



HAMPTON
PRE-PREP & PREP SCHOOL

YEAR 1 CLASS TEACHER

**PART TIME
MATERNITY COVER**

February 2020

CANDIDATE INFORMATION PACK



Closing Date for Applications: 9.00am on Monday 11 November, 2019

Interviews Scheduled: w/c Monday 18 November, 2019

➤ TEACHING AT OUR SCHOOL

Hampton Pre-Prep & Prep School is a selective, independent day school for approximately 230 pupils across two sites. The Pre-Prep is accommodated in its own attractive Edwardian buildings in Wensleydale Road, and the style of the property helps to create a secure and homely feeling for the children in this early, yet, formative stage of their schooling. The Prep site, on Gloucester Road, has recently been completely rebuilt.

Hampton Pre-Prep & Prep welcomes applications from colleagues teaching in both the state maintained and independent sectors for this position of part time Class Teacher (Maternity Cover). It will involve teaching our Year 1 class and is an exciting opportunity for a positive, determined and dynamic individual who shares our vision and aspirations that every child succeeds. We are looking to appoint an individual who has the necessary classroom skills and experience to ensure we achieve our goals of excellence.

The exact nature of the teaching responsibilities we are looking for will be dependent upon the successful candidate's expertise and will be discussed at interview and agreed at the point of offering the post. The overall responsibilities particular to this post are subject to general duties and responsibilities contained in the Contract of Employment and letter of appointment.

Hampton Pre-Prep & Prep is one of the two Schools that constitute The Hampton School Trust, Hampton School being the other. Terms and Conditions for all Trust employees, Pre-Prep teaching staff included, are excellent. Expectations, both internal and external, are high. Teachers here are required to work hard and to go the extra mile to ensure that the potential of all the girls and boys in their care is completely fulfilled.

As an independent school we are not obliged to teach the National Curriculum, however, much of what we do is heavily based upon it. We have the privileged freedom to enhance our curriculum offer as we see fit. As a school reflective of its practice, we work hard to ensure we are always making the most of this gift and, how this affects all spheres of school life. Above all, we want our pupils to have a tremendously enjoyable day at school, every day, certain of the progress they know they have made however large or small by the end of it.

In addition to their class and any specialised subject teaching responsibilities, all teachers in the Pre-Prep are expected to offer at least one Co-Curricular Activity per week or cover a Late Stay duty after the day's lessons end. We operate an induction and mentoring programme for all teachers new to the School and for those new to teaching.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people 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 Safeguarding Policy and Procedures 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 safeguarding designated person(s) or to the Headmaster. Hampton Pre-Prep & Prep is an equal opportunities employer.

➤ PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications	<ul style="list-style-type: none"> • Degree with QTS • Evidence of continuing career development 	<ul style="list-style-type: none"> • Higher degree
Experience, Knowledge and Skills	<ul style="list-style-type: none"> • In depth understanding of the requirements of the National Curriculum appropriate to Key Stage 1 but willing to accept and teach modifications of it • The ability to create and teach lessons across the curriculum range throughout Key Stage 1, using a variety of pedagogical approaches, taking into account pupils' differing needs • A good, up-to-date knowledge of the latest SEN Code of Practice • A clear understanding of the difference between formative and summative assessment and evidence of the impact of both upon pupils' progress • An understanding of how ICT and related emerging technologies can support and enhance learning 	<ul style="list-style-type: none"> • An awareness of current best practice across the wider educational landscape, both nationally and internationally • An awareness of the requirements of the Early Years Foundation Stage with specific reference to the learning and development requirements
Personal Qualities	<ul style="list-style-type: none"> • A cheerful and well-presented person with an excellent sense of humour! • A great deal of patience • Capable, calm and organised • Compassion and empathy • Resilience, stamina and drive • Confident communicator with a tangible passion for education • Flexible and creative • Tactful and diplomatic with the ability and experience to handle sensitive situations effectively • Commitment to involvement in wider school life 	

➤ JOB DESCRIPTION

Other duties may be added to or removed from this job description, depending upon the qualifications, expertise and experience of the successful candidate.

Pastoral

- Expect and embody kindness, in terms of initiating, developing and maintaining positive relationships with everyone in our School; accept that ‘children do not learn from people they do not like’.
- Be an identifiable, professional role model for the pupils, colleagues and parents connected to our School, both within and outside the classroom.
- Be an approachable point of contact for parents and recognise that the pastoral role of the teacher extends beyond the classroom.
- Take a proactive approach to initiating and maintaining friendly, sensible relationships between the pupils at our school.
- Be a wise, trusted listening ear for the pupils in our School, taking any concerns they may have seriously whilst accepting that as adults we have a view that enables us to maintain a sense of perspective when resolving disputes or solving problems.
- Communicate effectively and efficiently, with the appropriate level of tact and sensitivity when required, any news or information about the pupils in their care to other colleagues, the Head of Pre-Prep, the Headmaster and parents and maintain retrievable written records of all such communication.
- Offer a co-curricular activity to pupils in the School from Reception to Year 2 (or complete a Late Stay duty after school).
- Recognise that effective pastoral education is likely to occur in every lesson during the course of every day by virtue of all our actions.

Academic

- Collaborate with colleagues where necessary to plan lessons carefully, in advance of each half term and submit them to the Head of Pre-Prep.
- Teach lessons, based on the School’s published Schemes of Work, which are designed to ensure that our pupils always make identifiable, meaningful progress across all subject areas.
- Reflect upon pupils’ progress and intervene in carefully considered, intelligent ways in order to address any shortfall as and when it emerges.
- Understand the critically important impact that formative assessment processes have upon pupils’ progress and work in such a way as to embed them throughout the teaching and learning that takes place on a daily basis in every lesson.
- Understand the equally important impact that effective summative assessment has upon pupils’ progress and adhere to the schedule of assessments planned throughout the academic year.
- Produce written reports of pupils’ progress that identify what has already been achieved but also sets out the next steps each child needs to take, in line with published deadlines and guidelines.

Safeguarding

- Maintain particular responsibility for promoting and safeguarding the welfare of all our pupils by ensuring that the School's Anti-Bullying Policy is followed and any unkindness between pupils is resolved swiftly and securely.
- 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 Safeguarding Policy and Procedures at all time.
- 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 pupils in the School s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster immediately.

General

- Arrive at school sufficiently in advance of the pupils' official start to the day in order to ensure planning and preparation for the day ahead are complete.
- Register the attendance of pupils and ensure they are well organised and well equipped to meet the demands of daily life in the Pre-Prep.
- Be prepared, in good grace, to cover for colleagues in their absence when reasonably required and expect the same in the event of any planned for or unforeseen absence.
- Be prepared to participate in, and indeed organising, day trips for pupils in the Pre-Prep.
- Attend all school functions that directly involve our pupils and to offer help when needed, e.g. plays, Sports Days, Summer Concerts, Prize Giving etc.
- Attend staff meetings at the beginning of each term as well as those regularly scheduled to take place after school, during the course of each term.
- Take a proactive approach to continuing professional development by maintaining a highly reflective view of their practice and participate in the School's Professional Development Review process.
- Contribute to and work towards fulfilling the aims of *The Higher Document*, our name for the School Improvement Plan.
- Read and follow all School policies relating to the fulfilment of the professional duties expected of a member of the teaching staff at Hampton Pre-Prep & Prep.
- Be aware of Health and Safety issues and to comply with Health and Safety policy.
- Carry out any other duties as may be reasonably required by the Headmaster.

Remuneration will be commensurate with the importance of the role and the experience and qualifications of the successful candidate.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

HOW TO APPLY

- a) Please submit a typed letter of application no smaller than font size 11 on no more than two side of A, addressed to the Hampton Pre-Prep & Prep Headmaster in addition to the completed Application Form
- b) Applications to be sent to **recruitment@hamptonschool.org.uk**
- c) Applications will only be accepted from candidates who complete the School's Application Form **in full.**

Hampton Pre-Prep and Prep School, October 2019.