



DANES HILL SCHOOL

PRIMARY YEARS TEACHER



Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.

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Thank you so much for your interest in Danes Hill School and Bevendean.

I hope that this information pack gives you a sense of what being a teacher at Danes Hill School is like – and the warm and positive school environment you will be joining if you are successful in your application.

I was very excited to join Danes Hill School and Bevendean as Head in the summer term 2022. I have enjoyed getting to know the staff, pupils and parents well and what has been immediately obvious to me is that the staff here care passionately about every pupil achieving their very best outcomes – equally across academic subjects, sports, music, drama and the arts.

Danes Hill educates pupils from age 2.5 through to 13, with early years pupils taught at our Pre Prep, Bevendean, before 'graduating' to the main school when they join Year 2. Our teachers may specialise in a particular key stage or subject, but all work flexibly across the age range. Our class teachers bring their own specialisms, but teach across the curriculum – and we are looking for candidates who have real enthusiasm for a broad education, and who are adaptable to pupils at every age. We are looking for more than one teacher to start in January 2023, and the ability to offer Spanish, History or Games would be an advantage.

If you are interested in becoming part of our school and making a difference to the lives of our young people, please do apply without delay. We will be processing applications as they are received, and may close the recruitment ahead of the closing date, if the right candidate has been found.

With kind regards,

Maxine Shaw
Head

PRIMARY YEARS TEACHER

Job title: Class Teacher (with an opportunity to specialise in History or Spanish)

Job purpose: To engage and inspire our pupils to achieve their full potential across the expected curriculum for children from Reception to Year 8.

Reporting to: Deputy Head Academic

Hours: Full time

Term: Permanent, from January 2023

Salary: Competitive salary scale, depending on skills and experience.

Benefits:

- Teachers' Pension Scheme
- Lunch provided on site during term time
- Annual flu vaccinations
- Online Employee Assistance programme service and counselling
- Discounts in local shops, restaurants and businesses
- Season ticket loans
- Ongoing training and development support

Closing Date: Monday 19 September 2022 at 9am. Please note that applications will be reviewed as they are received, and recruitment may close ahead of this date, if the right candidate has been found.



JOB SPECIFICATION

TEACHING AND LEARNING

- Leading and inspiring pupils with a passion for learning, with the highest standards and expectations.
- Delivering excellent teaching across the primary years curriculum, following agreed guidelines, syllabuses and Schemes of Work.
- Creating a cheerful, well-organised and stimulating classroom climate that will motivate pupils to learn, think independently, empathise with others, and perform to the best of their abilities.
- Understanding the academic, physical, emotional and spiritual needs of pupils in the class and planning appropriate tasks to maintain a close match between the work offered and those needs.
- Supporting pupils in their learning, making each feel included, secure and valued, and ensuring they have every opportunity to fulfil their potential.
- Preparing thoroughly for lessons and setting homework regularly in line with school expectations.
- Utilising a wide range of digital and physical resources to enhance learning, as well as planning engaging visits, speakers and trips.
- Creating informative and well-presented classroom displays and noticeboards, celebrating pupil successes.
- Marking pupil work regularly and in line with the marking policy and the Schemes of Work to ensure that pupils receive constructive feedback.
- Assessing, recording and reporting on the development, progress and attainment of pupils, employing effective intervention strategies when required to extend pupil achievement.
- Producing on request detailed reports on the progress/achievement of any pupil taught.
- Attending all meetings relevant to the role and responsibilities, and attending all parents' evenings for groups taught, as well as other events as directed.
- Communicating effectively with parents and pupils, maintaining high standards and expectations.
- Promoting pupil achievements, career opportunities and experiences, providing relevant material for the school website and newsletter.
- Providing guidance and advice to pupils

on matters related to their progress and development, and when working towards scholarships for senior schools.

PASTORAL RESPONSIBILITIES

- Undertaking pastoral responsibilities as directed and working with pastoral leads to support pupil welfare.
- Being a tutor if requested, encompassing academic, pastoral and administrative oversight of the form and acting as the main point of contact for parents.

OTHER DUTIES

- Playing a full part in the life of the school community, supporting its mission, ethos and policies.
- Setting high personal standards of dress and appearance, attendance/punctuality and class discipline/behaviour, upholding the staff code of conduct at all times.
- Maintaining good order and discipline amongst pupils and being active in implementing the school's policies on rewards and sanctions.
- Actively engaging in safeguarding practice and health and safety supervision, both in school and on external visits.
- Liaising with the Head, Deputy Head Academic, Deputy Head Pastoral and colleagues regarding information concerning the needs and abilities of individual pupils.
- Ensuring equal access to the classroom for all pupils.
- Undertaking supervisory, cover and invigilation duties as directed.
- Taking an active involvement in co-curricular activities.
- Committing to personal professional development, including active engagement in staff training and the performance review process.
- Complying with relevant school policies and procedures at all times.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the head of department, Head or senior colleague may require from time to time.

PERSON SPECIFICATION

QUALIFICATIONS

- Relevant degree with high honours
- DfE recognised teaching qualification (desirable)
- History or Spanish A level qualification/higher (desirable)

KNOWLEDGE

- Evidence of appropriate continued personal and professional development
- Extensive high-level knowledge and ability in relation to the primary years curriculum
- Excellent knowledge of strategies to support teaching and learning
- Confident knowledge of /ability to apply Keeping Children Safe in Education

EXPERIENCE

- Proven excellent record of teaching
- Experience of raising standards within the taught curriculum

COMPETENCIES

- Inspirational teaching and presentation skills
- Ability to build effective relationships with pupils, parents and staff
- Ability to communicate effectively to a range of audiences
- Ability to work under pressure, prioritise, manage time effectively and meet challenging goals
- Commitment to equal opportunities
- High levels of motivation and commitment to high standards
- Demonstrable personal warmth and enjoyment of working with pupils and adults
- Willing to participate flexibly in the life of the school, including co-curricular and pastoral commitments.

Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service. A review of short-listed candidates' online profile will be conducted, in line with KCSIE 2022.



THE SCHOOL



Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped grounds in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a broad and balanced curriculum.

Pupils are encouraged to realise their fullest possible academic potential, and each year a large number of scholarship and exhibition awards are achieved at a wide range of day and boarding Senior Schools. Danes Hill children are characteristically confident and outgoing and, in addition to the emphasis on academic work, they have plenty of opportunity to develop sporting, musical, dramatic and other non-academic interests.

WHY WORK AT DANES HILL SCHOOL?

Danes Hill offers an exceptional working environment. Set in 55 acres bordering open countryside, yet commutable to London, it is a thriving school. ISI Inspectors described the school as 'excellent in all areas' and commented that 'teamwork is strong'. They also noted that 'relationships between pupils and staff, and amongst the pupils, are consistently outstanding'. We feel these comments accurately reflect the school and are indeed key to making it such a great place to work. An on-going building programme has developed excellent classroom accommodation, including specialist science laboratories, art, design and technology rooms, performance spaces and high quality sports facilities.

Working at Danes Hill you become part of a large, dynamic community encompassing all the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. The Common Room President, elected each year, organises social events and charity fundraisers. Several members of staff offer their expertise to run different activities, including circuit training and the staff choir. You are also able to make use of the swimming pool and other sports facilities, before and after school, helping to burn off our renowned lunches!



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