



Newland House
School



Job Description

Pre-Prep Teacher

Closing Date for Applications: 30 September 2024



OUR SCHOOL

Thank you for your interest in Newland House School. Our welcoming Pre-Prep and Prep School sits on a 5-acre site in a quiet residential area on the edge of Twickenham and Teddington in South West London. Established in 1897, Newland House is one of the oldest and largest Independent Prep Schools for children aged 3-13 in the area.

We are passionate about inspiring a life-long love of learning and bringing out the brilliance in every child. Our curriculum is innovative, broad and ambitious, giving every child the opportunity to explore their academic, sporting, and creative passions. We are committed to supporting each pupil's unique learning journey, and our dedicated teachers and staff continuously seek fresh ideas to enhance learning experiences both in the classroom and beyond.

Ensuring the happiness and wellbeing of our pupils is core to all we do. We want every single child in our school to feel safe, valued and cared for and visitors, parents and children consistently comment on the positive, happy, and vibrant atmosphere at our School.

In our most recent ISI inspection, we were found to be EXCELLENT in all areas (2022).



JOB DESCRIPTION

Summary of the role

The school is seeking a professional and motivated full-time teacher who will deliver lessons in various subjects for EYFS and KS1 pupils in the Pre-Prep as required. This is a maternity cover role starting in December 2024 and could be up to a year.

Candidates will be confident and proficient in planning and teaching lessons appropriate to the needs of the pupils, in consultation with parallel teachers. In addition, they will be required to set and maintain high educational and moral standards, undertake other appropriate duties as may be required, participate in and support the school in all its many and varied activities.

As a teacher at Newland House School, you will support the school's aim in ensuring that we provide a curriculum that is broad and balanced, covering the academic, artistic and physical elements that are crucial for the development of the whole child. We set high standards of learning for all the children in a caring and supportive environment, and you will help to promote our ethos in encouraging enquiring minds and building pupil's strengths, interests and experiences.

JOB DESCRIPTION

Main duties and responsibilities

Responsibilities relating to leading teaching and learning

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact,
- Setting and maintaining high educational and moral standards; maintain good order and discipline among pupils, safeguard their health and safety and participate in extra-curricular activities and
- Adhering to the school's Code of Conduct Policy.
- Planning, Teaching and Class Management:
- Identifying clear learning objectives and specifying how they will be taught and assessed.
- Setting appropriate and challenging tasks and ensuring high levels of interest.
- Setting clear targets, building on prior attainment.
- Identifying and supporting More Able Pupils and pupils who find P.E. mor challenging.
- Providing clear structure for lessons, maintaining pace, motivation and challenge.
- Making effective use of assessment and ensuring coverage of the departmental Programme of Study and Scheme of Work.
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework.
- Using a variety of teaching methods including effective questioning, oral and group work and ICT as appropriate.
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluating one's own teaching critically to improve effectiveness.
- Assessing how well the learning objectives have been achieved and using them to improve specific aspects of teaching.
- Monitoring strengths and weaknesses to inform planning.
- Undertaking the assessment of pupils and prepare and present informative reports to parents at the end of the summer term.
- Adopting and working towards the objectives outlined within the school's development plan.

JOB DESCRIPTION cont.

Main duties and responsibilities

Pastoral Duties:

- Liaising with parents.
- Promoting the general progress and well-being of individual pupils.
- Encouraging pupils' participation in other aspects of school life.
- Being vigilant in preventing bullying and work swiftly to resolve incidents of bullying, following the school's Anti-Bullying Policy.
- Promoting and safeguarding the welfare of the pupils.
- Maintaining a constant awareness of all issues relating to child protection.
- Alerting staff members to problems experienced by pupils and those concerned with the welfare of individual pupils after consultation with the appropriate staff.

The teacher will work as a member of a team at our Pre-Prep, along with other form teachers and will report to the Deputy Head (Pre-Prep). We pride ourselves in fostering excellent home/school relationships with parents and the successful candidate will be expected to have strong communication skills.

THE CANDIDATE

ESSENTIAL. These are qualities without which the Applicant could not be appointed.

Qualifications

- A good standard of education at degree level or above.
- Qualified Teacher Status.
- Commitment to continued professional development (CPD).

Experience

- Significant experience of teaching at KS1 and/or lower EYFS.
- Use of ICT to support teaching and learning.

Skills

- An excellent teacher.
- Establish and develop good relationships with parents
- Have a secure understanding of learning styles and child development
- Confident and proficient in planning and preparing lessons appropriate to the needs of the pupils
- Create a happy, challenging and effective learning environment
- Develop good personal relationships and work well within the team.
- Ability to apply high educational and moral standards, promote the school's aims positively and use effective strategies to monitor motivation and morale.

Knowledge

- National Curriculum for EYFS and KS1,.
- The theory and practice of providing for the individual needs of all children (e.g. classroom organisation and learning strategies).
- The monitoring, assessment, recording and reporting of pupils' progress.
- The statutory requirements of legislation concerning equal opportunities, health & safety, learning support and child protection.
- The positive links necessary within school and with all its stakeholders.
- Awareness of new and current teaching initiatives.

Personal competencies and qualities

- Motivation to work with children and young people.
- Energy, enthusiasm and sense of humour.
- Ability to form and maintain appropriate relationships and boundaries with children and young people.
- Emotional resilience in working with different situations.
- Positive attitude to use of authority and maintaining discipline.
- Ability to motivate self and others.
- Willingness to be flexible and show initiative.
- Reflectiveness on own practice.

WHY WORK AT NEWLAND HOUSE SCHOOL

Generous pay and allowances – based on skills and experience.

Pension – both teaching and non-teaching staff enjoy a generous employer contribution pension scheme.

Longer holidays than the maintained sector for teachers (19 weeks) and a minimum of 25 days for full-time non-teaching staff plus bank holidays and additional time at Christmas.

Staff fee remission – all staff are eligible for fee remission after successful completion of probation. The continuance and value of the school fee remission is at the discretion of the Governors.

Enhanced sick and maternity/paternity pay

Flexible and generous time off work policy – special leave, time off for dependents and appointments.

Lunches and refreshments – lunches and refreshments are provided by the school to all members of staff, free of charge during term time.

Flexible working options – job share and part-time.

Cycle to work scheme – purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months.

Career personal development – training and career development opportunities are available for all teaching and non-teaching staff. There are many opportunities to take on additional responsibilities. Financial and other support with obtaining relevant professional qualifications.

Continuous appraisal process to ensure staff get regular feedback.

iPads – all teaching staff are given iPads for their teaching and assessment and non-teaching staff when required as part of their role.

Staff social committee – organise an exciting programme of socialising events including quiz nights, karaoke, theatre trips, golfing weekends and many more.

Staff reps forum – an opportunity to get your voice heard.





HOW TO APPLY

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Completed applications with a covering letter should be sent to Mrs Alka Soni, Head of HR and Compliance by the closing date **No CVs will be accepted.**

Applications will be reviewed and shortlisted on a rolling basis, and we reserve the right to interview, appoint and close the advert early depending on the volume of applications we receive. We therefore encourage you to apply at the earliest opportunity to avoid disappointment. We will only be contacting those candidates who have been selected to progress to the next stage of the process.

Please note that referees will be contacted prior to the interview.

If you would like an informal confidential discussion regarding this role prior to application then please contact Alka Soni, Head of HR and Compliance, Asoni@newlandhouse.net

Diversity, Equity and Inclusion

Newland House School values diversity, equity and inclusion for its pupils and staff. We want our community to feel valued and respected, so we are working hard to build an inclusive culture which celebrates diversity in different forms to reflect the community we serve. We believe that having a diverse workforce offers different perspectives which helps us to work towards our shared vision and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join our School.

CONDITIONS OF EMPLOYMENT

Newland House 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 must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

Employees shall uphold the school's policy in respect of child protection and safeguarding matters.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All members of staff are required to participate in the school's appraisal scheme.

The job description is current at the date shown, but in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of school in relation to post-holder's professional responsibilities and duties.

