# EATON HOUSE THE MANOR

## Year 2 Form Teacher (Maternity Cover for Autumn Term)

### Eaton House The Manor Girls' School

Eaton House Schools comprises of six individual schools spread across three sites. All the Schools are well known for their academic prowess and outstanding results across the board. Our understanding of all children and their different levels of development are addressed effectively with an emphasis on encouraging and fostering individual areas of talent as well as instilling confidence, self-worth and respect for others.

Eaton House The Manor Girls' School takes girls from the age of 4 to 11 years. The School is a happy, hardworking and exciting place, providing its pupils with a thorough preparation for senior school exams at 11+ and future senior school life. Girls enter on a first-come, first-served basis, and all are encouraged to achieve their full potential in the academic, sporting and artistic fields. They are taught good manners and respect for others and themselves. Pupils are offered a broad, balanced curriculum and are helped to grow their independence within this framework.

Eaton House The Manor is situated on Clapham Common and is housed in a beautiful Grade II listed building dating back to 1792. The Girls' School opened in 2008 in a new building built on the Manor site.

### Job Description

The girls start in the Kindergarten (Reception) which has a two form entry. Entry is non-selective. From Kindergarten to Year 3 the class teacher takes the majority of lessons. In Year 4 the girls begin to work towards their London Day Schools and Common Entrance exams, with various classes taught by specialist teachers.

Form teachers are responsible for the welfare and educational development of all pupils assigned to them by the Headmaster.

Form teachers will be required to:

- Plan and prepare schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in the form.
- To teach various forms, groups or individual pupils, and to set tasks to be undertaken both at school and for homework.
- To mark and assess pupils' work and to record their development, progress and attainment.

- To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.
- To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress.
- To maintain an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole.
- To provide oral and written assessments, reports and references for individuals and groups of pupils.
- To take part in the life of the school by attending assemblies, registering the attendance of pupils and supervising pupils at play and lunch.
- To contribute fully to the extracurricular life of the school.
- To keep abreast of developments in current educational thinking and practice.
- To take on a subject-coordinator role.
- To plan and lead day trips and one residential trip each year (Years 3 to 6)

## Salary

The School has its own competitive salary which is reviewed annually. The DfES Pension Scheme is available to all staff.

## Safeguarding and Child Protection

Eaton House Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

## Applications

Please send by post or email a completed and signed application form and the Disqualification Self-Declaration form included in the application pack, along with any administrative enquiries, to hr@eatonhouseschools.com.

Any queries about the specifics of the role should be addressed to Jessica Morse in Human Resources, at hr@eatonhouseschools.com or on 0207 924 6000.

*The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. 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 school's child protection officer or to the Headteacher.*