



STONAR

JOB DESCRIPTION

Prep School Reception Teacher

About Stonar

Stonar School is a vibrant co-educational day and boarding school for students aged 2 – 18. As one of over 50 schools worldwide in the Globeducate Group (<https://www.globeducate.com/>), Stonar has a global educational perspective, yet it is located in stunning grounds in the Wiltshire countryside just eight miles from the centre of the city of Bath and within easy reach of the M4 corridor.

Students regularly achieve excellent results, which are beyond expectations both academically and personally and the school is noted for its exceptional onsite equestrian centre.

In addition to the term time day and boarding offering, Stonar also runs short courses during the school holidays, primarily for overseas and boarding pupils.

The Role

Job Title:	Prep School Reception Teacher
Responsible to:	Teachers are responsible to the Head of Prep. The Reception teacher is led by the EYFS Manager who is the Early Years Manager

The Prep School has a reputation for the quality of its education and the strength of its pastoral care. Strong emphasis is placed upon children developing strong learning habits during their time in the Prep School with emphasis placed on academic and personal development.

The Prep School has a Nursery, for children aged two-four. We also provide an all year round care for children during the school holidays. This facilitates a fun and flexible service for three-nine year olds. EYFS provision between the Nursery and Reception operates as a free flowing unit, where staff work closely together across the key stage, incorporating outdoor learning into the curriculum to enrich their experiences and opportunities.

From Reception to Year 6 we are generally a one form entry. We have our own library, ICT Suite, multipurpose hall and Forest School. The pupils share onsite ‘whole school’ facilities including; a theatre, art studio, sports centre with sports hall and AstroTurf, extensive sports fields, music school, indoor swimming pool, dance studio and science laboratories.

We seek teachers who truly care about the academic and personal development of children, who believe in the need for continuing professional development and possesses an intrinsic love of

learning. Most importantly, we are seeking people who enjoy working on collaborative teams and understand that to provide the best educational environment, parents must be our partners.

The successful candidates will be expected to work under the leadership of the Head of Prep, EYFS Manager and the Head of Stonar, and will work in close collaboration with our Nursery team. The Early Years follows In The Moment Planning to deliver the Early Years Framework. We are seeking class teachers who have the ability to teach in a responsive, child centred cross curricular, thematic based style.

As Stonar is a boarding school the successful candidate will also make a contribution to the evening and weekend boarding activities.

Prep School Reception Teacher: Main Tasks

Purpose of Job

Form tutors share the responsibility for the efficient running of the school and the provision of successful pastoral care and academic progress of all pupils. For this important aspect of their work, a teacher is accountable to the Head of Prep, Early Years Manager and the Head of Stonar School.

Key Responsibilities

- Support Nursery children, encouraging prospective nursery parents to feed into the school
- To create a learning environment which is well resourced, enabling and accessible to children, offering open-ended resources and materials
- To ensure that continuous provision transcends all areas of learning in both the indoor and outdoor environment (emphasis on the use of the outdoor space!)

Teaching and Learning

- To love learning
- To teach inspiring, differentiated lessons with high expectations of all pupils
- To follow the chosen curriculum, to promote the development of the abilities and aptitudes of the pupils in any class or group assigned
- To teach all areas in the curriculum to their class, whilst potentially offering the ability to teach a subject specialism to other classes
- To successfully identify the child's spark and implement provocations which extend this interest, using your knowledge of the EYFS to apply this interest in the learning environment.

- To use observation to reflect on the child's learning, spark and the teachable moment. You use these observations to enhance future opportunities.
- To assist in any review of schemes of work
- To ensure that learning is regularly and promptly assessed and recorded following the school feedback and marking policy
- To administer any summative tests and examinations as appropriate to the year group, recording results as requested
- To assess and record pupils' progress; provide or contribute to oral and written assessments, learning journeys, reports, and references
- To liaise with the Learning Support Department, or other support staff, regarding any children with specific needs. As required, liaise with parents and other schools/agencies involved
- To complete regular Performance Management Reviews through the school's appraisal system
- To participate in 'INSET Days and training courses
- To be responsible for creating a stimulating, productive learning environment in the classroom and shared areas. Each Form Tutor has responsibility for the presentation of their classroom, cloakroom area and the school's communal spaces. Displays will be changed routinely and be in accordance with the school's displaying learning policy. Cloakroom areas will be checked regularly by Form Tutors and measures introduced to maintain their tidiness
- To utilise a variety of teaching methods and strategies to enthuse pupils and take their learning forward. This should include an appropriate use of IT within lessons
- To consult with specialist subject teachers to ensure the children in your class are progressing in all areas of learning
- All form tutors in the school are required to lead and co-ordinate a specific subject or area. There is a separate job description for these roles
- To engage on the wider life of the school through, for example, leading a weekly club, attending school event such as concerts and fairs

Pastoral

- To take shared responsibility for the pastoral care of all pupils in the school with specific responsibility for pupils within your allocated form

- To develop good relationships and regular communication with parents and to report to the Head of Prep any significant aspects. Form Tutors are responsible for maintaining the strong links between home and school that Stonar cherishes. Form Tutors should encourage a regular constructive dialogue between parents and teacher through informal conversations, telephone calls, e-mails and more formal meetings scheduled throughout the school year. Notes should be kept in the pupil's file regarding conversations that prompted action or where any concerns were expressed
- To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned, maintaining good order and behaviour in line with the school's policies and expectations
- To maintain an accurate daily marked register, to maintain the accuracy of data held, to distribute information as required, to receive letters from parents and collect payments as needed, to report any absences to the Preparatory School Secretary in line with school policies
- To maintain the high standards of dress and behaviour for their pupils in line with those expected at Stonar School, to act upon, record and file day book entries following incidents or when concerns arise. To adhere fully to all school policies including; Counter Bullying, Child Protection and Behavioural Management policies
- To ensure that 'Form Time' is used purposefully and profitably and for a variety of purposes as necessary. Some organisational matters will need to be dealt with within deadlines as well as the routine monitoring of pupils' well-being
- In addition to attending all assemblies with their forms, Form Tutors are responsible for coordinating form assemblies, ensuring that the pupils are prepared and that parents are invited to attend. Form tutors are expected to contribute to the teacher-led assembly rota in addition to their form assemblies

Administration and other responsibilities

- To attend Parents' Evenings, informal meetings with parents and extra-curricular activities as required, including Open Mornings and other marketing events.
- To undertake break/lunchtime supervision duties as required
- To organise/assist with after-school activities as required
- Form Tutors attend staff meetings and briefings in accordance with the calendar of meetings and routines published at the start of each term. Each Form Tutor is required to report any concerns regarding their pupils at staff briefings so that other staff are kept informed
- To plan/supervise/assist with off-site day and residential trips if requested

- To maintain high standards of professionalism at all times
- To ensure good and effective liaison across the school and to promote positive relationships with senior school colleagues
- Supervising, and as far as practicable, teaching for a reasonable time any pupils whose teacher is not available to teach them
- To use the allocated non-contact time productively to include activities such as:
Planning and preparing lessons, assessing children's work and attending meetings, recording and reporting on the development, progress and attainment of pupils
- To follow and support all school policies and procedures
- To complete records, grade cards and reports within the published deadlines and to ensure all are filed appropriately
- To communicate effectively and professionally with parents in accordance with the relevant method for their class i.e. Tapestry.
- A contribution to evening and weekend boarding duties is expected.

The duties and responsibilities shown above are not intended to be exhaustive and teachers will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the school.