



# Grimsdell

Grimsdell, Mill Hill Pre-Prep  
Instilling values, inspiring minds

CANDIDATE INFORMATION PACK

## RECEPTION TEACHER



Grimsdell, Mill Hill Pre-Prep. A part of the Mill Hill Education Group.





# JOB DESCRIPTION

**A RARE OPPORTUNITY HAS ARISEN AT GRIMSDELL, MILL HILL PRE-PREP, A CHILD-CENTRED AND CREATIVE SCHOOL SET IN BEAUTIFUL GROUNDS. WE ARE SEEKING TO APPOINT AN ENTHUSIASTIC AND RELIABLE RECEPTION CLASS TEACHER TO JOIN OUR EXISTING EARLY YEARS TEAM.**

## **Teaching and Learning**

- To create and manage a caring, supportive, purposeful and enabling learning environment that is well designed, organised and conducive to independent learning
- To provide spiritual, moral and academic education for the pupils in their care
- To provide a broad, balanced and challenging curriculum that delivers the EYFS in a creative, immersive and interconnected manner
- To recognise the various interests and strengths of pupils and plan activities which enable these to develop further
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
- To ensure effective use of support staff within the classroom that enhances the children's learning

## **Assessment and feedback**

- To keep careful and accurate records of children's progress, including the use of observations, teacher assessment and standardised assessments where relevant
- To provide effective feedback to children and parents about their progress and next steps



- To be available for consultations and liaison with parents at reasonable times, and to meet with parents formally for parents' evenings twice a year, keeping clear and helpful records
- To produce clear and informative reports on each child's progress and attainment twice a year
- To maintain each child's learning journal across the school year, and ensure high standards of presentation

## **Pastoral**

- To be responsible for the pastoral care of all pupils within the class, working with key colleagues and parents to ensure physical, emotional and mental wellbeing
- To deal with any safeguarding concerns as a matter of priority according to our policies and procedures
- Support and contribute to the school's responsibility for safeguarding pupils and developing a culture of safeguarding across the school



- To promote high expectations of behaviour and implement the behaviour policy
- To attend assemblies and lead assemblies from time to time
- To prepare pupils for one class assembly per year

#### **Whole school contribution and Professional Development**

- To make contributions to the wider development of the school through focus groups, training sessions, staff meetings and own initiative
- To attend up to 5 inset sessions as directed by the Head, and additional professional development days as reasonably requested by the Head
- To participate actively in our appraisal process in order to review performance and develop professionally
- To embrace ongoing learning and development as a professional and to be open to innovation and new initiatives, embracing a culture of continual school improvement

#### **Health & Safety**

- To share with colleagues, including the head, general collective responsibility for the supervision and welfare of children throughout the school
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- To ensure pupils are correctly registered twice a day
- To occasionally cover absent teachers as requested
- To ensure that trips are organised in accordance with our educational visits policy
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the relevant senior person



**Leaders effectively incorporate outdoor learning to strengthen pupils' development in all phases of the school."**

*Good Schools Guide Review 2020*

#### **Additional requirements of the role**

- Work towards and support the school's vision and the current school aims and objectives outlined in the School Development Plan
- Contribute to the school's programme of extra-curricular activities
- Build effective relationships with parents and support the Head in promoting the ethos of the school
- Promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, and conduct whilst maintaining positive, courteous relations with pupils, parents and colleagues
- Adhere to all policies and be familiar with these, taking initiative to access and refer to them as necessary or appropriate
- Undertake other reasonable duties related to the job purpose required from time to time, as directed by the Head, Deputy or Senior Team
- Attend two Open Mornings per year and make a positive contribution to representing the school



# PERSON SPECIFICATION

- Qualified Early Years Teacher to take responsibility for the personal development, learning and progress of all pupils in their class
- They will have the skills and commitment to develop highly effective, positive relationships with pupils and create teaching and learning opportunities that bring out the best in children
- The post holder will plan and deliver our creative curriculum, engaging extensively in year group collaboration and teamwork and utilising imaginative and creative ideas, resources and techniques to bring learning to life
- They will work constructively with their Teaching Assistant, utilising their skills to allow learning to flourish for every child.
- They will manage the effectiveness of the learning environment, ensuring that it is well organised, inspiring and conducive to independent learning
- They will have high standards of themselves as a professional, engaging in high quality interactions with children and effective working relationships with colleagues and parents that uphold the values of the school
- An appreciation and understanding of the EYFS is essential
- An excellent EYFS practitioner with proven skills through experience or training

“  
Teachers are experienced, have good subject knowledge and follow well-planned schemes of work, adapting their teaching to effectively meet the needs of pupils.”

ISI Inspection Report January 2024

- Qualified Teacher Status
- A child centred and creative approach to teaching and learning
- A commitment to continual school improvement
- Excellent collaborative and teamwork skills
- A flexible, proactive and willing attitude
- An enthusiastic and positive demeanour
- A professional approach to the workplace and relationships with colleagues, parents and pupils
- Excellent organisational skills
- Stamina and the capacity for hard work
- A sense of humour and warmth



# THE SCHOOL

## **Grimsdell, Mill Hill Pre-Prep**

Our aim is to instill a deep and natural love of learning that will stay with our pupils forever. Our curriculum is rich and diverse and extends well beyond the National Curriculum. It is both demanding and exciting, giving them a chance to excel in so many areas.

## **A part of the Mill Hill Education Group**

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.

“  
The co-curricular programme engenders pupils’ interests as well as develops pupils’ knowledge, skills and understanding. This is a significant strength of the school.”

ISI Inspection Report January 2024



# HOW TO APPLY

## KEY DATES

**APPLICATION DEADLINE:** MIDDAY ON FRIDAY 28 MARCH 2025

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

**If this new opportunity sparks your enthusiasm and you wish to be part of our wonderful team, seize the moment and click the button to complete your Application Form.**

**APPLY**



# Grimsdell

# INSTILLING VALUES INSPIRING MINDS

**Grimsdell, Mill Hill Pre-Prep**

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