



Pre-Prep Teacher (EYFS)

Information for Applicants



Boarding and day school for boys aged 4 – 13 years.

PRE-PREP TEACHER (EYFS)

Required for September 2018

Summer Fields is one of the premier boys' prep schools in the country, situated in 70 acres of superb grounds in North Oxford. The school has an excellent academic reputation and is extremely well resourced.

In September 2018 we will be opening a brand new Summer Fields Pre-Prep, catering for boys from Reception to Year 3. The school will be housed in Newton, one of the oldest and most historic buildings on the school's site; this will be a state-of-the-art development and will provide purpose-built facilities for 80 boys aged from four to seven.

We are looking for an outstanding and suitably qualified teacher for our Reception class. This person will take a lead in developing and managing all areas of the Early Years Foundation Stage. The successful candidate will have a proven track record of teaching in, and understanding the day-to-day administration of, an EYFS setting. Applications are invited from candidates who wish to play an important part in setting up a successful new school at an exciting time in the school's development.

Application Procedure

Please apply by submitting the following:

- A fully completed application form, including full contact details of at least two referees.
- A cover letter explaining your previous experience relevant to the position.
- If you have a CV you wish to send, please do so, however a completed application form with full details of your employment history must still be provided.

**Full details are available on our website: www.summerfields.com
or from the HR Manager on 01865 459238.**

The closing date for applications is 25th February 2018

Summer Fields is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.



Message from the Headmaster, David Faber MA

Thank you for your interest in Summer Fields and, in particular, in the role of Pre-Prep Teacher (EYFS). I am delighted that you are considering our school and I hope that you will wish to apply for this position once you have found out more about us. 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.

Summer Fields was founded in 1864 by Archibald and Gertrude Maclaren at their home in North Oxford. Mrs Maclaren was a gifted classical scholar and Mr Maclaren was a fencing master with a passionate belief in the importance of physical fitness. It is from these roots that our school motto was born: *Mens sana in corpore sano*, A healthy mind in a healthy body. The Maclarens established the importance of a breadth of education inside and outside the classroom, values which remain central to the education we offer today.

Summer Fields is a full-boarding and day school, currently for boys aged 8 to 13; there are around 240 boys on the roll and the school is generally over-subscribed. We offer excellent teaching, traditional values and exceptional pastoral care. We continue to build on a strong academic legacy with an individual focus on strengthening each boy's confidence and abilities.

Summer Fields is a special place and pastoral care is very strong. The school is a vibrant, extended family of staff and boys, living side-by-side in a close, busy, caring and friendly boarding community. We aim to ensure that each boy is happy, academically challenged and taking full advantage of life at Summer Fields, with its many possibilities and opportunities.

Summer Fields celebrated its 150th birthday throughout 2014 and, as well as hosting many events to celebrate this anniversary, a major redevelopment of parts of the school has now been completed. In particular, a spectacular new £3m building providing new sport changing and other facilities, was opened in January 2016.

The school is thriving on all levels and we are entering an exciting new phase in our history. In September 2018 we will be opening a brand new Summer Fields Pre-Prep, catering for boys from Reception to Year 3. The school will be housed in Newton, one of the oldest and most historic buildings on the school's 70-acre site and the existing building will be augmented by a modern extension; this will be a state-of-the-art development, providing purpose-built facilities for 80 boys aged four to eight.

Academic Record

Academic standards and outcomes are high. The principal entry point to the school is currently in Year 4, although a few boys join in Years 5 and 6 depending on places being available; these places will continue to be available once the new Pre-Prep has opened. Admission is by selection and we fully expect the majority of boys in the Pre-Prep to move into the Prep School in Year 4. The aspirations of boys and parents are high and the school prides itself on the outstanding exam results achieved by our leavers. The school's greatest academic strength is excellent teaching at all levels and we are proud of the academic achievements of boys of all abilities. Each year boys pass Common Entrance and regularly win scholarships to the top Public Schools in the country.

Boarding

The boarding structure is horizontal, according to age, in six Lodges (Houses), where the boys are looked after by a husband-and-wife team. Every boy has a personal Tutor, responsible for overseeing all aspects of his life at school and with whom he meets regularly, one-to one. In

addition, a boy can seek help from Lodgeparents, Form Masters and Mistresses, Sister, and, of course, the Headmaster.

The school is set within 70 acres of grounds and is extremely well resourced with many outstanding and modern facilities, which are continually added to. In addition to the academic curriculum, sport plays an important part in the life of the school, as does music, art, design and technology and drama; recent results in music scholarship exams, in particular, have been outstanding. All these activities, and many others, are extremely well provided for. The Chapel is at the heart of the school, both literally and figuratively.

Teaching at Summer Fields

The school recognises that its teachers are its most valuable asset and seeks to recruit and retain well-qualified and enthusiastic academic staff, who can communicate their knowledge and passion for a subject to the boys. Our teachers' primary aim is to develop the boys' intellectual curiosity, interest and enjoyment in an atmosphere of respect and discipline. The supportive community is particularly conducive to developing these qualities.

The school has its own salary scheme and the salary offered will depend on ability and experience. Members of staff who have children attending the school will be eligible to receive a significant discount on the fees. Other benefits include a contributory private healthcare scheme and the entitlement to membership of the Teachers' Pension scheme.

The Pre-Prep School

The new Summer Fields Pre-Prep will be founded on the same ethos and values as the Prep School. It will have modern, well equipped learning and library spaces as well as its own parking, gardens and playground, all within a secure, self-contained area on the school's main site. Pupils will benefit from a fun and challenging curriculum within a nurturing pre-prep environment. The school's extensive grounds, plantation and river access will enable Forest School and outdoor learning to be integral to the curriculum and life of the school. The Reception and Year 1 classes will also have dedicated access to outdoor learning spaces direct from their classrooms where they will be able to work, investigate and experiment outside the normal indoor environment.

Pre-prep pupils will have full access to everything the school's exceptional facilities and extensive grounds have to offer, including the sports hall, indoor and outdoor swimming pools, astro-turf, tennis courts, playing fields and adventure playground. Pupils will also benefit from the excellent food and dining room facilities as well as a first class medical centre which is permanently staffed by registered nurses. Combining the Prep School's outstanding facilities with a modern, well-resourced Pre-Prep and outstanding teaching and pastoral care will provide younger pupils with an unrivalled pre-prep experience.

Application Procedure

Please apply by submitting a fully completed application form and a CV together with a letter of application addressed to Mr David Faber, Headmaster. To satisfy the requirements for safer recruitment, we need to ask you for your full employment record. Details of any gaps between jobs or between finishing education and employment must be provided.

Applications should either be:

- posted to Summer Fields, Mayfield Road, Oxford, OX2 7EN or
- emailed to recruitment@summerfields.com

by the closing date of 25th February 2018.



JOB DESCRIPTION

Job Title: Pre-Prep Teacher (EYFS)

Reporting to: Head of Pre-Prep, Headmaster

Purpose of the Job

The Pre-Prep Teacher is at the centre of life in the Pre-Prep at Summer Fields. He or she is responsible for all teaching and learning within the classroom.

Main duties and responsibilities:

Teaching and Learning

- To plan work for the Reception class in accordance with the EYFS curriculum, school programmes of work and policies to ensure a broad, balanced and stimulating curriculum.
- Teach all boys to the highest standard, ensuring the learning experience matches the individual needs of the children in the class.
- Set and mark appropriate and sufficient classwork and prep as appropriate.
- To make appropriate educational provision for children with learning difficulties and for those with EAL, with support from the Learning Support department as required.
- Regularly review methods of teaching and programmes of work.
- Understand the expected demands of pupils in relation to the EYFS.

Monitoring, Assessment and Reporting

- Follow all the school and departmental policies on assessment, recording and marking.
- Report pupil progress against Early Learning Goals using software provided to staff, parents and carers, ensuring written content is of a high standard.
- Discuss within the department the preparation and development of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements.
- Attend all Parents' Meetings and organise any additional meetings with parents as appropriate.
- Communicate and meet with parents as appropriate and respond positively, professionally and promptly to e-mails, letters and messages from parents.
- To participate in admissions procedures, and conduct home visits as necessary.
- Assist the Head of Pre-Prep in ensuring EYFS profiles, internal and standardised assessments are conducted and reviewed.
- Ensure boys are prepared for transition to Year 1.

Pastoral Requirements

- Create a secure and happy learning environment, maintaining the highest levels of behaviour and discipline.
- Follow the rewards and sanctions procedures in accordance with the schools' policies.
- Look after the welfare of all children in your care.
- Maintain good order and discipline among the children and safeguard their health and safety in accordance with school policy.

Professional Requirements

- To manage a teaching assistant within the classroom.
- Prepare for a Staff Review with the Head of Pre-Prep as explained in the Review Policy.
- To organise and take children on school trips, in a safe and secure manner.
- Maintain the classroom fabric, and create engaging and interactive displays of a high standard, both in the classroom and around the Pre-Prep.
- Take responsibility for the upkeep of books, folders and resources.
- Read notices displayed in the staff room and relevant internal emails.
- Attend the Headmaster's briefings or Thursday weekly coffee break as appropriate.
- Participate in all relevant staff and departmental meetings in the school.
- Contribute to the activities, clubs and societies at Summer Fields.
- Follow and implement school policies and procedures.
- Participate in school arrangements for further training and development as a teacher.
- Attend outside courses to refresh and enhance classroom skills.
- Undertake supervisory duties as required by the Head of Pre-Prep.
- Support school functions, events and activities, some of which may be at weekends.
- When necessary, supervise boys and cover for absent colleagues as directed.
- Attend school before the start of term and after the end of term (up to three days before or after) to make necessary preparations as required by the Head of Pre-Prep and the Headmaster.

All Teachers are also expected to:

- Attend school lunch and help promote good manners and civilised behaviour in the dining room.
- Support and promote the ethos of the school.
- Enforce all school rules (which may be summarised as "Do as you would be done by").
- Comply with all health and safety procedures as required by the school.
- Carry out any other task or duty as reasonably required by the school.

Safeguarding

- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the school's Safeguarding Policy.

PERSON SPECIFICATION

Job Title: Pre-Prep Class Teacher (EYFS)

	Essential	Desirable
Qualifications	The class teacher will possess Qualified Teacher Status	In addition the class teacher may be able to demonstrate; <ul style="list-style-type: none"> • evidence of continuing professional development • Degree in Early Years or equivalent
Experience	Experience of teaching EYFS	In addition the class teacher may have experience of; <ul style="list-style-type: none"> • teaching across other key stages • working in related childcare settings other than schools • working in a Prep School environment
Knowledge and understanding	The teacher should have knowledge and understanding of; <ul style="list-style-type: none"> • the statutory requirements of legislation concerning Keeping Children Safe in Education and equal opportunities • the theory and practice of meeting the individual needs of children in EYFS • a variety of effective teaching and learning techniques • secure working knowledge of the EYFS, National curriculum and their assessment, recording and reporting requirements 	In addition the class teacher may have knowledge and understanding of; <ul style="list-style-type: none"> • a variety of methods of assessment and tracking of progress • teaching and learning strategies in specific curriculum areas (e.g. Music, Outdoor Learning, etc.)
Skills	The class teacher will be able to; <ul style="list-style-type: none"> • Create a happy, safe and effective learning environment • Develop effective, positive relationships with children, colleagues and parents • Communicate effectively (verbally and in writing) with a wide variety of audiences • Promote the interests of the school and its pupils at all times • Use IT effectively in Teaching and Learning 	In addition the class teacher may be able to demonstrate; <ul style="list-style-type: none"> • the ability to provide specialist expertise in specific curriculum areas (e.g. Modern and Foreign Languages, Physical Education, etc.) • the ability to provide extra-curricular and enrichment learning opportunities including trips and/or clubs
Personal characteristics	The class teacher will be; <ul style="list-style-type: none"> • Approachable • Committed • Enthusiastic • Motivated and motivating • Calm • Well-organised • Open and responsive to new ideas 	In addition the class teacher may be able to demonstrate; <ul style="list-style-type: none"> • the ability to lead a team within the curriculum (e.g. literacy and/or numeracy) • the ability to build and maintain links with department heads within the prep school)

Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.

APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES

Summer Fields is committed to safeguarding and promoting the welfare of every child at the school and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Application

- Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms in the absence of a good reason. However, they may be sent in addition to the application form.
- You are required to provide your complete employment history from leaving education to the present, ensuring that there are no gaps. Any gaps in your employment record will be verified during interview and employment dates will be verified with your referees.
- 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. Please see the job description for the post. If you are invited to attend a formal interview your suitability to work with children will be assessed.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore any unprotected spent convictions, cautions, reprimands and final warnings, must be declared.
- All successful applicants will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service. Applicants with periods of overseas residence and those with little or no previous UK residence will also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction.
- The school will carry out a Barred List check to ensure that applicants are not unsuitable for working with children. The school is also required to check that anyone appointed to carry out teaching work is not subject to a Prohibition Order issued by the Secretary of State.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Please indicate on the Application Form if you would prefer us not to contact your current employer until later in the recruitment process. We do not accept open references, references from relatives or from someone known to you solely as a friend.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including 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 still be asked about your suitability to work with children, although it may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.
- The provision of false information is an offence 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 the Department for Education.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following criteria:

- receipt of at least two satisfactory references (if these have not already been received), which have been personally verified;
- verification of original identity documents and right to work in the UK;
- verification of documents confirming any educational and professional qualifications that are necessary or relevant to the post (e.g. the original or certified copy of certificates, diplomas, etc.) Where originals or certified copies are not available, written confirmation of the relevant qualifications must be obtained from the awarding body;
- a satisfactory DBS Enhanced Disclosure, a check of the Children's Barred List and whether anyone appointed to a teaching post is not subject to a Prohibition Order;
- where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may be required to undertake in accordance with statutory guidance;
- for staff working in our EYFS setting, the completion of a Self-Declaration Form is required to confirm whether they, or anyone in their household, meet any of the criteria for disqualification under The Childcare (Disqualification) Regulations 2009.
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach.

Warning

Where a candidate is:

- found to be on DfE's Barred List or Prohibition Order, or the DBS disclosure shows s/he 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 local Safeguarding Children Board.