



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



EYFS / KSI Class Teacher

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 440+ pupils aged 3-13 years, set amidst 30 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

For further information about Holmewood House please visit our website

www.holmewoodhouse.co.uk

Commitment to safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

Role requirements

This is a fantastic opportunity for an enthusiastic Teacher to join our KSI or EYFS team, dependent on experience.

We would welcome and encourage ECTs applications.

This is a full time role starting in September 2023.

Your role

We are looking to appoint a qualified, engaging and dynamic teacher to join our exceptional Pre-Prep department. Applicants will be innovative and creative and happily go the extra mile to achieve the highest possible standards of learning for our pupils.

Our school is well renowned for the quality of pastoral care alongside excellent academic standards and exciting co-curricular provision.

The successful candidate will be confident and proficient in planning and teaching lessons and will engage and motivate pupils to realise their full potential whilst maintaining the core values of our school.

Key attributes for the role:

- To plan, teach, monitor, assess and evaluate the curriculum for the children taught, ensuring equality of opportunity for all.
- To share in the whole school responsibility for the well-being and discipline of all pupils.
- To work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils and in accordance with the School Development Plan.
- To be responsible and accountable for achieving the highest possible standards in work and conduct.
- To treat pupils with dignity, building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to a teacher's professional position.
- To work in a team and be able to reflect on advice and suggestions made by colleagues.
- To display positive and professional communication skills with both staff and pupils.
- To be a positive role model towards the Holmewood House community.
- To have high, but reasonable expectations towards the behaviour of all children in the school and to follow the school's policy on this area effectively.
- Work in a holistic way, embracing an individual's emotional, social and educational needs, reflecting our school values (Aspiration, Self-Belief, and Kindness).

Key Professional Skills:

- To contribute to the professional running of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- To liaise effectively with parents and governors.
- To participate in the school's performance and development process.
- To take responsibility for own professional development and duties in relation to school policies and practices.
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools.
- To engage in wider school activities as required, e.g. off site trips, Speech Day, Sports Day etc.
- To attend school staff training and Inset as required.
- Prepare for lessons and carry out tasks to assist with the smooth running of a busy class.
- Respect confidentiality of our pupils as you will have access to sensitive information relating to pupil needs which must be managed sensitively.
- To undertake any duties or tasks as reasonably requested by the Assistant Head, Head of Pre-Prep or the Head of Holmewood House.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. Employees will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

Salary

A competitive salary will be offered based on our Holmewood House Qualified Teacher Salary Scale Points. Placement on this scale will be dependent on the skills and experience of the successful candidate.

Pension & School Benefits

The successful candidate will also be offered a range of benefits including enrolment in the TPS, Private Medical Insurance, fee-concession, free parking and free lunch/refreshments.

Start date

September 2023

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

Application

If you wish to be considered for this role, please complete an online application form which can be found on our website at:

[Holmewood House Job Opportunities](#), if you choose to complete a word version of the application please email this to: recruitment@holmewoodhouse.co.uk

The closing date for applications is 31st March with interviews scheduled to take place week commencing 17th April. However, the School reserves the right to short-list and interview candidates ahead of the closing date.

If you would like more information on the role or require a paper-based application form please contact Laura Readman (Assistant Head, Head of Pre-Prep) on 01892 860014 or email recruitment@holmewoodhouse.co.uk

