



Devonshire House Preparatory School

Reception Teacher

Job Description and Person Specification

School Context

Devonshire House is a large co-educational prep school (500 on roll) in Hampstead, north London, on the cusp of a transformational period of positive change, intent on offering an outstanding education in every sense for its pupils and their parents. The school has just acquired a fifth building, giving more scope for outdoor play and sport, as well as doubling specialist teaching room capacity. The values of the school are unashamedly traditional, whilst its outlook on teaching pedagogy is very much modern. Devonshire House aims to recruit the best teachers and leaders available and retain them by providing an attractive package and huge scope for career advancement. This is augmented by its engaged governance as part of Dukes Education, which promotes inter-school collaboration and collegiality.

Summary of the role

The post holder will be responsible for the Teaching a Reception class at Devonshire House School. The post holder will work closely with the Head of Subjects and SLT to ensure the provision at Devonshire House remains at a consistently high standard.

Job Description

Main responsibilities

- To teach the full curriculum to a Reception Class, or as agreed with the Deputy Head of Early Years.
- To prepare weekly lesson plans linking to the Early Years Foundation Stage Curriculum at the appropriate levels as indicated by the Devonshire House Syllabus.
- To liaise with other teachers in parallel classes to ensure consistency across the curriculum.
- To teach lessons at the times stipulated on the school timetable.
- To maintain a welcoming and friendly atmosphere within the classroom, greeting every child on arrival and keeping parents in touch with day to day matters, as necessary.

2 Arkwright Road, London, NW3 6AE

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Head: Mr Henry Keighley-Elstob. BA (Hons), PGCE



- To maintain order and good discipline among pupils and safeguard their health and safety.
- To set, mark and record work to be done in school and, once Reading has been established, to maintain the Reading Record ensuring each child reads to a teacher or assistant daily/weekly.
- To carry out all other duties, in and out of the classroom, including out of school activities and outings, care of the environment, display and overall care.
- To make regular assessments of pupils' attainment and progress, and to maintain the Early Years Foundation Stage profile for each child in the class.
- To write reports on pupils' attainment and progress twice per year.
- To attend termly parents' evenings to discuss pupils' progress with parents.
- To work with the classroom assistant in a professional manner, keeping the assistant informed about each weeks lessons, ensuring individual pupils progress is also monitored by the assistant, and that the school's guidelines on classroom assistants is followed.

QUALIFICATIONS, EDUCATION AND TRAINING

Essential:

- Experience using Microsoft office programmes, especially excel and world.
- Experience with data management.

Desirable

- Previous experience in School administration.
- Experience using iSAMS system or similar

Person Specification

QUALIFICATIONS, EDUCATION AND TRAINING

Non-UK qualifications require a statement of comparability from ENIC (previously NARIC)



Essential:

- GCSEs or equivalent at a Grade C/4 and above in Math, English
- Experience using Microsoft office programmes, especially excel and world.
- Strong subject knowledge
- Personally committed to continued professional development.

Desirable

- Experience of the Independent school environment.
- Experience of working with children of Prep school age.

KNOWLEDGE AND EXPERIENCE

Essential criteria:

- Strong subject knowledge.
- Competent in software such as PowerPoint, Excel, Google Slide and Word.
- Personally committed to continued professional development.

Desirable criteria:

- Experience of the Independent school environment.
- Experience of working with children of Prep school age.
- Excellent ICT skills.

SKILLS AND ABILITIES

- Good level of IT competency, including Office 365
- Good level of numeracy skills
- Good written skills and good command of the English language
- Excellent communication and listening skills, and the ability to deal confidentially and professionally with individuals at all levels
- Attention to detail and a meticulous working practice
- Ability to evaluate information and data, and actively question and clarify information
- Well-developed time management, organisational and planning skills



- A flexible approach and the ability to multitask and cope with a changing, varied and at times busy workload