, from NQT through to many years' standing.

The Beacon is a large prep school for boys aged between 4 and 13, set on a 16 acres site near Amersham, some 30 minutes from London by train. It has superb facilities and resources that support a forward-looking educational environment. The school has invested in an advanced wireless environment to support teaching and learning, and offers a very positive, happy working environment that is sharply focused upon the needs of the pupils.

To give you a flavour of life at The Beacon please take a look around our website www.beaconschool.co.uk. You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website, together with our exciting new 10 year Vision.

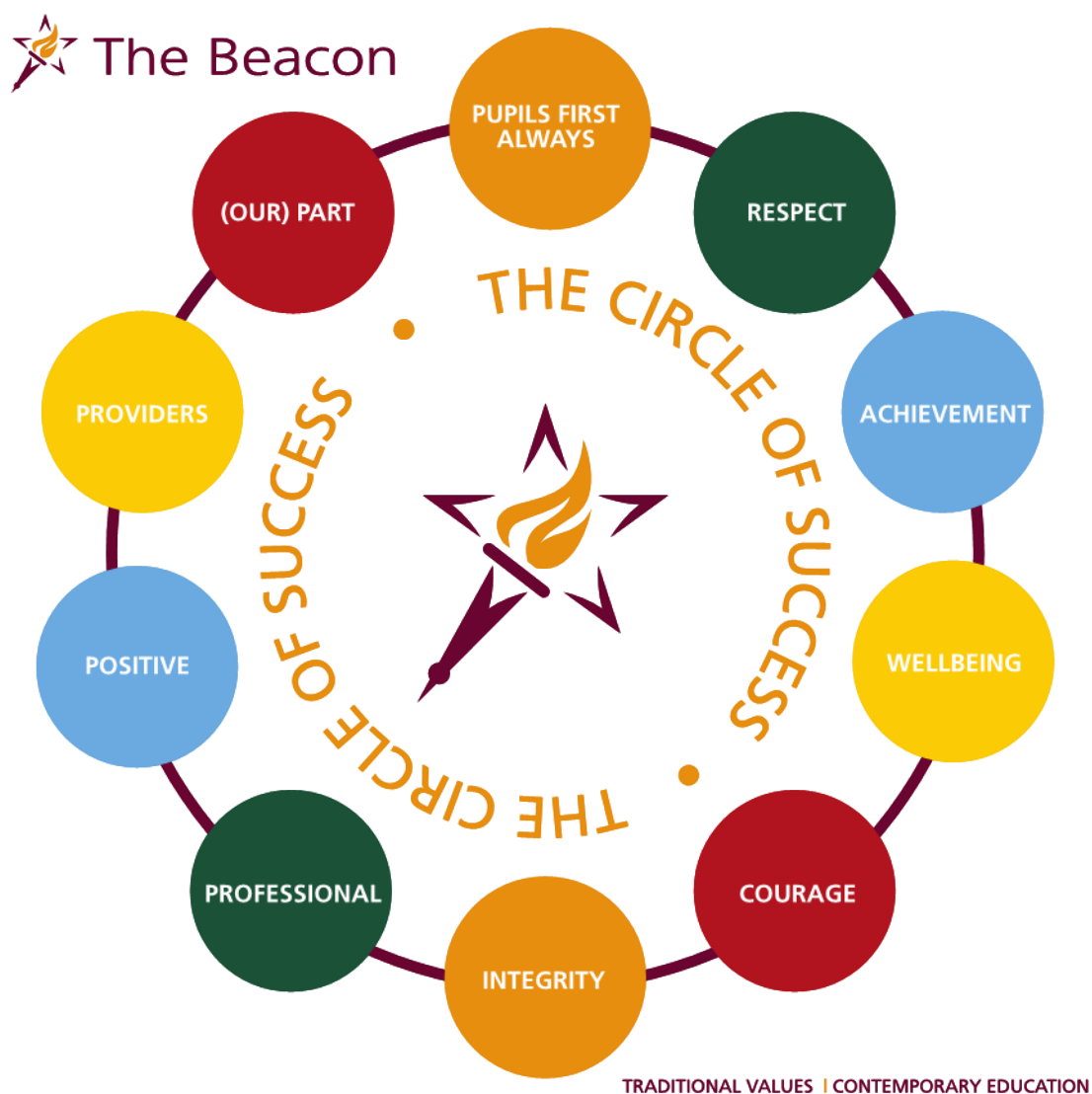
The Beacon is a remarkable school and we seek remarkable people. I look forward to hearing from you.

A handwritten signature in dark ink, reading 'William Phelps'. The signature is stylized, with a large, looped 'W' and 'P'.

William Phelps
Headmaster

Professional Standards

The following is our 'circle of success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our school.



Job Description

Lower KS2 Teacher

The Beacon is split into four Sections; namely Pre-Prep (Rec – Y2), Lower School (Y3 and Y4), Middle School (Y5 and Y6) and Upper School (Y7 and Y8).

The successful applicant would be expected to work in a friendly and cohesive manner with these colleagues, contributing positively to the life of the school.

The main areas of responsibility are:

Academic

- Together with the Head of Section, to prepare schemes of work for their form
- To prepare Medium Term Plans for their form
- To prepare lessons in line with the agreed curriculum and schemes of work in the Section
- To mark and assess boys' work and progress in line with the school and departmental policies and to record assessments in a clear and informative manner
- To report progress to parents at parents' meetings and in written reports
- To ensure that the boys' work is presented and maintained in an organised, appropriate and accessible format
- To work closely in a team with other teachers and assistants, the Head of Department, the Heads of Section, and all members of the School Leadership Team
- To liaise with the staff in the Learning Support Unit to ensure that the needs of all boys with SEN are met
- To maintain records and notes on academic issues in the electronic profiling system
- To encourage and stimulate the boys to achieve excellence in all their endeavours and to expect high standards
- To provide a comfortable, stimulating and well-organised classroom environment, with a high standard of display work on notice boards

Pastoral

- To look after the well-being and pastoral needs of the boys in their classes
- To reinforce the aims of the school
- To monitor closely the behaviour of the boys in your classes and deal with any inappropriate behaviour, in consultation with the Head of Section if necessary

- To encourage and reward the boys for good behaviour, using a variety of different and appropriate methods
- To communicate effectively and regularly with parents and other staff
- To liaise with the Head of Section, where necessary, and to liaise with the School Counsellor, where necessary
- To maintain records and notes on pastoral issues in the electronic profiling system

Departmental

- To work closely with the Head of Section to ensure that all departmental requirements are being met
- To keep the Head of Section informed of any issues arising concerning boys in the class or their parents
- To attend staff meetings, Parents' Evenings, INSET sessions and curriculum meetings that are relevant to the department, including 'twilight' sessions
- To liaise with other teachers in the department in order to ensure effective continuity at the end of the year
- To review resources and make requests for items as part of the annual budget bidding process

Additional Duties

- To undertake break time and lunchtime duties on a rota basis
- To supervise boys during assemblies
- To assist with the organisation and running of trips and events when necessary
- To contribute to the Clubs programme
- Any other such duties as required for the smooth running of the school

In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values that we wish the boys to learn.

The Application Process

The school is committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Please complete the Application Form in full (CVs cannot be accepted), which is available from the school website, with a covering letter and send:

by e-mail to headspa@beaconschool.co.uk or
by post to: Mr William Phelps, Headmaster, The Beacon School, Amersham Road,
Chesham Bois, Amersham, Bucks HP6 5PF

The closing date for receipt of applications is Wednesday 26th September and interviews will be held in the following week.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

