



West House

INDEPENDENT PREPARATORY SCHOOL FOR BOYS

West House School

Application Pack

Prep Teacher (Maths)

Temporary, Part-time



The School

The History of the School

Situated in the leafy oasis of the Calthorpe Estate, West House School has occupied the same site since its foundation in 1895. Since that time, the school has evolved significantly, to become an independent preparatory school for boys aged 4 – 11 years, with a co-educational Early Years setting offering care for children aged from 6 months. West House is a member of The Independent Association of Preparatory Schools and, as such, upholds the requirement to provide a 'world class education'.

With five acres of beautiful grounds, less than two miles from Birmingham city centre, the school lies at the heart of a thriving community. It is surrounded by many outstanding cultural and recreational facilities. These enrich the lives of all pupils and form an important aspect of educating the whole child.

West House is a non-denominational school. It is divided into three departments – Prep (Years 3-6), Pre-Prep (Reception, Years 1 and 2) and the Early Years Foundation Stage (Nursery).

The school employs 50-60 full-time and part-time academic staff and has grown considerably during recent years to accommodate approximately 350 pupils - 100 of whom attend the Early Years Foundation Stage Department.

At the end of Pre-School, the majority of our girls transfer to local independent schools and we have established a strong link with Edgbaston High School for Girls, sharing a shuttle service between the two schools and co-hosting various curriculum-related activities during the year.

Further details about the school can be found at www.westhouseprep.com



The role

West House School is seeking a temporary, part-time (c. 0.6 FTE) Prep Teacher to plan, prepare and deliver Mathematics teaching in Key Stage 2 over the Spring and Summer Terms in 2024. The role holder will also be required to occasionally cover other lessons within the department. The role holder will report to the Deputy Head.

Job Description

Classroom Teaching

- Plan and teach the agreed Key Stage 2 mathematics curriculum.
- Employ consistently high expectations in terms of academic and non-academic development of pupils.
- Monitor teaching and learning activities to meet the needs of all pupils.
- Identify and teach study skills that will develop pupils' ability to work independently and develop a growth mindset and intellectual curiosity.
- Deliver specific areas of the curriculum in line with personal qualifications and experience, and the requirements of the school.
- Maintain a positive and vibrant learning environment, employing agreed behavioural management strategies as appropriate.
- Demonstrate a full understanding of remote learning opportunities and delivery.
- Be familiar with key policies including the Teaching and Learning policy, the SEN policy and the Gifted and Talented policy, ensuring that all pupils are given the opportunity to thrive.

Recording and Assessment

- Carry out marking and assessment in line with school policy.
- Keep full and up-to-date records of pupil achievement and set targets appropriately.
- Develop understanding of learning needs and the importance of raising achievement among pupils, using assessment data appropriately.
- Write formal reports twice yearly identifying individual targets for development.
- Attend consultation evenings and keep parents informed about their child's progress.

Leadership and Management

- Liaise with colleagues as necessary in implementing new strategies and policies.
- Contribute to the realisation of the strategic vision for the school.
- Disseminate good practice in all areas of school life.

Standards and Quality Assurance

- Support the aims, ethos and expectations of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Apply all school policies with consistency with particular regard to the policy on Pupil Behaviour and the Anti-Bullying Policy.
- Attend and participate in Open Mornings, Speech Day, student performances and parent consultation evenings.
- Uphold the Staff Code of Conduct.
- Participate in staff INSET and the school's system of appraisal.
- Attend team and staff meetings.

Other Duties and Responsibilities

- Carry out a Form Tutor role.
- Carry out break time duties.
- Mount display work and notices as appropriate.
- Become involved in extra-curricular activities as required, committing to at least one after school activity per week.
- Cover for absent colleagues as required.
- Liaise with outside agencies and specialists as required.
- Any other duties that may from time to time be reasonably assigned by the Headmaster.

This job description is not exhaustive. Other tasks and responsibilities may be allocated as necessary and reasonable from time to time.

The role

Person Specification

Qualifications (tested at application)	Essential	Desirable
Six GCSEs (or equivalent) including Maths and English at Grade B	✓	
Educated to A-level or equivalent	✓	
Educated to degree level or equivalent	✓	
PGCE or equivalent	✓	
Paediatric First Aid		✓

Knowledge and Experience (tested at application and interview)	Essential	Desirable
Knowledge of safeguarding, equal opportunities, health and safety and SEN	✓	
Outstanding knowledge and understanding of the content and requirements of an appropriate Key Stage 2 curriculum, including Maths and English	✓	
Prior experience of teaching Maths to academically able pupils at Key Stage 2		✓
Experience of inspection by ISI or Ofsted as a teacher		✓
Experience of working with children in a voluntary capacity		✓

Skills and Abilities (tested at application, interview and test)	Essential	Desirable
Proven ability to work as a member of a team	✓	
Competent ICT skills	✓	
Outstanding communication and interpersonal skills	✓	
An ability to prioritise and carry out specific requests in a timely manner	✓	
Problem solving skills	✓	

Attitudes and beliefs	Essential	Desirable
A flexible attitude	✓	
A commitment to CPD	✓	
A desire to play a full and active role within the wider life of the school	✓	
An appreciation of the demands and requirements of working within the independent sector	✓	
Patience, stamina, loyalty, humility and humour	✓	

Key terms and how to apply

Salary: Main scale teaching salary according to experience.

Hours: 25 sessions per week (out of 40), approximately 0.6, 5 mornings per week.

Type of position: Temporary, part-time, from January to July 2024 over the Spring and Summer terms.

Benefits: Eligible for discount on school fees for pupils at West House School Nursery, West House School (for boys) and Edgbaston High School for Girls (subject to normal admissions procedures), discount on fees for Holiday Club provision, eligible to join a Contributory Pension Scheme, lunch, free parking, free Employee Assistance Programme, cycle to work scheme.

Start date: 1st January 2024 or as soon as possible

How to apply

To apply for this role, forward a completed application form and a covering letter addressed to Alistair Lyttle, Headmaster, outlining why you feel that your skills and experience would equip you to take on this role, by email to: recruitment@westhouseprep.com

The deadline for application is **Wednesday 11th October 2023 at 9.00am.**

Shortlisted candidates will be contacted to arrange a suitable time for interview in the week commencing **16th October 2023.**

If you have any queries about the role, or would like to discuss it in more detail, please contact Jo Ollier, HR Manager, by email: jollier@westhouseprep.com

West House School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo all statutory checks including an enhanced DBS check. A copy of the Recruitment, Selection and Disclosure Policy is available on the website.

This post involves working with children and is exempt from the Rehabilitation of the Offenders Act 1974 and all subsequent amendments. All convictions, police cautions or "bind overs", including any that would otherwise be considered "spent" under the Act must be disclosed, and will be taken into account in deciding whether to make an appointment.

As part of the shortlisting process, the School will consider carrying out an online search on shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview.

