



PART-TIME RECEPTION TEACHER (2 days a week)

Information for prospective staff



THE POST

From September 2023, we are seeking to appoint a part time (2 days a week), experienced, able, enthusiastic and dynamic Reception teacher to work alongside our exceptional EYFS team. The successful candidate will:

- Inspire and challenge able young boys through planning, preparation and delivery of excellent lessons.
- Ensure that marking, recording, assessment and reporting meet the academic and pastoral needs of each individual child.
- Offer pastoral care and support, providing the children with a secure environment in which they can learn.
- Have the ability to build good relationships with children, parents and colleagues and demonstrate effective communication skills. Patience, flexibility, a commitment to teamwork and a sense of humour are essential attributes.
- Take a leading role in the development of a subject area.
- Be willing to contribute to our extensive programme of extra-curricular activities.
- Have a thorough understanding of the EYFS, continuous provision alongside ambitious aspirations for the learners in their class.
- The successful applicant should ideally have an understanding of the London Day School application process for ages for 7+.

Key responsibilities

- To provide a stimulating, challenging, well-organised and inspiring classroom environment
- To plan appropriately, on a short- and medium-term basis, to meet the needs of all children

- To set clear, measurable targets to ensure children's learning progresses
- To keep efficient tracking and progression records including formative and summative assessment
- To report to parents on the development, attainment and progress of their child
- To take responsibility for the development of a curriculum area
- To deliver curriculum sessions to parents and teaching staff
- To manage behaviour through positive reinforcement and role-modelling
- To participate in meetings as and when required
- To lead, direct and communicate effectively with support staff within the classroom
- To communicate and cooperate with external agencies as and when necessary
- To take responsibility for finding opportunities in which to further their professional development
- To observe, both formally and informally, other teachers within the school
- To participate in their own appraisals of other teachers if asked
- To be able to work in a team, whilst also being able to use their own initiative
- To share responsibility for the development and pastoral care of all children in the school
- To demonstrate excellent organisational and time-management skills
- To have a thorough understanding of EYFS and continuous provision.



APPLICATION PROCESS

A completed application form, with full CV and covering letter in support of your application, should be sent, preferably by email, to recruitment@kcs.org.uk or by post (marked 'WCPS Application' in the top left-hand corner) to:

Ms Samantha Anderson

Human Resources Advisor
King's College School
Southside
Wimbledon Common
London
SW19 4TT

Please note: incomplete applications (without all three requested documents being submitted) will not be accepted.

Closing date: Friday 17th March 2023 at 9.30am

Interviews are likely to be held on Wednesday 22nd March 2023

As part of the interview process all candidates will be required to teach an observed lesson. Preparation work in advance of the lesson will be required, and details will be provided prior to interview.

Early applications will be welcomed - the interview process may be staged, and some interviews held in advance of the closing date if there is a large number of applicants for the role.

The school reserves the right to appoint at any stage in the process.

PLEASE NOTE:

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

Wimbledon Common Prep School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of an enhanced DBS disclosure, satisfactory references, medical clearance and proof of legal right to work in the UK.



THE SCHOOL

Wimbledon Common Prep School (WCPS) is a pre-preparatory school for 175 boys aged 4-7 years. We provide a well-structured education that aims to instil a love of learning in a friendly, welcoming and attractive environment.

The School was founded in 1919 as a preparatory school for King's College School (KCS) and other public schools. The premises were originally in Wimbledon High Street but in 1957 the then owner acquired the current building on the Ridgway, opposite King's, where the school is now situated in a lovely building with a large playground area surrounded by trees near Wimbledon Village and the Common. The School remained in the hands of the Turner family until June 2006 when it was purchased by King's. WCPS has an excellent reputation and feeds pupils through to King's and many other respected schools.



INCLUSION AT WCPS

As part of King's, we are committed to creating an inclusive culture where every member of our community has the right to be known and respected as their authentic self, regardless of race, ethnicity, religion, gender, sexual orientation or disability. This inclusive approach will be genuinely upheld if day by day each of us helps to create a compassionate and supportive environment, one in which each individual feels valued, able to be themselves and are free from any form of intimidation. We do not accept any form of discrimination and will demonstrate this in our behaviours, in the way that we view and treat others and the way that we challenge inequality and discrimination as active and supportive bystanders and allies.

We recognise that discrimination, inequality and exclusion are an issue at all levels in society, and that all institutions must proactively strive to address these issues. To do this, all members of our community recognise that we are responsible for our words and actions. We understand that we are all on a journey and will learn from our mistakes. If conversations are uncomfortable, we will enter them with kindness and an open mind. We celebrate diversity and seek to learn from experiences and perspectives which are not our own. We call out behaviour which is unkind, discriminatory or disrespectful. We understand that all forms of

behaviour, whether in person, at school, or in the virtual world, should be compassionate and rooted in kindness, civility and respect. We appreciate that each member of our community has different circumstances and we endeavour to allocate the resources and opportunities needed to help everyone to thrive and feel a strong sense of belonging.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

Wimbledon Common Prep School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

Wimbledon Common Prep School
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www.wcps.org.uk