



# **EATON HOUSE THE MANOR PRE-PREPARATORY SCHOOL**

Required for January 2020

## **Key Stage 1 Form Teacher** (Maternity Cover)

### **Eaton House Pre-Preparatory School**

Eaton House Schools comprises of five individual schools spread across two sites. All the Schools are well known for their academic prowess and outstanding results across the board. Our understanding of all children and their different levels of development are addressed effectively with an emphasis on encouraging and fostering individual areas of talent as well as instilling confidence, self-worth and respect for others.

Eaton House Pre-Prep has a non-selective entry for boys aged 4 to 8 years old. The boys are both nurtured and stretched to ensure they achieve the highest standards in the classroom, on the games pitch, and in their manners and behaviour.

Eaton House The Manor is situated on Clapham Common and is housed in a beautiful Grade II listed building dating back to 1792.

Clapham Common tube station is ten minutes' walk away and Clapham Junction is fifteen.

### **Job Description**

The boys start in the Kindergarten (Reception) which has a non-selective three form entry.

Form teachers are responsible for the welfare and educational development of all pupils assigned to them by the Head Teacher.

Form teachers will be required to:

- Plan and prepare schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in the form.
- To teach various forms, groups or individual pupils, and to set tasks to be undertaken both at school and for homework.
- To mark and assess pupils' work and to record their development, progress and attainment.

- To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.
- To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress.
- To maintain an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole.
- To provide oral and written assessments, reports and references for individuals and groups of pupils.
- To take part in the life of the school by attending assemblies, registering the attendance of pupils and supervising pupils at play and lunch.
- To contribute fully to the extracurricular life of the school.
- To keep abreast of developments in current educational thinking and practice.

## **Salary**

The School has its own competitive salary which is reviewed annually. The DfES Pension Scheme is available to all staff.

## **Safeguarding and Child Protection**

Eaton House Schools is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

## **Applications**

Please send by post or email a completed and signed application form and the Disqualification Self-Declaration form included in the application pack, along with any enquiries, to [hr@eatonhouseschools.com](mailto:hr@eatonhouseschools.com). Miss Jessica Morse (Head of HR) can be contacted via this email address or on 0207 924 6000.

*The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headteacher.*