



Hazelwood School

## English Teacher Part Time (0.8) Maternity cover

### Welcome

It is a pleasure to welcome you to Hazelwood, a leading independent Preparatory School, which continues to forge an exciting path into the future of education with dynamism, commitment and a strong sense of community.

Our pupils are at the heart of everything we do and their remarkable energy and imagination inspires every one of the School staff each day.

Our committed staff, supportive parents and experienced Governors work together to form the strong and rich tapestry of our school.

## Our School

**We are a flourishing, non-selective, independent co-educational Prep School for children between the ages of 4 and 13 years of age with a linked Nursery and Early Years site catering for children from approximately 9 months to 4 years.**

The school is now approximately 600 strong across both sites, making it one of the largest Prep Schools in the country. Our pupils enjoy some amazing facilities, including the Baily Building which opened in September 2016, an Innovation Centre which opened in September 2018, the newly developed Outdoor Innovation Space, an all-weather Astro and a 200 seater theatre. The Prep School is set within 25 acres of countryside with far reaching views towards the Ashdown Forest and the South Downs beyond. The nearest town, Oxted, is less than one mile away and has excellent mainline rail links into London. The M25 and Gatwick Airport are also easily accessible.

Further details about the school can be found on the website: [www.hazelwoodschool.co.uk](http://www.hazelwoodschool.co.uk).



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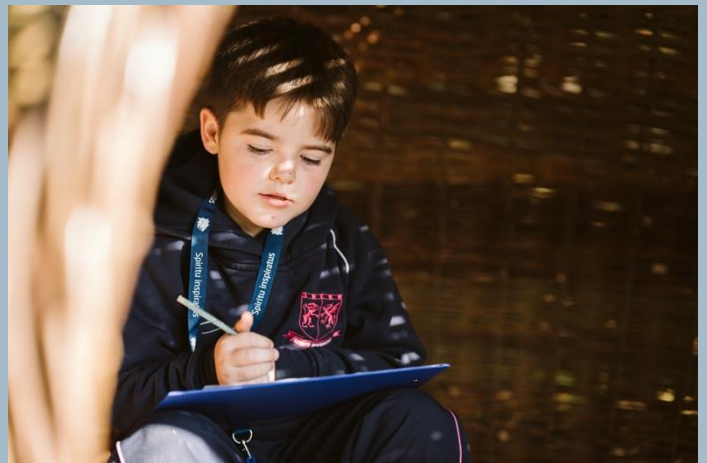
[hr@hazelwoodschool.com](mailto:hr@hazelwoodschool.com)

## Our Pupils

Our pupils have remarkable energy, imagination and consistently achieve incredible feats both inside the classroom and out. Academically, our pupils achieve excellent results across all key stages and secure senior school places at a vast range of schools, many pupils gaining highly competitive scholarships.

At Hazelwood, we have an unshakeable belief in the potential of every child. Whilst we play an important part in preparing our children for life, we place equal importance in them living in the present and enjoying the here and now; being part of this as educators is a privilege. We strive towards our pupils leaving Hazelwood being confident in who they are, honest about themselves, focused on what is important, resilient in all situations, able to care for and be sensitive to the needs of others and committed to their path and their community whilst retaining a sense of balance and humility.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**



## Employee Benefits

- Free lunch
- Onsite parking
- CPD
- Pension
- Use of staff gym
- Swimming pool
- Fees discount
- Wellbeing Hub
- Access to the Employee Assistance programme

# Appointment of English Teacher Part Time (0.8) Maternity Cover

We are seeking a well-qualified and dynamic teacher, who has a genuine passion for the subject to join our thriving department. The successful candidate will work alongside our Head of English in a supporting capacity, and actively contribute to the continued development of this core curriculum subject across the whole school

The department follows its own Programmes of Study on which our schemes of work are based to reflect our aim to inspire, in our pupils, a love and appreciation of literature in all its forms; the skills to communicate effectively in a range of contexts and forms that underpin our high expectations for grammatical accuracy. Additionally the successful candidate will be expected to promote, in our students, independent learning and critical thinking, so they leave us confident and keen to continue their educational journey.

To take full responsibility for the teaching of English throughout the age range specified. To support the Head of English by assisting with the development and continuous improvement of programmes of study which inspire the pupils and other staff that may be responsible for their delivery. Each POS should be progressive and set high expectations for pupils' progress. It should incorporate relevant aspects of the curriculum and ensure that the pupils are thoroughly prepared for entrance examinations, ISEB pre-test, Common Entrance when appropriate.

The teacher of English is required to include a range of teaching and learning approaches and resources in their day to day delivery. They must be both reflective and proactive in their teaching to ensure they are delivering the best possible journey through the English curriculum for every pupil. Formative and summative assessments are expected on a regular basis and half term formal assessments are carried out.



## Main responsibilities

- To specify, procure and maintain resources as agreed with the Head of English
- To contribute to the preparation of annual action plans for the department which show clear targets and how the actions will improve outcomes for the children.
- To contribute to the annual School Improvement Plan and the School's 5 Year Development Plan.
- To attend relevant INSET training.
- To read widely to ensure knowledge is current with respect curriculum developments, pedagogy and related matters which may impact upon the English department.
- To maintain comprehensive tracking of formative and summative assessment within the subject area.
- To promote the subject regularly by encouraging and leading special events and displays of work.
- To arrange suitable visits and visitors to enrich the curriculum with prior agreement from the Head of English.
- To ensure that parents are dealt with in a professional manner.
- To attend departmental meetings and to carry out actions allocated in a timely and effective manner.
- Liaise effectively with all stakeholders, including other members of the school team such as the SEN department.

## Communication lines

- To work closely with the Head of English

## Other duties & responsibilities

- Other duties that the Head may, from time to time, ask the post-holder to perform.





## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Good Honours Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Key stage 2 and 3</li> </ul>	

# Application Process

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

## Applications

- Application forms can be found on TES and should be sent to [recruitment@hazelwoodschoo.com](mailto:recruitment@hazelwoodschoo.com) or posted to the school.
- For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted

## References

- References may be taken up before being shortlisted, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

## Safeguarding Duties and Responsibilities

- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact. This role is a teaching or teaching support role involving extensive contact with and responsibility for children.

## Dates

- Closing Date: Sunday 29<sup>th</sup> June 2025
- Interview Date: During the week commencing 30<sup>th</sup> June 2025
- Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.

## More information

- For more information on the role, or to come and visit Hazelwood School prior to applying then please contact HR on [recruitment@hazelwoodschoo.com](mailto:recruitment@hazelwoodschoo.com).



# Hazelwood School Competencies

## Building Relationships

To foster and promote positive, trusting and professional relations within and beyond the school community.

## Professionalism

Shows consideration and respect for others and embraces diversity within the Hazelwood community. Demonstrates excellent professional knowledge and passion for their job role whilst maintaining high expectations of themselves and others.

## Communication

The ability and drive to share and receive information (both written and verbal), seek advice and liaise with the staff, children, parents and others within the Hazelwood community.

## Planning and Organisation

The ability and desire to plan and organise effectively to meet the needs of all.

## Adaptability and Flexibility

To demonstrate a willingness to be open to change, to be approachable and pro-active in all aspects of your role.

## Teamwork

The ability and desire to work cooperatively with others, recognising and supporting team members. Understanding that there are many varied teams within Hazelwood, involving students, staff, parents, Governors and Community constituents.

## Blg Picture Thinking

To be able to see the School as a whole and not just your department's perspective. To contribute to the whole School Vision by driving for the change and innovation it promotes, maintaining the highest of expectations from yourself and those around you.

## Leadership

To influence and maximise the effort of others towards the achievement of our school vision and to translate this vision into reality.

