



Old Vicarage School

Old Vicarage School is a thriving independent day school for 200 girls aged between 3 and 11 years. The school is situated in a quiet, residential area of Richmond and occupies a beautiful Grade 2* listed 'castle' on Richmond Hill. Whilst retaining traditional values, there is a clear vision for the future; teaching and facilities combine the very best of the old and new.

The School aims to provide pupils with a firm foundation not just for the next stage of their education, but also for the rest of their lives. It is non selective and yet achieves excellent results for the girls with most achieving first choice senior schools and many obtaining scholarships and exhibitions to leading senior schools. As well as attaining a high academic standard, the girls build personal qualities of confidence, self-reliance and respect for others, so that they are fully prepared for the challenges and opportunities that lie ahead.

The School's pre-school, 'Little Vic' opened in September 2019 on a separate site close to the main School. Girls may join Little Vic in the September following their third birthday. All children are expected to progress on to the Reception Class at Old Vicarage.

LITTLE VIC TEACHER – JOB DESCRIPTION

The Role

The Little Vic Teacher reports to the Head of Little Vic and is responsible for helping her to develop the social, academic, moral, physical and emotional development of each child in a safe, caring and stimulating environment.

The Little Vic Teacher will be expected to deputise for the Head of Little Vic when necessary and take responsibility for the running and management of the Pre-School in her absence.

The Little Vic Teacher will be required to:

- Work productively with the Little Vic team to provide a safe, stimulating and caring Early Years learning environment;
- Help create a warm, welcoming and positive environment for the children, parents and staff;
- Have a thorough knowledge of The Little Vic Early Years Curriculum;
- Promote and maintain high standards of good professional practice;
- Plan and prepare stimulating lessons;
- Be present at all parent meetings and events to discuss and promote the progress and well-being of pupils;
- Be available to parents for advice and discussion regarding their child's well-being at times other than scheduled parent/teacher meetings;
- Keep abreast of current thinking by undertaking appropriate CPD training;
- Undertake all required safeguarding, first aid, food hygiene and staff inset training;
- Demonstrate resilience and support others during challenging and stressful situations;
- Develop a productive and cordial working relationship with key members of the Church staff;
- Help manage and plan the work of the Little Vic Teaching Assistant;
- Attend OVS social functions and school events in support of colleagues;

- Use the 2simple program to take frequent observations of children and use these to inform regular assessment.
- Write reports for key children in Autumn, Spring and Summer Term;
- Undertake any other duties the Head of Little Vic deems necessary.

The Little Vic Teacher will be required to assist the Head of Little Vic with:

- Setting priorities and co-ordinating action plans for the Little Vic that lead to the best educational experience for the children;
- The development, reviewing and updating of the Little Vic Pre-School Curriculum;
- The regular assessment of pupils, including the Little Vic baseline to enable progress tracking;
- Ensuring continuity, progression and a smooth transition for the children between the Pre-School and Reception classes;
- Producing teaching timetables and duty rotas and ensuring duties are performed effectively;
- Ensuring that the Little Vic is well organised, functioning effectively and kept clean and tidy;
- Providing advice, guidance and support to Little Vic staff;
- Arranging activities which engage the children and their parents;
- Hosting open mornings for parents which celebrates the work of the children;
- Planning and organising appropriate outings;
- Ensuring all required safety and security procedures are followed and updated as necessary.

LITTLE VIC CLASS TEACHER - PERSON SPECIFICATION

All staff at the Old Vicarage have the highest standards of professionalism and are expected to embrace the culture of mutual support and co-operation which makes the school such an enjoyable place to work.

To fill this post we are looking for:

Essential

- Level 4 qualification in Early Childcare Studies or a QTS or EYTS teaching qualification.
- At least two years EYFS teaching experience.
- Experience of planning for and managing the work of a teaching assistant.
- Excellent written and oral communication skills – for pupils and parents.
- Warmth towards pupils combined with the ability to create a calm and organised classroom environment.
- Experience of creative use of interactive whiteboards and other technology to deliver inspiring lessons.
- A high standard of personal presentation.
- A willingness to offer extra-curricular activities after school.
- A sense of humour and an optimistic, resilient style when faced with pressure.
- The ability to develop good working relationships with all members of the School community.
- A readiness to wholeheartedly embrace the spirit of our independent prep school.

Desirable

- Experience of teaching in an independent school.
- Firefly VLE user skills
- ISAMS (pupil database) user skills

Child Protection & Safeguarding

All staff are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.

Job description approved by: Gillian Linthwaite, Head – September 2021