



The Beacon

An independent day school for boys aged 4 to 13 years

Teacher of English For September 2019

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Address: The Beacon
Amersham Road
Chesham Bois
Amersham
Bucks HP6 5PF

Telephone: 01494 736165

Email: headspa@beaconschool.co.uk

Website: www.beaconschool.co.uk

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

***The Beacon is an equal opportunities employer.
Registered Charity number 309911.***

From Will Phelps, Headmaster



Dear Applicant

We are seeking an inspiring specialist English Teacher to work primarily with our older boys (year groups 6 to 8). Whilst this is a teaching opportunity focused heavily on Upper School English, we are also looking for someone who is interested in teaching to a lesser degree and as appropriate, across the spectrum of Key Stage 2.

The Beacon is a large independent day school for boys aged 4-13. The school occupies a 20 acre site half way between Amersham and Chesham, easily accessible from London by Met Line/Chiltern Railways and not far from the M25. We have superb facilities and resources that support a forward-looking educational environment.

We have specialist subject teachers and class teachers. Flexibility and variety are incredibly important to us. Our teaching staff work collaboratively and across sections of our school. For example, many will be involved in teaching sport and games too. The majority of teaching will be in the subject of English, but in this role you may be required to contribute to teaching and learning in other areas to enable us to deliver an effective and efficient timetable. As part of our Beacon staff community, you will be expected to immerse yourself into wider school life and depending upon the needs of the school, you may also be required to perform a pivotal role as tutor to our older boys.

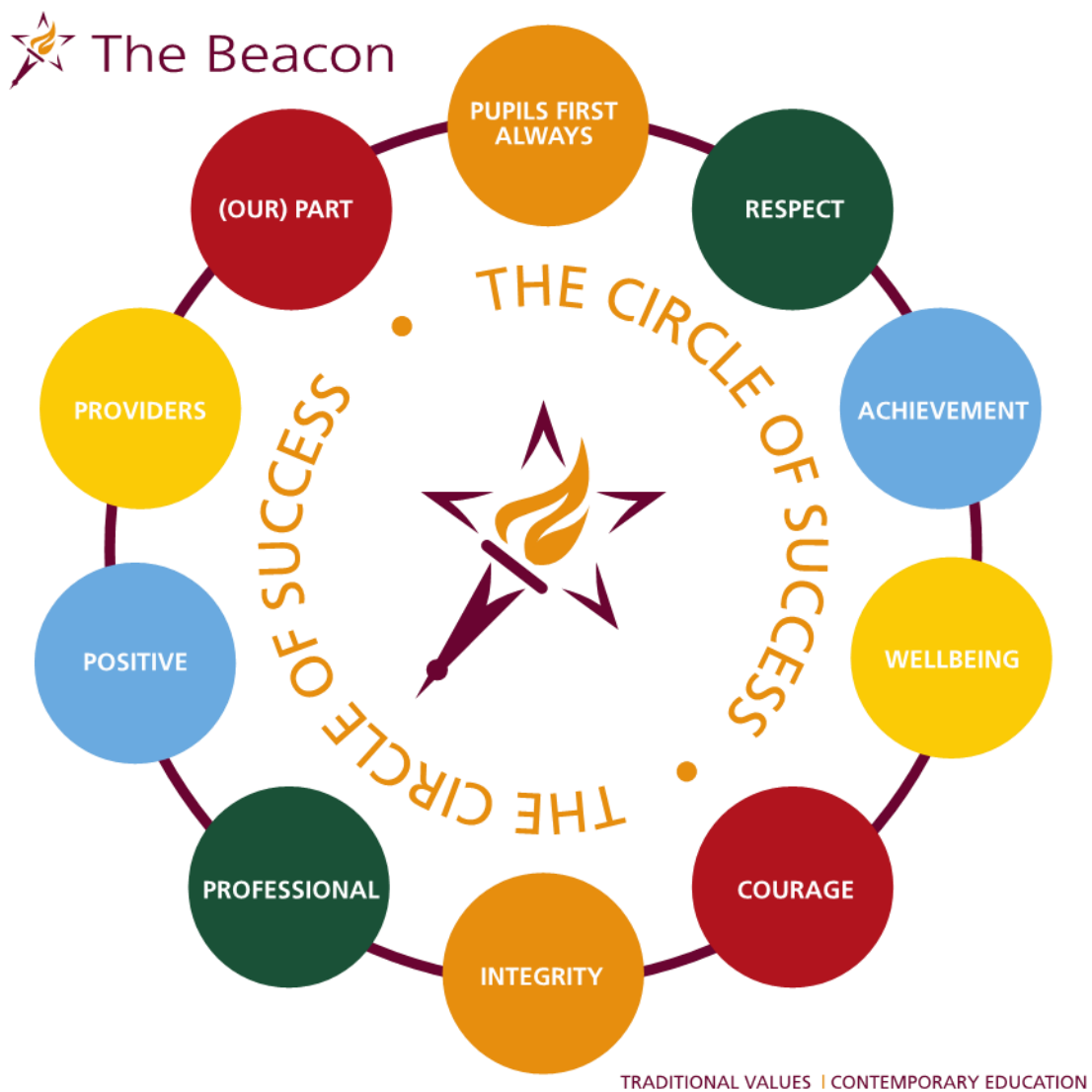
For more information please see our website, which also contains useful policies including Safeguarding, and please note that there may also be the potential for accommodation on site.

The Beacon is a remarkable school and we seek remarkable people. I look forward to hearing from you.

A handwritten signature in dark ink, which appears to read 'Will Phelps'. The signature is stylized with a large, looping initial 'W'.

Will Phelps
Headmaster

The following is our 'circle of success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our school.



The Role

JOB DESCRIPTION

As a Teacher (with an English Specialism), the main areas of responsibility are:

- To teach English primarily from Year 6 to Year 8 with skill, enthusiasm and dedication, and as required, other subjects to meet the needs of the school timetable from year to year
- To encourage and stimulate the boys to achieve excellence in all their endeavours and to expect the highest standards
- To prepare lessons in line with the agreed curriculum and schemes of work in the subject
- To mark and assess boys' work and progress in line with the school and departmental policies and to record assessments in a clear and informative manner, using our digital systems
- To report progress to parents at parents' meetings and in written reports
- To ensure that the boys' work is presented and maintained in an organised, appropriate and accessible format
- To create an atmosphere within the classroom and surrounding corridors that will encourage learning. This will include the displaying of boys' work, posters, pictures and artefacts as appropriate and keeping them up to date and refreshed
- To work closely in a team with other teachers and assistants, the Head of Department and Head of Section and all members of the School Leadership Team
- To assist and support colleagues and the Head of Department by developing and sharing new resources, assisting with general administrative duties and other reasonable tasks
- To make full use of the teaching resources available including information technology
- To liaise with the staff in the Learning Support Centre to ensure that the needs of all boys with SEN are met
- To ensure that IEPs are managed and maintained effectively
- To maintain records and notes on academic issues on the electronic profiling system

Pastoral

- To look after the well-being and pastoral needs of the boys in the class
- To reinforce the Values of The Beacon
- To monitor closely the behaviour of the boys in the class and deal with any inappropriate behaviour, in consultation with the Senior Master if necessary
- To encourage and reward the boys for good behaviour, using a variety of different and appropriate methods
- To communicate effectively and regularly with parents and other staff by responding quickly to emails and queries, by attending relevant meetings, parents' evenings and other events

- To liaise with the Senior Master/Pastoral Team where necessary
- To liaise with the School Counsellor, where necessary
- To maintain records and notes on pastoral issues on the electronic profiling system

Other

- To contribute to discussions, assessment and lesson observations to ensure that 'Beacon Excellence' (our commitment to the highest teaching and learning standards) is in full force;
- To take part in professional development and arrangements for staff training (including Inductions, Probations, INSET and Professional Development Reviews)
- To be prepared to upskill in IT with systems in place at the School if necessary

Additional Duties

- To perform break time and lunchtime duties on a rota basis
- To organise and run clubs as required of all staff
- To supervise boys during assemblies
- To assist with the organisation and running of trips and events when necessary
- To be a form tutor

Personal Attributes

- Proven experience of teaching English (E)
- Educated to degree level (E)
- Recognised Teaching Qualification (E)
- English degree preferred (D)
- Relevant experience of working with pupils at both primary and lower secondary level (D)
- Knowledge of Senior School Entrance examinations and access arrangements is desirable, but not essential (D)
- Willingness to teach beyond specialist subject (E)

In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the boys to learn.

The Process

The school is committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

Please complete the Application Form in full (CVs cannot be accepted), which is available from the school website, with a covering letter and send:

- by e-mail to headspa@beaconschool.co.uk
- by post to: Mr Will Phelps, Headmaster, The Beacon School, Amersham Road, Chesham Bois, Amersham, Bucks HP6 5PF

The closing date for receipt of applications is **21 March 2019**

Interviews will be held the week of **25 March 2019**

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

