



Heathcote Preparatory School and Nursery

Brief for the position of

Primary Teacher with subject specialisms in performing arts: drama and music and art/design, Heathcote Preparatory School, Danbury, Chelmsford, Essex

September 2024

Letter from the

Headteacher.....	3
The Position	4
How to apply.....	4
Job Specification	5
Person specification.....	8

Letter from the Headteacher



Dear Candidate,

Thank you for your interest in Heathcote. I am delighted that you are considering our school and I hope that once you have discovered more about us, you will wish to apply for this position.

Heathcote is a non-selective independent co-educational day school for children aged 2-11, located in the village of Danbury, just outside Chelmsford. The school was founded in 1935 by the Heath family. In 2018 the School was sold to the Heather Partnership.

Heathcote is an exceptionally warm and friendly place to learn where excellence is at the heart of all we do. Working as a team we foster a love of lifelong learning whilst at the same time encouraging all our community to be curious, appreciative and respectful towards the world around them. As a small, friendly and happy school we are proud of the warmth, progressive approach and individualised learning every pupil receives. Each day every member of our staff seeks to make a difference to the lives of our children. Our mission is to ensure that every pupil recognises their own self-worth and through their school journey they build character, confidence and compassion as well as a solid academic foundation. Determination, resilience and endurance are fundamental to our ethos.

As a member of the Independent Schools Association (ISA) we take pride in the excellent standards our pupils achieve. We encourage pupils to make the most of their talents, building confidence through academic achievement and offering a wide range of extra-curricular opportunities. We endeavour to discover our children's hidden strengths, pinpoint their passions and support their journeys to success whether that is for 11+, national ISA swimming championships or learning to tie their shoe laces!

Heathcote pupils enjoy success in so many ways. In sports they excel; showjumping, triathlon, cross country, athletics, football, netball and cricket are just a few of the areas they compete in at regional and national levels. Music and drama are also especially strong at the school with children taking peripatetic music lessons, speech and drama (ESB), whole school productions and performing arts concerts or the choirs performing at competitions. Our specialist Art teacher ensures our children's creative talents are nurtured with many children entering competitions and exhibitions.

Most recently at Heathcote, we have made some significant improvements to our environment, such as the new playgrounds across the school including development of the EYFS outside learning area. We have achieved 'Excellent' in all areas of our latest ISI inspection and highly excitingly we are currently the ISA Junior School of the Year and attended the awards ceremony to receive our award.

I do hope that you will consider applying for this post – I recognise that a great deal of thought and time goes into preparing such an application and I assure you that I will, in turn, give your application serious consideration.

Yours faithfully,

Samantha Scott - Headteacher

The Position

We are looking to appoint an enthusiastic, inspirational and well-qualified teacher to join our forward thinking school. The successful candidates will have a natural passion for teaching and learning, will motivate and inspire children and have a desire to make a difference. A specialism in Music/Drama/Performing Arts/Art would be an advantage alongside the ability to teach across the primary phases. The school recognises that its teachers are its most valuable asset. We will provide support and development to ensure progression in your career path. We welcome applications from colleagues in the state sector who will appreciate the opportunities provided by our small class sizes. The start date is for September 2024.

Application Procedure

Please apply by submitting a fully completed application form and a CV together with a letter of application by the closing date of **midday on Friday 9th February 2024**. Interviews will commence the week beginning 12th February 2024. Visits to the school are warmly welcomed as we believe our best ambassadors to be our students. Please contact the school office if you would like to arrange a visit.

Job Specification

Primary Phase Teacher **Reporting to: Prep Co-ordinator**

General Duties

It is expected that all members of staff will work together to help further the school's aims and objectives in accordance with policies. Colleagues are required to share in the corporate responsibility for the well-being and discipline of all pupils by developing a positive and structured environment in which pupils behave courteously and with consideration for all members of the community.

All colleagues are expected:

- To participate in the school's pastoral system
- To carry out a share of supervisory duties in accordance with published schedules
- To participate in appropriate meetings with colleagues and parents
- To safeguard the health and safety of pupils when they are authorised to be on school premises and when they are engaged in school activities elsewhere
- To supervise at least one after school club a week
- To carry out any reasonable directions given to them by the Head teacher

Specific Duties

Learning and Teaching

1. To manage pupil learning through effective planning and teaching in accordance with school schemes of work and policies.
2. To have a thorough and up-to-date knowledge and understanding of the primary curriculum, AfL and pupil tracking.
3. To ensure continuity, progression and cohesion in all teaching.
4. To use a variety of methods and approaches (including differentiation) to achieve curricular objectives, stimulate intellectual curiosity and foster pupils' enthusiasm
5. To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
6. To ensure equal opportunities for all pupils.
7. To set homework regularly, (in accordance with the school homework policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
8. To use positive behaviour management strategies in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.
9. To provide opportunities for pupils to explore and develop their personal, spiritual, moral, social and cultural development.
10. To have an understanding of 11+ and the Secondary School selection process
11. To set high expectations of academic achievement for all pupils, irrespective of individual differences

12. To establish and maintain a purposeful working atmosphere
13. To provide a stimulating classroom environment, where all resources can be accessed appropriately by all pupils

Monitoring, Assessment, Recording, Reporting, and Accountability

1. To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
3. To set clear targets based on prior attainment and make effective use of assessment to inform future planning
4. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
5. To keep an accurate register of pupils. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.
6. To report to parents on the development, progress and attainment of pupils, formally through Parent consultations twice a year and interim and termly reports.

Staff Development

1. To keep up to date with research and developments in teaching in general and the primary curriculum in particular.
1. To strive for personal and professional development through active involvement in the school's performance management system and procedures.
2. To participate in arrangements for further training, performance management and professional development

Professional Standards & Development

1. To be a role model to pupils, through personal presentation and professional conduct.
2. To inform the Head teacher of progress achieved and of any concerns or issues
3. To arrive in class, on or before the start of the lesson and to begin and end lessons on time.
4. To cover for absent colleagues as is reasonable, fair and equitable.
5. To be familiar with the school and department handbooks and support all the school's policies, e.g. those on Health and Safety, Literacy, Numeracy and ICT.
6. To be involved in co-curricular activities such as making a contribution to after-school clubs and visits.
7. To establish effective working relationships with professional colleagues and associate staff.
8. To attend Staff Meetings and participate in INSET.
9. To carry out supervision of pupils at break and lunch times, by undertaking playground duties.
10. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
11. To participate in Parent-Teacher Consultations and Open mornings and evenings.
12. To liaise effectively with parents and with other agencies with responsibility for pupils' education and welfare.

13. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
14. To train in basic first aid.
15. To be familiar with and implement the relevant requirements of the current SEND Code of Practice and to consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:
 - have SEND;
 - are gifted and talented;
 - are not yet fluent in English.
16. To be aware of the role of the Friends of Heathcote School Association and to support its activities.
17. To be aware of the role of the Governing Body of the School and to support it in performing its duties.

Additional Duties for This Post

The following tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the School's professional development programme:

1. Leading visits to at least **three** places of educational interest in each academic year.
2. Running at least **one** after-school club per week across all **three** terms.
3. To carry out risk assessments of all activities within the subject area and to ensure that these are passed to the Health and Safety Officer.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification

Teacher

Heathcote is a small, exceptionally warm and friendly school where excellence is at the heart of all we do. We require a Teacher who is professional, passionate about the role and able to ensure the children's education is memorable, secure, progressive and a lot of fun!

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> Qualified Teacher status 	<ul style="list-style-type: none"> Evidence of commitment to further professional development especially within your subject area
Knowledge and understanding	<p>You should have a thorough knowledge and understanding of:</p> <ul style="list-style-type: none"> the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); the monitoring, assessment, recording and reporting of pupils' progress; the positive links necessary within school and with all its stakeholders; effective teaching and learning styles. 	<p>In addition, you might also have knowledge and understanding of:</p> <ul style="list-style-type: none"> Specialism in performing arts, art, music, humanities teaching
Skills	<p>The teacher will be able to:</p> <ul style="list-style-type: none"> promote the school's aims positively, and use effective strategies to monitor pupils' motivation and morale; 	<p>In addition, you might also have experience of:</p> <ul style="list-style-type: none"> Innovative practice that inspires pupils' learning and enables outstanding progress for each child

	<ul style="list-style-type: none"> • develop good personal relationships within a team in particular the ability to establish and develop close relationships with parents; • liaise with external agencies and the LEA where required; • communicate effectively (both orally and in writing) to a variety of audiences; • create a happy, challenging and effective learning environment. 	<ul style="list-style-type: none"> • Secure knowledge of how to use ICT to support teaching and learning and how to apply ICT knowledge to all planning, preparation and assessments.
Personal characteristics	<ul style="list-style-type: none"> • Approachable • Committed • Creative • Empathetic • Enthusiastic • Flexible • Good sense of humour • Organised • Patient • Resourceful 	

Heathcote Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and the successful candidate will be required to undertake an enhanced DBS check.