



# EATON HOUSE THE MANOR

## Year 5 Form Teacher

### **Eaton House The Manor Preparatory School**

The Eaton House Group of Schools is comprised of six individual schools spread across three different sites. All the Schools are well known for their academic prowess and outstanding results across the board. Our understanding of all children and their different levels of development are addressed effectively with an emphasis on encouraging and fostering individual areas of talent as well as instilling confidence, self-worth and respect for others.

Eaton House The Manor Preparatory School (for boys aged 8 – 13) is a happy, hard-working and exciting place, providing its pupils with a thorough preparation for Common Entrance, Scholarship and future senior school life. With approximately 220 boys, the intimate nature of the School provides a supportive and warm environment in which the boys flourish individually. We aim to develop and nurture each pupil and encourage the boys to achieve their best in the academic, creative and sporting fields. Pupils are offered a broad, balanced curriculum and are helped to develop their independence within this framework. At the same time the pupils are encouraged to have good manners and respect for each other. These principles are key aspects of their life at school.

Eaton House The Manor is situated on Clapham Common and is housed in a beautiful Grade II listed building dating back to 1792. The school is currently building extensive new facilities which should be completed in 2017.

### **Job Description**

Eaton House the Manor Prep is a three-form entry school and has a selective entrance exam at 8+ with boys joining in Year 4 from our own pre-prep and other schools. Although entry is selective for both internal and external candidates, the majority of boys join us from our own pre-preparatory school. The boys are taught by a Class Teacher in Years 4 and Years 5 who delivers the majority of the curriculum to them, including English, maths, science, history and geography. For the final three years of the Prep School (Years 6 – 8) the boys have subject specialists for all subjects.

Form teachers are responsible for the welfare and educational development of all pupils assigned to them by the Headteacher.

Year 5 Form teachers will be required to:

- Plan and prepare schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in the form.
- To teach various forms, groups or individual pupils, and to set tasks to be undertaken both at school and for homework.
- To mark and assess pupils' work and to record their development, progress and attainment.
- To maintain good order and discipline within the class; to encourage respect for others among the pupils; to promote understanding of the school's rules and values; to safeguard health and safety.
- To build and maintain positive relationships with parents, and to communicate with them on pupils' learning, progress and well-being.
- To maintain an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole.
- To provide oral and written assessments, reports and references for individuals and groups of pupils.
- To take part in the life of the school by attending all assemblies, registering the attendance of pupils and supervising pupils at play and lunch.
- To contribute fully to the extra-curricular life of the school and be involved with after-school clubs/activities and residential trips.
- To keep abreast of developments in current educational thinking and practice.

## **Salary**

The School has its own competitive salary which is reviewed annually. There is a Workplace Pension Scheme available to all staff.

## **Safeguarding and Child Protection**

Eaton House Schools are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring check.

*The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headteacher.*