



Information for Applicants

Prep School Reception/EYFS Teacher September 2018

Battle Abbey Prep Bexhill, 40 Hastings Road, Bexhill on Sea, East Sussex, TN40 2NH

Battle Abbey Senior School, High Street, Battle, East Sussex, TN33 0AD
www.battleabbeyschool.com

For further information, please contact the Prep School Office on 01424 219674 or via email at prep@battleabbeyschool.com

CONTENTS

- Letter from Prep School Head
- The Prep School and Nursery
- The Senior School
- Historical background
- Ethos, character and aims of the School
- Governance and management
- Battle and the local area
- Job description
- Person specification
- Key dates



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January 2018

Dear Applicant

Thank you for your interest in our vacancy for a Reception/EYFS teacher. I hope the information in this pack will help you with your decision about applying for the post, but if you have any questions, please contact the Prep School Office Manager, on 01424 219674 or via email at prep@battleabbeyschool.com. We do welcome visits from any prospective candidates.

Since I arrived at Battle Abbey Prep School in 2011 there have been new initiatives and exciting developments, however what needed no attention was the fundamental nature of this happy and flourishing School. Children at Battle Abbey Prep School work hard in lessons, are well mannered, respectful of each other and are proud of their School. The staff team are highly skilled and bring a wealth of experience and expertise to our School with the aim that every child achieves their potential in whatever field that may be. Our parents value the family atmosphere of the School highly and enjoy our open door policy.

We are looking for an outstanding teacher for our Reception class who is passionate about developing the unique qualities of every child and has the energy and enthusiasm to help our children strive to achieve their very best, both in and out of the classroom. The Reception teacher invariably teaches their class for the vast majority of the week and should therefore be proficient in teaching across all subjects of the National Curriculum and have excellent knowledge and understanding of Early Years education to provide breadth and challenge. We welcome applications from NQTs.

This is an exciting opportunity to work within a brand new, purpose built Early Years Centre, opening September 2018, within the grounds of the existing Prep School. The new building will house our Nursery and Reception Class and will provide excellent facilities for children from 3 months to 5 years old.

We look forward to receiving your application which should be accompanied by a short letter stating what attracts you to this post. Please send these to our Deputy Bursar, Mrs Uta Acuna, at acunau@battleabbeyschool.com. Visits prior to application are welcome.

Yours sincerely

Maria Maslin

Head Teacher

THE PREP SCHOOL AND NURSERY

1. Battle Abbey School is a big family of three parts – the Nursery, the Prep School and the Senior School. Continuity of education is one of the School's key attractions with the pupils in the Prep School being guaranteed a place at the Senior School in Battle when transferring at 11.
2. The Nursery houses our youngest pupils who follow the EYFS framework. Although the Nursery is currently situated in the adjoining road, enjoying direct access to the Prep School, The Nursery is modern, well-equipped and the outside area has been recently refurbished. The Nursery staff are highly qualified and provide excellent foundations for learning. It is open from 8am–5.30pm for 50 weeks each year and is run by the Nursery Manager. It also runs Little Squirrels – a popular mother-and-baby drop-in group.
3. The Prep School is a thriving non-selective, co-educational IAPS Prep School with 99 day pupils currently on roll. It is small enough for everyone to know each other - pupils and staff alike - but large enough for there to be a wide range of opportunities for all our pupils to reach their full potential and develop their unique talents. Children join the Prep School for their Reception Year and remain at the School until the end of Year 6. The School has one class per year group (two in Year 6) and because of this teachers are able to deliver highly personalised learning experiences for every child. Children are seen as unique individuals and our success is measured by the progress by each child. Facilities at the Prep School include: a 25 metre indoor swimming pool, playing fields and a floodlit Astro pitch.
4. High standards of teaching and learning are maintained in a supportive atmosphere in which the pastoral well-being of the children, whatever their age, is of paramount importance. We believe in a holistic approach to education and the greatest care is taken to ensure that children settle happily and thrive throughout their life at our School. The School accepts pupils who have a wide range of ability but consistently enjoys excellent academic standards.



5. The Nursery children enjoy a good transition into the Reception class. Learning in the Reception class continues to build on the firm foundations of their Nursery education and the children make exceptional progress; many of the children exceed expected levels of achievement across the Early Learning Goals.

6. Children in Key Stage 1 spend the majority of their time with their class teacher and enjoyment and enthusiasm for learning, fostered by the Early Years, is built upon. Years 1 and 2 work closely together and, whilst we base our learning on the National Curriculum, we are not restricted by it. Our excellent facilities and grounds enable children to enjoy a wide range of other activities, investigative, creative and physical. Emphasis is placed on the early acquisition of essential literacy and numeracy skills but this is strongly supported by a wide range of subjects and activities designed to broaden their outlook and inspire their imagination. Art and Design, Music and Singing, Gymnastics, Ball Skills, Athletics, Swimming, Drama, French and IT complement the more traditional subjects of Science, Geography and History which are taught as part of their 'Learning Journey'.

7. Children in Key Stage 2 enjoy being taught by subject specialists and they benefit from the expert knowledge they receive in lessons. Children develop as confident, independent learners where their particular talents lie.



This broad curriculum is enhanced by the wide variety of high quality extra-curricular activities available to the children every day eg. individual instrument tuition, Mandarin, tennis, Speech and Drama, Kickboxing and Water Polo at our own swimming pool.

Classroom boundaries and opportunities for learning are often stretched through visits within the local area and more distant excursions and field trips.

8. In addition to the standard lesson timetable we also arrange a number of special event days to enrich the curriculum. These generally involve activities and challenges that support and enhance projects from the standard curriculum and are usually run in conjunction with supporting classroom activities. Each day focuses on one or two particular skill sets or subjects to help the children learn outside a classroom setting; recent examples include Hands on History Day and workshops run by the poet Brian Moses.

9. Children at the Prep School have a strong sense of identity and belonging and throughout their time with us develop enthusiasm, motivation and a genuine love of learning. They talk with great affection of their School, considering themselves part of an extended family. They particularly value friendships that exist across various year groups and which are encouraged through the House system.

10. The School was inspected by the Independent Schools Inspectorate in March 2017 and applicants are invited to view the School's inspection reports at at www.isi.net/schools/6229

11. Relationships with parents are good and there is frequent communication via the weekly newsletter, regular meetings and events organised by the School and its active parents' committee known as Friends of Battle Abbey School (FoBAS).



THE SENIOR SCHOOL

12. Battle Abbey School is a thriving co-educational day and boarding school for children aged 2 – 18 years old and it has a special niche in the local area. The Senior School (Years 7 – 13) is located in the historic market town of Battle, near Hastings, and is set in the stunning and prestigious surroundings of Battle Abbey, overlooking the famous 1066 battlefield. The School is housed in some of the original 13th century monastic buildings, which are leased from English Heritage and also occupies other buildings in the town, including the School's Business Education Centre. The Preparatory School and Nursery are situated 9 miles away in Bexhill-on-Sea and these properties are owned by the School.

13. The Senior School currently has 241 day pupils and 55 boarders. The 6th Form averages about 90 pupils and School-leavers regularly gain entry to top universities. The majority of pupils live within a 15 mile radius of the School, but a substantial proportion of the boarders are from overseas.

14. The school accepts pupils who have a wide range of ability but consistently enjoys excellent academic results. We have twice in the last four years been at the top of the East Sussex Examination League Tables. The School has a particular strength in the creative arts. Pupils regularly take up places at top Art and Drama colleges and each year Music features on the wide list of subjects taken up by our pupils at university. More than a quarter of the school sings in the main choir and there are frequent and high quality drama and music productions. Pupils have also won prestigious art awards at local and regional level.

15. Continuity of education is one of the School's key attractions and pupils may apply to join at any time during their school career. Prep School pupils are guaranteed a place in the Senior School when transferring at age 11. All pupils benefit from a holistic approach to education and the greatest care is taken to ensure that pupils settle happily and thrive throughout their school life. The broad curriculum ensures that each child is given every opportunity to achieve and excel academically, to create and to perform with confidence and to compete on and off the field. We are a leading IT school (having just been granted e-mature status), have excellent IT facilities and encourage the development of IT skills, including touch typing from Key Stage 1.

An aerial view of Battle Abbey Senior School



HISTORICAL BACKGROUND

16. The School was founded in Bexhill in 1912 as a family owned, all girls, senior boarding school known as St Etheldreda's. To cater for rapidly increasing numbers, St Etheldreda's moved to Battle Abbey in 1922 and changed its name to Battle Abbey School. In 1963 the founding family transferred ownership of the School to a charitable company in order to ensure its continuation in perpetuity. That company, BAS (School) Ltd, is administered by a Board of Governors and continues to run the School today.

17. During the 1980s, the national trend away from single-sex boarding schools convinced the Governors that co-education was the way forward. Consequently, in September 1989, they took over the nearby Glengorse and Hydneye Preparatory School, giving Battle Abbey School instant co-education and an instant preparatory department. Despite the recession, Battle Abbey School experienced a steady growth in numbers throughout the years that followed and by 1994 the problem facing the Governors was that of running out of space.

18. At around that time the Governors were approached by The Girls' Day School Trust who owned Charters-Ancaster School in Bexhill. Following extensive negotiations, Charters-Ancaster School was taken over and merged with Battle Abbey School in September 1995. As part of the merger agreement, Battle Abbey School's preparatory department moved into 'The Gate' on Hastings Road, Bexhill (the premises formerly occupied by Charters-Ancaster School's preparatory department).

19. The move of the Preparatory School to Bexhill and the consequent release of valuable space at the Abbey, together with steadily growing pupil numbers, has enabled extensive improvements to be made to the Senior School's facilities. These include new science laboratories, a Performing Arts Centre, a Business Education Centre and new boarding accommodation in property on the High Street. At the Preparatory School, a separate Nursery facility was introduced in 2006.

20. The School celebrated its centenary in 2012 and is well placed to face the challenges and opportunities of the future.

The Prep School and the Centenary Mural



ETHOS, CHARACTER AND AIMS OF THE SCHOOL

21. Battle Abbey School aims to be a small family school with high quality pastoral care and sensitive discipline, accompanied by strong academic results, focussing on the importance of each individual child. Its specific aims are:

To continue to inspire pupils to aspire for excellence in all that they undertake and to acknowledge and reward the achievements of each individual according to his or her aptitudes and interests.

To promote balanced social development through warm and sensitive pastoral care within our disciplined day and boarding community.

To prepare pupils for life after school by providing an all-round education in which pupils of all ages are valued as individuals and develop the self-respect, self-confidence and empathy for the needs and desires of others that will enable them to contribute positively to our changing world.

To continue to develop the facilities and resources of the School to ensure that they underpin the achievement of the Schools aims and objectives.

22. When visitors come to the School, they are struck by the family atmosphere, the physical environment and the friendliness of the greeting. The pupils talk with great affection of their School. Battle Abbey School is a gentle place to be and good manners flow naturally from mutual respect, which is encouraged throughout the School. Individuals can thrive and strive to accomplish their best and pupils' achievements are acknowledged and celebrated. Battle Abbey is a small school and we are good at the things which people associate with such size – nurturing, tutoring and caring.



GOVERNANCE AND MANAGEMENT

23. The School is run by B.A.S. (School) Ltd, a registered company limited by guarantee and registered as a charity. The company has a board of Governors (known as the Full Court) who meets at least once each term. The Finance and General Purposes Committee meets twice each term and the Academic Committee meets termly. The Governing body has over the last year or so welcomed a number of new members and currently comprises thirteen individuals from a range of professional backgrounds.

24. There is a Senior Leadership Team (SLT) which comprises the Head, Prep School Head, Deputy Head and the Bursar. We are in the process of recruiting a Director of Studies who will also be a member of the Senior Leadership Team. Dedicated, caring and supportive leadership and management at all levels serve the School well, ensuring that it remains true to its aims and ethos.

25. The School is financially sound and the annual accounts are available on the Charity Commission website at www.charity-commission.gov.uk (registered number 306998).

BATTLE AND THE LOCAL AREA

26. Battle Abbey School is located in the heart of East Sussex, commonly known as the 1066 countryside with its rolling hills, steam railways and historic castles. There are numerous attractions and further information is available at www.visit1066country.com and www.english-heritage.org.uk/daysout/properties/1066-battle-of-hastings-abbey-and-battlefield Transport links to London, Brighton and the continent are excellent. The following extracts from tourist information publications give a feel for the area:



Battle has a unique historical backdrop. The picturesque high street, quaint 'twittens' (passageways) and squares offer treasures of every kind. Visit 'history' attractions, discover beautiful gardens and spend time in quality independent shops and galleries. Battle has great walking and outdoor activities too. Take a self-guided tour around the town with the Battle Town Trail, walk through the nearby impressive Battle Great Wood, play golf on one of our stunning local courses or watch a cricket match on a summer Saturday afternoon on the historic George Meadow. Why not visit Yesterday's World, set in the beautifully preserved 15th century Wealden Hall House and described as 'the very best museum of its kind'. And the town is proud of its superb choice of top class restaurants too. Whatever your taste, you will be able to relax and unwind in a bistro, cafe, inn, pub or tearoom found dotted around the town.





Bexhill-on-Sea, the timeless Edwardian seaside town, is the birthplace of British motor racing, home to the De La Warr Pavilion - one of the UK's finest examples of modernist architecture - and also has a two mile stretch of level promenade and beach to enjoy. Bexhill's colourful history is first recorded in 772 during the reign of King Offa. The 8th Earl of De la Warr developed Bexhill as a fashionable resort - the town was the first place in Britain to permit mixed bathing and had one of the country's first cinemas. Bexhill has beach huts to hire, rock pools to explore and the sea is safe for many water sports - sailing, rowing, windsurfing, kite-surfing and angling. Bexhill Sailing Club has a full programme of racing each weekend throughout March to November and members of the local Rowing Club can often be seen on the sea. The picturesque, tranquil Bexhill Old Town is set inland above the town centre with antique shops and charming architecture. Enjoy the classic Georgian buildings, 16th century cottages and the Parish Church of St Peter with its 8th century reliquary stone and the peaceful Manor Gardens. In the town centre there is an excellent selection of small, independent shops including vintage and retro clothing as well as some great restaurants, cafes, tearooms and pubs.

Hastings is home to the largest beach-launched fishing fleet in Europe, the remains of the first castle in England to be built by William the Conqueror, a preserved Old Town and a strong local arts community. It is also home to the Jerwood Gallery, a stunning new art gallery housing a collection of 20th and 21st century British art. Hastings is a Cinque Port, and up until the 16th century, with other coastal towns provided the ships and men who guarded king and country from frequent and vicious attacks in return for special privileges. This unique confederation of South East England Channel ports was the original force behind England's maritime power.





JOB DESCRIPTION – PREP SCHOOL RECEPTION/EYFS TEACHER

Summary of the role:

To be form teacher for the Reception class of children, to teach the EYFS and all National Curriculum subjects and have lead responsibility for an aspect of the School's work, according to your specialisms.

- To enable young children to make good progress in their learning by building upon the skills they have when they join the school in reception class.
- To assist all pupils to develop emotional security, self-belief and mature social skills.
- To assist all children to develop a love of learning and an excitement about coming to school each day.

Main duties and responsibilities:

Planning, Teaching and Class Management

Planning rich and stimulating learning activities that achieve excellent progression in pupils' understanding by:

- identifying clear learning objectives and learning content, appropriate to the subject matter and the pupils being taught.
- setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning.
- setting clear targets for pupils' learning that build on prior attainment.
- identifying pupils who:
 - have special educational needs
 - are high attainers
 - are not yet fluent in English

Ensure that learning is appropriately differentiated so that the learning is well pitched and all pupils are challenged at their current level of understanding.

Create a high quality, rich, stimulating and enabling learning environment containing items that will capture pupils' attention and lead to independent exploration.

Make effective use of assessment information on pupils' attainment and progress when teaching and in planning future learning.

Plan opportunities to develop pupils' spiritual, moral, social and cultural development.

Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships.

Establish a safe, clean and secure learning environment which promotes pupils' confidence.

Select and make good use of ICT and other learning resources which enable learning objectives to be met.

Provide opportunities to develop pupils' wider understanding by relating their learning to 'real life'.

Be familiar with the Code of Practice on the identification and assessment of special educational needs and, as part of the responsibilities under the Code, create and review Individual Education Plans for pupils in partnership with the SENCO.

Evaluate your own teaching critically and use this to improve your effectiveness.

Monitoring, assessment, recording, reporting and accountability

Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching and learning.

Maintain good organisation and accurate pupil assessments so that they offer a clear record of pupils' progress.

Be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents.

Understand the expected demands of pupils in relation to the EYFS.

Use data from BASE to plan individual learning programmes.

Report pupil progress against Early Learning Goals to the Prep Management team using Tapestry.

Submit EYFS Profile data in a robust and timely manner.

Curriculum Development

Have lead responsibility for a subject(s) or aspect of the School's work and develop plans, according to your specialisms, which identify clear targets and success criteria for its development and/or maintenance.

Contribute to the whole School's planning activities and long term curriculum map.

Other Professional Requirements

Have a working knowledge of teachers' professional duties and legal liabilities.

Operate at all times within the stated policies and practices of the School.

Know subject(s) or specialism(s) to enable effective teaching.

Establish effective working relationships and set a good example through their presentation and personal and professional conduct.

As a Form Tutor

To be responsible for a form of children, the age group and number of children to be the discretion of the Prep Head – although this post will be for Reception children in the first instance.

Attend Assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after School sessions.

To be responsible for the pastoral care of pupils and teach the PSHE Scheme of Work.

To make records of, and reports on, the personal and social needs of pupils.

To support and lead Assemblies or Form Time as required.

Help and promote the House system.

Endeavour to give every child the opportunity to reach their potential and meet high expectations.

To plan, supervise and assist with off-site day and residential trips.

As a member of Staff at the Prep School

To undertake break and lunch duties as required.

To undertake an appropriate share of the collective staff responsibility and to cover for absent colleagues when required.

To actively contribute to the School's extra-curricular programme according to the needs of the School and own personal interests and expertise.

To help with, and attend, other School activities such as plays, concerts and parents' events.

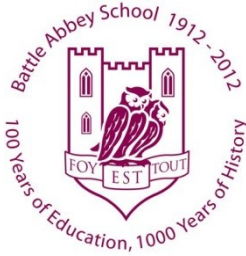
To contribute to the corporate life of the School through effective participation in meetings and management systems necessary to co-ordinate the management of the School.

To take responsibility for own professional development and duties in relation to School policies and practices.

- To liaise with the SENCo, or other support staff, regarding any children with specific needs. As required, liaise with parents and other schools/agencies involved.
- To liaise effectively with parents and governors.
- To attend external training courses and School 'Inset' days as required.
- To participate fully in arrangements for classroom observations and the appraisal of staff.
- To participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such examinations; recording and reporting such assessments; also participating in arrangements for pupils' presentation for, and supervision during, such examinations.
- To contribute to the selection for appointment and professional development of other teachers and non-teaching staff including the induction and assessment of new and probationary teachers, including student teachers.
- To take such part as may be required in the review development and management of activities relating to the curriculum, organisation and pastoral functions of the School.
- To participate in administrative and organisational tasks including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials, when appropriate.

As a member of staff at Battle Abbey School

- Support whole School traditions and the Battle Abbey ethos.
- Attend School Special Days and Events as required e.g. Speech Day and Founders' Day.
- Take part in marketing and liaison activities such as Open Days, Parents' Consultations.
- Uphold standards laid down by the Headmaster with regard to staff dress and discipline as set out in the Staff Handbook.



PERSON SPECIFICATION – PREP SCHOOL RECEPTION/EYFS TEACHER

Battle Abbey School is an Independent School and, as such, requires a high commitment from all of its staff, both in terms of energy levels and time.

Professional qualities

Fully qualified teacher with relevant and appropriate qualifications.
Has excellent teaching skills.
Willingness to undertake further training.
Good record of continuing professional development.
Excellent knowledge and understanding of current educational issues appropriate to the role.
Show confidence in the use of new technologies.
Passion for education.
Prepared to offer over and above the norm, especially in terms of meeting parental requirements and in terms of extra-curricular activities and community activities as required.

Personal competences and qualities

Supportive of the ethos of Battle Abbey School.
Have the pupils' welfare at the centre of everything they do.
Flexible and adaptable - staff must be prepared to undertake other duties within reason.
Desire to fully participate in school life.
Emotional resilience.
Reliability, commitment and loyalty.
Sense of humour, generosity of spirit and positive approach to life.
Willingness to embrace change.
Understand that they are part of the whole School, and therefore, have in mind the needs of the whole School (ie Senior School and Nursery).
Understand that the School must run itself as a business concern which means that every member of staff is part of the marketing process.
Ability to act as ambassador for the School.

Interpersonal Skills

Understanding of how to motivate and inspire colleagues and pupils.
Ability to build and sustain a positive and appropriate working relationship with pupils, staff, Governors and the local community.
Be a team player.
Show responsibility for self and others.
Tact in dealings with colleagues, children and parents
Be a good communicator, both orally and written.

APPLICATION FORM AND KEY DATES

Closing date for receipt of applications: **10.00am Wednesday 31st January 2018**

Interviews for shortlisted candidates: **Week commencing Monday 5th February 2018**

Applications must be made on the attached application form and should be emailed, together with a short covering letter, to the Deputy Bursar, Mrs Uta Acuna at acunau@battleabbeysschool.com.

Should you require any further information, please do not hesitate to contact the Prep School Office Manager, on 01424 219674 or via email at prep@battleabbeysschool.com.