



PRE-PREPARATORY DEPARTMENT

FULL TIME RECEPTION TEACHER (Maternity Cover)

The Oratory Preparatory School (OPS) is a Roman Catholic day and boarding school for boys and girls from 3 to 13. The school welcomes both staff and pupils of other denominations and faiths. There are around 420 pupils in the school, 120 of them in the Pre-Prep Department and 320 in the Prep school. The school is set in 60 acres of beautiful countryside on the edge of the Chiltern Hills, nine miles north of Reading.

The OPS aims to provide the best possible education for its pupils. Staff are expected to maintain a very high standard of teaching and are provided with every support from the Headmaster, the two Deputy Heads and the head of Pre-Prep. The successful candidate must be willing to contribute fully to the life of the school and to participate in such duties as are customary for staff at the OPS. The teacher will be line-managed by the head of Pre-Prep but will be responsible ultimately to the Headmaster or in his absence the Deputy Head (School Management).

Outline of the Post:

The person appointed will:

- A fully qualified teacher with Early Years' experience
- Take responsibility for teaching the Reception class of up to 18 children
- be familiar with the Early Years Foundation Stage Profile
- Endeavour to provide the best opportunities possible to inspire the children and to promote the ethos of the school.
- Promote of the highest possible standards of behaviour, commitment and achievement by the children.
- The ability to work as a supportive member of a team and to be flexible is essential.
- Develop the social and communication skills of the children as well providing a safe and secure environment in which the child can learn.
- Record observations and summarize the children's achievements in their Online Learning Journeys and EYFSP.
- Focus on optimum child development and preparation for a successful transition to KS1.

- Attend weekly meetings and share own views and ideas in order to improve the effectiveness of the department.

General Teaching and Other Responsibilities

The responsibilities of a teacher are complex and extensive; catering for a wide range of children's needs and providing provision and organisation of a variety of learning experiences.

The teaching and curriculum should;

- Be appropriate to the children's individual physical, intellectual, creative, emotional and social needs, ensuring it closely matches the stages of development and abilities of the each individual child.
- Take into account best practice as defined in the Early Learning Goals and the National Curriculum at Key Stage 1
- Provision of an appropriate and stimulating learning environment, including effective classroom organisation which provides for efficient use and storage of necessary resources so they can, as far as possible, be used and maintained by the children.
- Monitoring the children's work so that learning experiences and children's progress can be effectively monitored to ensure progression.
- Ensure display and presentation of children's work shows the high value placed on all children's genuine efforts, along with the provision of interactive displays.
- Use sensitive and systematic marking of all children's work.
- Create a lively and challenging environment in which imagination, investigation, questioning and enquiry are apparent so that children can be helped to develop independence of thought.
- Be aware of developments in education so as to continually update and grow in professional expertise.
- Support, maintain and develop the aims and policies of the school.
- To look for professional development opportunities and to attend courses, training sessions etc. as appropriate, including in all school led training. Where appropriate lead training for other staff in the school.
- To work in partnership with parents.
- To carry out break and lunchtime duties.
- To provide Long, medium and short term planning to the Head of Pre-Prep each term. The short term planning will give more detailed lesson plans based upon the medium term planning and include appropriate differentiation.
- To work in liaison with the other teachers so as to encompass cross-curricular teaching.

- To work in close partnership with the Early Years staff of teachers and teaching assistants.

All teachers working at The Oratory Preparatory School are expected to meet the standards below.

Outcomes

To enable the children to:

1. Behave responsibly, showing sensitivity and compassion to the needs of others;
2. Make very good progress;
3. Reach their potential;
4. Achieve excellent results

Learning

1. To develop enthusiastic and confident learners
2. To inspire each child to achieve their potential

Teaching

1. To have high expectations.
2. To know the children well.
3. To plan and implement effective strategies.
4. To meet the varied needs and aspirations of the children.
5. To maximise the use of resources.

Knowledge and Understanding

1. To keep up to date in specialist subject knowledge, the use of new technologies, educational research and development.
2. Use the aforementioned knowledge to aid the raising of standards throughout the school.
3. Work with colleagues to develop a holistic education which blends tradition with innovation.

Professional and Personal Skills

1. To inspire trust and confidence.
2. To show and command respect.
3. To act with integrity, discretion, courtesy and to respect confidentiality.
4. To be open minded.
5. To be a good communicator and organiser.
6. To manage time effectively.
7. To use skilful and effective questioning.
8. To actively contribute to the policies and aspirations of the school

Partnership with parents and the community (both local and global)

1. Provides parents with all relevant information especially regarding their child's progress.
2. To seek, value and acts upon parents' views.
3. Work in partnership with parents.

Essential Skills & Experiences

The post holder needs to be an adaptable, supportive, vigilant, positive and willing member of staff and to enjoy working with children. The skills and attributes that follow are an important part of the role of the teacher. The successful applicant is expected to have experience in them and apply them, singly and in combination, in relation to each of the key areas in the job description.

1. Relevant teaching qualification
2. Experience of teaching children
3. Be an outstanding teacher
4. Be able to run an extra-curricular activity
5. Confident and able in ICT
6. Teamwork – be able to work as part of a team, including leading Teaching Assistant and other adults
7. Communication skills – be able to make points clearly and understand the views of others.
8. Self-management – be able to plan time effectively and to organise themselves well.
9. Decision making skills - be able to investigate, solve problems and make decisions.

Salary will be in accordance with qualifications and experience. Please note we cannot accept CV's alone, we also require a fully completed application form.

October 2017