



Devonshire House Preparatory School

Devonshire House is a co-educational prep and pre-prep school for children aged 2½ to girls aged 11 and boys aged 13. The School is housed in four large Victorian houses in leafy Hampstead, surrounded by fascinating places of historical, geographical, cultural and educational interest. Our Early Years is for children from Nursery to Reception, the Junior School is for children in Year 1 to Year 3 and our Upper School is for children in Year 4 to Year 8.

The School is led by the Headmistress, Stephanie Piper, along with a committed, resilient and passionate senior leadership team that consists of Deputy Heads, supported by Assistant Deputy Heads and a collaborative and motivated team of teachers and support staff; dedicated to achieving the highest academic standards, where all pupils achieve their full potential. We seek to ensure that Devonshire House is a safe, warm and happy place that provides interest, challenge, encouragement and understanding at every stage.

At Devonshire House we are committed to making it our mission to promote resilience and positive wellbeing for all our pupils and staff. We ensure that the School community understands that mental health is 'everyone's business' and we strive to create an environment that has a whole school approach in providing excellent mental health support whilst developing enthusiasm, initiative and a strong sense of personal responsibility.

We are an equal opportunities employer and we believe a diverse school enriches our community.

Devonshire House Preparatory School is committed to safeguarding and promoting the welfare of children. We expect all prospective employees, staff and volunteers to share this commitment. All candidates undergo child protection screening appropriate to the post, including checks with previous employers, the Disclosure and Barring Service and overseas criminal checks for all countries in which the candidate has lived or worked in for three months or more since the age of 18.

All candidates must be qualified to teach, work and live in the UK to apply.

Job Description *English and Religious Studies Teacher*

Phase: Upper School (Years 4-8)
Reporting to: Deputy Head of Academics

The Department

In Upper School, whilst nurturing work in the traditional subjects of English, Maths and Science, the School also provides and encourages a wide range of subjects, opportunities and interests to help foster and grow pupils talents, expressions and communication - to discover and develop their own strengths, giving each child the chance to excel.

Pupils have lessons in History, Geography, Technology, Art, Music, Drama, Religious Studies, French, Latin and Games. The principal areas of the national curriculum are taught, though subjects may be taken at a higher level and pace. For the girls approaching the 11+ exams, special emphasis and preparation is given. For the boys in Year 7 & 8, the Common Entrance Exam curriculum is taught.

English is a crucial part of the curriculum. The pupils achieve great success in their examinations and a number also sit successfully for senior school scholarships. The English department have a carefully structured syllabus to enhance the continuous learning of the pupils, whilst also recognising their individual skills and providing appropriate levels of challenges. Through steadily developing understanding of effective writing, pupils also focus and acquire comprehension and writing skills and developing knowledge of grammar, spelling and vocabulary.

The Role

- To teach English and Religious Studies as per the national curriculum and school syllabus.
- Form Tutor and teach PSHE to an allocated class, being responsible for pupils' well-being and pastoral care.
- Teachers are to continuously strive to create a culture of high standards and improvements in all areas of School life as a member of the School and wider professional staff body, and to forge positive professional relationships, conduct oneself in a professional manner and model the aims and ethos of Devonshire House School to make positive contributions.

Key Responsibilities and Duties

The key responsibilities and duties detailed below are intended for the purpose of detailing core responsibilities of the role, which can be subject to change in accordance with the needs of the School and pupils. The Headmistress and Deputy Head of Academics may ask you to attend to any other matters or duties as required to support school life.

Teaching:

- Teach English and Religious Studies to the relevant year groups as per the timetable set.
- Teach lessons at the times stipulated on the School timetable.
- Prepare scheme of work, detailed termly and weekly lesson plans for English and RS, linking to the national curriculum and at the appropriate levels, as indicated by the school syllabus.
- Liaise with the Head of English and other teachers to ensure consistency across the curriculum and syllabus.
- Periodically review scheme of work and teaching methods, as well as keeping up to date with key changes in the National Curriculum, with emphasis on your specialist subjects.
- Show clear differentiation in planning and teaching, whilst considering the needs of all the pupils.
- Ensure scheme of work and lesson plans reflect current affairs and interests of the pupils, and that enhancements provide sufficient challenge and evoke awe and wonder.
- Set, mark and record work completed and for homework.
- Maintain order and good discipline among pupils and safeguard their health and safety.
- Promote the well-being of your pupils during your lessons.
- Model and maintain a welcoming and friendly atmosphere within the classroom, greeting every child on arrival and departure.
- Make regular assessments of pupils' attainment and progress and enter pupil data half termly on the academic database.
- Write reports on pupil attainment and progress twice per year.
- Ensure SIMS data is accurate and up-to-date with regard to pupils.
- Ensure pupil registers are taken accurately twice a day and the office informed of any pupil concerns.
- Take and plan assemblies on a periodic basis.
- Attend weekly staff briefings.
- Maintain regular communication through different channels (face-to-face, telephone or written) with parents where necessary and requested by SLT or the parent, in particular within your role as Form Tutor.
- Attend parents' evenings to discuss pupil progress with parents.
- Attend parent information/curriculum evening throughout the year.
- Carry out other duties, in and out of the classroom, including out of school activities and educational visits, care of the environment, display and overall care.
- To supervise or cover a class or duties of a colleague on short-term absence.
- Work with the classroom assistants in a professional, friendly and supportive manner, following the School's guidelines on classroom assistants. Keeping the assistant informed of lesson plans and ensuring individual pupil's progress is also monitored by the assistant.

All staff are expected to:

- Uphold the School's principles, aims, ethos, policies and procedures.
- Support the Headmistress and the School loyally and to maintain and enhance the School's reputation.
- Maintain good practice and set high expectations and standards in terms of your own attendance, self-discipline and professional attitude within the School.
- Work in a co-operative, diplomatic and flexible manner and use initiative to manage any unforeseen events.

- Foster and maintain good working relationships, acting as a courteous, friendly and professional member of the School team.
- Foster an attitude of collaborative team work and share pastoral duties on a rota basis as required within your role.
- Participate in team meetings to support and enhance the team, your role and the School as a wider network.
- Attend and contribute positively to school events, such as school fairs, concerts, parents evening, open days etc.
- Promote excellent standards of pastoral care to the children.
- Be vigilant on any issues regarding health and safety, safeguarding and financial matters, and to inform the Headmistress of any matters that are concerning.
- Be well informed regarding the statutory guidelines of Keeping Children Safe in Education, as safeguarding is paramount and at the forefront of education.
- Work collaboratively with the wider School and administrative team to maintain the smooth running of the School on a day-to-day basis and on special events, with particular attention for your phase.
- Ensure that there are equal opportunities for all and adhere to the School's commitment on inclusion and respect for all individuals.
- Attend courses and take an active interest in your own personal development and professional skills - Devonshire House supports the development and well-being of its staff.
- Attend INSET days where you are required to do so.

Person Specification – Teacher

Qualifications, Education and Training

Essential:

- University degree (non-UK degrees require a statement of comparability from UK NARIC)
- A recognised teaching qualification

Desirable:

- Qualified Teacher Status (QTS) is desirable

Knowledge and Experience

Essential:

- Knowledge of UK curriculum and syllabus
- Exceptional pedagogical and subject knowledge in English
- Knowledge teaching Religious Studies
- Knowledge and teaching within KS2
- An excellent track record as a teacher
- Confidence and understanding of safeguarding and child protection statutory legislations and school protocols
- Experience in supporting pupils of all abilities to make excellent progress

Desirable:

- The successful applicant will preferably be an experienced teacher of pupils in an IAPS, or similar, pre prep school
- Pedagogical and subject knowledge in Religious Studies
- Experience preparing pupils for 11+ exams and Common Entrance Exams
- Experience and/or knowledge of Year 7 and 8 curriculum

Skills and Abilities

- A good level of IT competency
- Outstanding written and oral communication skills, with the ability to deal confidently with a wide range of people, including governors, staff, pupils, parents and key contacts
- Attention to detail and ability to actively question and clarify information
- Well-developed organisational and planning skills including a flexible approach and the ability to cope with a changing, varied and at times busy workload

Personal Attributes

- Commitment to educational excellence
- Commitment to the ethos and aims of a school
- A belief in the unlimited potential of every pupil with a holistic view of education that compasses academic, pastoral and co-curricular elements
- Demonstrate commitment to personal professional development
- The need for absolute confidentiality and discretion both within the school and the outer community
- A role model and team player who demonstrates professionalism at all times
- Passion, resilience, optimism and energy
- A friendly, approachable but professional manner
- Empathy, integrity and compassion as Devonshire House are a family!
- A sense of humour, as it benefits our health and well-being

Terms and Conditions

- The desirable start date is **September 2021**
- The contract is a **full time permanent position (term time)**
- The salary is competitive and is dependent on qualifications, skills and experience
- Hours of work are **Monday to Friday 8.00am to 4.30pm**, with the requirement to attend meetings and school events outside of timetabled hours
- Term time with generous holidays
- Free lunch during term time
- Membership to the Teachers' Pension Scheme
- Quality professional development for career progression
- Staff social events and gatherings

The position is subject to an enhanced DBS check and a Section 128 (prohibition from management check) if applicable to your role. In addition, the position is subject to the receipt of satisfactory references, proof of qualifications, a satisfactory medical health check and proof of rights to work in the UK.

I acknowledge that I have read and understood the job description and that they form part of my contract of employment.

Employee Signature _____

Date _____

Print Name _____