



High March

High March School, Ledborough Lane, Beaconsfield, Buckinghamshire HP9 2PZ

Headmistress: Mrs S.J. Clifford, B.Ed. Hons. (Oxon) M.A. (London)

APPLICATION PACK FOR THE POST OF FULL TIME NURSERY TEACHER IN JUNIOR HOUSE



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Address High March School
 Ledborough Lane
 Beaconsfield
 Bucks
 HP9 2PZ

Telephone 01494 675186

Email office@highmarch.bucks.sch.uk

Website www.highmarch.co.uk

At High March School we are committed to Safer Recruitment and therefore this appointment will depend on the successful completion of an Enhanced DBS check.

Welcome

Thank you for your interest in the post of full time Nursery Teacher commencing on 1 September 2019. We are looking for an enthusiastic and suitably-qualified Nursery specialist (Level 3 or above) to teach a class of rising four year olds with the exception of PE and Music. There are two parallel Nursery classes with approximately 20 children in each. The successful candidate will be supported by qualified Classroom Assistants. A willingness to play an active part in all areas of school life is essential to this position.

High March is a thriving preparatory school for girls aged 3 to 11 with a co-educational Nursery. Children come from the local area and our intake is mixed ability. Academic expectations are high and pupils at the School are regularly awarded scholarships or gain places at some of the most prestigious independent senior schools. The School also has an excellent record in the Bucks County 11+ selection tests. The School is divided into a Junior House for children aged 3 to 7 and an Upper School for children aged 7 to 11. Music, Art, Drama and Sport are all valued at the School with specialist-teaching rooms and the School is well resourced with excellent facilities and equipment. Class sizes are small with a maximum class size of 20 pupils and subject specialists teach the children from Year 4. Class teachers teach the children up to Year 3, with specialist teaching in some subject areas.

High March is a family owned School. The owners are Mrs Belinda Avery and Mr Michael Chapples who are brother and sister, whose grandparents; Del and Robert Anderson were Headmaster and Headmistress for many years. They were both educated at High March, they live in Beaconsfield and both have children who have been pupils at the School. They take a lively and sympathetic interest in all aspects of the School, and are fully involved in all aspects of High March life. They are supported by a committed and experienced Board of Governors.

I hope you will apply for this post. High March is a happy School where dedicated and caring staff are appreciated and valued.

Yours sincerely

A handwritten signature in dark ink that reads "Sue Clifford". The signature is written in a cursive style with a horizontal line underneath the name.

Mrs S J Clifford
Headmistress

Aims and Ethos

High March School aims to provide education of the highest quality and promote excellence in all fields.

To achieve this aim the School:

- Provides a happy learning environment in which children feel secure and are valued as individuals.
- Promotes high standards of achievement ensuring that all pupils are working to the best of their ability at all times.
- Develops positive attitudes and a lifelong love of learning.
- Nurtures talent and encourages achievement in class, in sport, in music or drama in all areas of the curriculum.
- Promotes a Christian ethos and Christian values, whilst respecting other faiths and traditions, but remains non-denominational in its admissions policy and teaching.
- Provides social and personal education that prepares pupils for the contemporary world and enhances a sense of their cultural identity.
- Cultivates pupils who are courteous, well mannered, independent, sociable, self-disciplined and able to communicate effectively.
- Fosters confident young people who possess a developing self-esteem and thorough work ethic.
- Develops commitment to personal and team goals.
- Encourages friendly and informal relationships within a structured and disciplined routine. Encourages positive relationships.
- Provides a pastoral care system that instils the values of care and consideration for others, and care for the environment.
- Establishes cultural links with outside organisations.
- Prepares pupils for 11+ Common Entrance, Scholarship and Buckinghamshire 11+, as well as for the challenge of life in their senior school.



Job Description of a Nursery Teacher in Junior House

A teacher has a responsibility to help maintain the highest professional standards at High March.

By his/her example he/she needs to encourage the children to have high expectations of themselves.

He/she actively to keep him/herself professionally up to date, to maintain a lively enthusiasm for his/her teaching subject, and to be vigilant at all times for the general welfare of the children.

He/she needs to help promote a high morale, foster constructive relationships with parents and always to preserve and enhance the good name and reputation of High March.

Teachers in Junior House report to the Headmistress, the Senior Management Team and any relevant Heads of Department.



Duties of a Class Teacher:

1. Class registration
2. Pastoral and academic care of the class, in liaison with the Head of Junior House
3. Develop and implement lessons and schemes of work, using the Early Years Foundation Stage as a framework
4. Produce medium term plans each term in liaison with the parallel Nursery teacher, Head of Junior House and the Deputy Head (Curriculum)
5. Organising and supervising play and work activities
6. Liaise with and organise tasks for the Classroom Assistant(s)
7. Provide a safe and stimulating environment that facilitates learning
8. Maintain the individual Learning Journeys for key children
9. Monitor and recording progress
10. Maintain lively and vibrant displays of the children's work



11. Maintain pupil records using the School's Management System, Engage
12. Liaise with the SENDCO for the Foundation Stage regarding the support required for individual or groups of children
13. Lead an introductory Parents' Meeting to parents of the class, early in the Autumn Term
14. Liaise with parents and carers
15. Participate in the termly supervision meetings with the Foundation Stage Co-ordinator
16. Write and compile reports in accordance with the School's Reporting Policy
17. Attend Parents' Evenings
18. Lead or participate in the School's programme of educational visits
19. Participate in the staff duty and cover rotas
20. Participate in staff and faculty meetings
21. Participate in staff INSET
22. Attend School events that take place at the weekend or outside normal School hours



Current School Events that take place out of normal school hours:

- Anderson Social Evening in September or October
- Christmas Fayre in November or December
- Annual Art Exhibition in May
- Junior Sports in June
- Year 6 Production and Leavers' Buffet in June or July
- Prize Giving in July

Equal opportunities

The post holder will be expected to support the School's commitment to Equal Opportunities. The member of staff will be committed to ensuring Equality of Opportunities for all pupils.

Health and Safety

The post holder will be expected to pay due regard to the School's Health and Safety Policies and to report any concerns to the Bursar or Headmistress.

Confidentiality

It is expected that all School employees will understand that our work is confidential and that personal details about staff, children and families should not be discussed outside the school.

Remuneration

The post attracts a salary at a point on the High March Pay Scale for Unqualified Teachers commensurate with qualifications and experience. The School subscribes to the Nest Pension Scheme.

The High March Pay Scale for Unqualified Teachers is currently as follows for full time staff:

- AT1 - £19,082
- AT2 - £21,162
- AT3 - £23,243
- AT4 – £25,326
- AT5 - £27,408
- AT6 - £29,487

Personal Specification

Qualifications and training:

Qualifications and experience required:

- Minimum of a relevant Level 3 qualification
- Evidence of continued professional development
- Familiarity with up to date educational practice
- Evidence of being an excellent practitioner



Other skills required

- High level of ICT skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Ability to plan, innovate, monitor, evaluate and review
- Strong organisational skills
- Initiative
- Lots of energy
- Effective time management

Personal qualities

- Positive and forward thinking
- Efficient
- High standards and expectations
- Ability to work in a team



How to Apply

The start date for the post is 1 September 2019 and the closing date for applications is Friday 22 March 2019, but applications will be considered as they arrive.

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. Curriculum Vitae will not be accepted in substitution for a completed Application Form in the absence of good reason. Equal-opportunities and child protection statements are available on request from the School.
- 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.
- Candidates 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.
- Candidates will be required to complete a disclosure from the Disclosure and Barring Service at the enhanced level.
- We will seek references on candidates and will approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although you may where appropriate answer 'Not Applicable' if your duties have not brought you into contact with children or young persons.

- You should be aware that the provision of false information is an offense and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the Police and/or Department for Education Children's Safeguarding Operation Unit.

Invitation to Interview

- If you are 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 (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation or 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 *or* a passport *or* a full birth certificate
 - A utility bill or financial statement showing the candidate's current name and address
 - Where appropriate, any documentation evidencing a change of name

Please note that originals of the above 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 two satisfactory references
 - Verification of identity and qualifications
 - A check at DBS Barred List and the Protection of Children Act List as appropriate
 - A satisfactory DBS Enhanced Disclosure
 - Verification of professional status such as QTS Status

- For teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Completion of a Self-Declaration Statement that under the Childcare (Disqualification) Regulations 2009 the successful candidate is not “disqualified”.
- Verification of medical fitness in accordance with DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- Satisfactory completion of the probationary period

Please note:

Where a candidate is:

- Found to be on Disclosure and Barring Service’s Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of, his/her application; or
- 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/or the Department for Education Children’s Safeguarding Operation Unit.