



## THE ROLE

This is an exciting opportunity for a highly motivated and inspirational Reception Class teacher to join the Prep School. The successful candidate will be responsible for the day-to-day pastoral care and academic progress of the children in a Reception class and will teach them a range of core and foundation subjects.

They will be an ambitious, enthusiastic and innovative teacher who can provide outstanding pastoral care and deliver excellent lessons which result in pupils achieving the highest standards possible.

This is a fixed-term position, offered on a part-time basis, three days a week (Monday-Wednesday).

The start date for this position is January 2025..

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.

# RESPONSIBILITIES

All teachers are appointed by the Head of Prep and are expected to:

- Have a passion for teaching and a strong understanding of pedagogy.
- Develop and maintain positive relationships with Prep School-aged children and create an effective learning environment
- Plan lessons and prepare relevant material to teach classes. Keep a record of their teaching and their pupils' progress.
- Set and mark pupils' work regularly and appropriately for the subject(s) taught; provide written and verbal feedback, monitor and assess progress, and write accurate reports as required.
- Use digital technology effectively to enhance pupil learning
- Engage with academic data and use it to inform teaching
- Share in pastoral responsibility for all pupils in the Prep School and especially for those in their form group, liaising with members of the Prep School Leadership Team when appropriate.
- Maintain good order and discipline among pupils, safeguarding their health and safety at all times and paying due regard to relevant risk assessments.
- Share in supervisory and general duties; uphold good standards of behaviour and punctuality among pupils.
- Work positively and constructively as a member of the staff team, including liaising and working with colleagues in creating and using curriculum documents, researching materials and developing new courses, discussing and responding to research and innovation.
- Attend Parents' Evenings, and be prepared to communicate with parents individually, as and when the need arises, through email, telephone or face to face. Keep a record of these communications.
- Attend whole school staff meetings at the beginning of term and all Prep School staff meetings and participate in smaller working groups when requested.
- Play an active part in the wider aspects of School life. Most, but not all events, fall within the school day and a small amount of evening and weekend working is required.
- Adhere to all School policies.
- Be a part of the School's performance development programme.
- Take part in the after-school care programme on a rota basis (approximately every three weeks) for additional remuneration.
- Provide a weekly after school co-curricular activity.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head of Prep.

*The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

# PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position;

## QUALIFICATIONS & EXPERIENCE

- Qualified Teacher Status
- Knowledge and application of best practice in Teaching and Learning in the Early Years Foundation Stage
- Demonstrable expertise in primary education through qualifications and/or experience

## SKILLS

- Commitment to developing innovative and stimulating and lessons
- Evidence of continued professional development
- Excellent time management and organisational skills
- Excellent communication skills, both written and verbal
- ICT literate
- Knowledge and experience of using various types of technology to enhance teaching and learning

## PERSONAL QUALITIES

- Passionate about primary education
- Eager to improve your practice and professional skills
- Hardworking team player, with a positive and enthusiastic attitude
- Proactive – ability to lead new initiatives
- Flexible – to accommodate changes in work priorities, using own initiative and prioritising effectively
- Reflective
- Understand and respect the principles of confidentiality
- High professional standards and expectations of yourself and pupils
- Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise

## PHILOSOPHY & ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children
- A commitment to the ethos and strategic direction of the School
- Strong support for the School's mission and values
- Be a good role model