

# HIGHGATE

## The Pre-Preparatory School

### **Class Teacher (one year, full-time post) September 2019**

An enthusiastic, well-qualified class teacher with EYFS and Key Stage 1 experience is required to join our successful Pre-Prep School for one year from September 2019. (This may well be extended). This is an exciting opportunity for a skilled classroom practitioner with experience of teaching in EYFS and Key Stage 1 wishing to have an opportunity to teach in a vibrant, popular school with an accelerated curriculum or for an individual with the potential to acquire such skills. Applicants should have the flexibility to adapt quickly to a new environment and an established scheme of work, as well as ideas to contribute and excellent communication and teamwork skills. An enthusiasm for thoughtful curriculum development and innovation characterises teaching at Highgate.

Highgate Pre-Preparatory School teachers enjoy a collaborative approach to teaching and learning. For all teachers new to Highgate, regardless of experience, there is a strong and supportive framework of induction to the School.

#### **The Pre-Preparatory School**

The Pre-Prep is an academically selective, coeducational school and has approximately 150 pupils. The school is two form entry and takes pupils from Nursery (age 3) to Year Two when it is expected that they will transfer to the Junior School. The Pre-Preparatory School is housed in its own building in Bishopswood Road, adjacent to the school's playing fields. It has recently undergone an extensive refurbishment to the classrooms and playground area.

Teachers at Highgate enjoy a welcoming, comfortable and exceptionally well-resourced environment and are provided with significant assistance from a range of support staff. Salaries are competitive. The School pays the employer's contribution to the Teachers' Pension Scheme. School staff have free access to the School's sports facilities.

#### **Criteria for the post of Class Teacher in the Pre-Preparatory School**

##### **1 Essential professional criteria**

<b>Criteria</b>	<b>How will these be tested or verified?</b>
A good honours degree and a teaching qualification.	Original degree certificate(s) Questions about subject specialisation (and course content for more recent graduates)
The ability to teach at EYFS Stage and Key Stage 1	Questions at interview relating to the curriculum and strategies for teaching EYFS

Experience of teaching, either when employed as a teacher, as a teaching placement, or as an NQT	A 25-minute lesson to be taught to either a EYFS or Key Stage 1 class Opportunity to comment on and grade pupils' written work
Excellent communication skills	Panel interview; lesson (as above)
The ability to establish good relations with colleagues and pupils	Opportunities at interview to recount experiences where these skills have been demonstrated
Knowledge of, and sympathy with, traditional British values	Questions at interview
Awareness and understanding of safeguarding and welfare of children	Questions at interview to test attitudes towards and knowledge of children's safeguarding and welfare

## 2 Desirable professional criteria

Criteria	How will these be tested?
An EYFS qualification or degree covering EYFS is desirable. Knowledge of, and experience of teaching at Early Years Foundation Stage and Key Stage 1	Opportunities at interview to recount experience of teaching and of successful strategies used in teaching these age groups
A good understanding of formative and summative assessment, including AfL	Questions at interview relating to assessment and record keeping
A willingness to be involved in the wider life of the Pre-Prep School (if relevant)	Opportunities at interview to recount experience of running or participating in activities or to give ideas for these

## PERSON SPECIFICATION FOR TEACHING POSTS AT HIGHGATE

Highgate seeks to appoint teachers who will have the following proven qualities, or the potential to develop them. At interview, candidates will have the opportunity to demonstrate or give an account of these attributes.

- Well-grounded and continuing interest in education, particularly in EYFS and KS1
- Capacity for industry and initiative in both independent work and as part of teams of colleagues in academic work and pastoral care
- Good judgement about people and situations, and discretion
- The depth of knowledge and agility of mind to allow flexibility in lessons, adapting delivery as appropriate in the light of pupils' responses
- Empathy with and warmth towards pupils across the age and ability spectrum at Highgate
- The ability to implement a range of teaching strategies to cater for each individual pupil

- Awareness and understanding of matters relating to the personal, social, health and emotional development of Highgate's pupils
- General knowledge of Child Protection issues and good practice, particularly relating to professional obligations on safeguarding the welfare of each child and avoiding guarantees of confidentiality in any disclosure
- Capacity to deal sensitively with problems raised by pupils, in line with Highgate's pastoral policies
- Willingness and ability to liaise effectively and professionally with staff and parents when required, making accurate records of these exchanges
- Patience and thoughtfulness to see any issues that may arise with pupils, parents or colleagues from a variety of perspectives
- The ability to de-fuse difficult situations using different strategies such as careful listening, sensitive use of humour, praise and recognition
- Retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself

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## **APPLICATION PROCEDURE**

Please complete the on-line application form.

**Closing date 8:00am on Tuesday 23 April 2019 but applications will be considered on receipt and we reserve the right to close an advert early if we find a suitable candidate.**