



Reception Class Teacher, Maternity Cover required from the Summer term 2025 Candidate Information Pack



INTRODUCTION

“Children make excellent progress in communication, language and literacy”

- ISI inspection, February 2022

This role will be for a qualified Early Years Teacher (Maternity Cover) to take responsibility for the personal development, learning and progress of all pupils in one of our two Reception Classes. They will have the skills and commitment to develop highly effective, positive relationships with pupils and create teaching and learning opportunities that bring out the best in children. The post holder will plan and deliver our creative curriculum, engaging extensively in teamwork and utilising imaginative and creative ideas, resources and techniques to bring learning to life.

Closing date for applications: 9:00am at Wednesday 8 January 2025.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Part of the Mill Hill Education Group

A CHARITABLE COLLECTION OF INDEPENDENT SCHOOLS

Co-Educational

NURSERY AND PREP SCHOOL FOR PUPILS AGED 3 TO 13

200 Meters

FROM WINCHMORE HILL TRAIN STATION

Wrap Around Care

FROM 7:35AM - 6:00PM

Small Class Sizes

INDIVIDUAL ATTENTION FOR EVERY CHILD

School Clubs

WIDE RANGE ON OFFER

THE SCHOOL

Keble Prep

Keble provides an excellent all-round education, combining high academic standards with opportunities for children to achieve in Sport, Music, Drama and a broad extra-curricular programme. An education that develops the abilities and enthusiasm of every child.

At Keble, each student is encouraged to think independently, to be continuously inquisitive and reflective. Each individual pupil is valued and encouraged to uncover and nurture their talents, whilst celebrating their achievements.

A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



JOB DESCRIPTION

Teaching and Learning:

- To create and manage a caring, supportive, purposeful and enabling indoor and outdoor learning environment that is well designed, organised and conducive to independent learning
- To provide spiritual, moral and academic education for the pupils in their care
- To provide a broad, balanced and challenging curriculum that delivers the EYFS in a creative, immersive and interconnected manner
- To recognise the various interests and strengths of pupils and plan activities which enable these to develop further
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
- To ensure effective use of support staff within the classroom that enhances the children's learning

Assessment and feedback:

- To keep careful and accurate records of children's progress, including the use of observations, teacher assessment and standardised assessments where relevant
- To provide effective feedback to children and parents about their progress and next steps
- To be available for consultations and liaison with parents at reasonable times, and to meet with parents formally for parents' evenings twice a year, keeping clear and helpful records
- To produce clear and informative reports on each child's progress and attainment
- To maintain each child's 'Learning journey' across the school year, and ensure high standards of presentation

Pastoral:

- To be responsible for the pastoral care of all pupils within the class, working with key colleagues and parents to ensure physical, emotional and mental wellbeing
- To deal with any safeguarding concerns as a matter of priority according to our policies and procedures
- Support and contribute to the school's responsibility for safeguarding pupils and developing a culture of safeguarding across the school

- To promote high expectations of behaviour and implement the behaviour policy
- To attend assemblies and lead assemblies from time to time
- To prepare pupils for one class assembly per year and support with the preparation of the Pre-Prep/EYFS Christmas production

Whole school contribution and Professional Development:

- To make contributions to the wider development of the school through focus groups, training sessions, staff meetings and own initiative
- To attend inset sessions as directed by the Headmaster, and additional professional development days as reasonably requested by the Headmaster
- To participate actively in our appraisal process in order to review performance and develop professionally
- To embrace ongoing learning and development as a professional and to be open to innovation and new initiatives, embracing a culture of continual school improvement



Health & Safety:

- To share with colleagues, including the Headmaster and Head of Pre-Prep, general collective responsibility for the supervision and welfare of children throughout the school
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- To ensure pupils are correctly registered twice a day
- To occasionally cover absent staff as requested to ensure smooth running of the school
- To ensure that trips are organised in accordance with our educational visits policy
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the relevant senior person
- To support with daily and regular risk assessments for the EYFS and Pre-Prep

Additional requirements of the role:

- Work towards and support the school's vision and the current school aims and objectives outlined in the School Development Plan
- Contribute to the school's programme of extra-curricular activities
- Build effective relationships with parents and support the Headmaster and Head of Pre-Prep in promoting the ethos of the school
- Promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, and conduct whilst maintaining positive, courteous relations with pupils, parents and colleagues
- Adhere to all policies and be familiar with these, taking initiative to access and refer to them as necessary or appropriate
- Undertake other reasonable duties related to the job purpose required from time to time, as directed by the Headmaster, Deputy or Head of Pre-Prep
- Attend Open Mornings during the school year and make a positive contribution to representing and promoting the school



PERSON SPECIFICATION

This role will be for a qualified Early Years Teacher to take responsibility for the personal development, learning and progress of all pupils in Reception class. They will have the skills and commitment to develop highly effective, positive relationships with pupils and create teaching and learning opportunities that bring out the best in children.

The post holder will plan and deliver our creative curriculum, engaging extensively in year group collaboration and teamwork and utilising imaginative and creative ideas, resources and techniques to bring learning to life.

They will work constructively with their Level 3 Teaching Assistant, utilising their skills to allow learning to flourish for every child. In addition, they will manage the effectiveness of the learning environment, ensuring that it is well organised, inspiring and conducive to independent learning.

They will have high standards of themselves as a professional, engaging in high quality interactions with children and effective working relationships with colleagues and parents that uphold the values of the school. An appreciation and understanding of the EYFS is essential.

Qualifications and Skills

- An excellent EYFS practitioner with proven skills through experience or training
- Qualified Teacher Status
- A child centred and creative approach to teaching and learning
- A commitment to continual school improvement

Abilities, Skills and Attributes

- Excellent collaborative and team work skills
- A flexible, proactive and willing attitude
- An enthusiastic and positive demeanour
- A professional approach to the workplace and relationships with colleagues, parents and pupils
- Excellent organisational skills
- Stamina and the capacity for hard work
- A sense of humour
- Warmth



HOW TO APPLY

- 1 If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

- 2 Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Wednesday 8 January 2025**.

Interviews to take place w/c 18 January 2025.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.



Keble Prep. A part of the Mill Hill Education Group.



We offer a happy space, a growing space and a learning space.




Keble Prep

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