

RECEPTION TEACHER – MATERNITY COVER

General Profile

We are looking for a well-qualified, enthusiastic and skilled teacher to cover maternity leave for the academic year 2019/2020

Skills/qualifications

Required:

1. Qualified teacher
2. First-rate classroom practitioner
3. Evidence of continuing professional development
4. Commitment shown in other areas e.g. games, activities
5. Good communication skills
6. Good organisational skills
7. Up to date IT skills including use of MS Office package and experience with interactive white boards, experience of using an electronic tracking package would be desirable.
8. Evidence of ability to integrate IT into their lessons

Personal Characteristics

1. Positive personality – enthusiastic, dynamic and caring
2. Love and passion for teaching children
3. Ability to work in a team
4. Ability to prioritise effectively
5. Ability to see task through to completion
6. Loyal and supportive colleague
7. Ability to teach effectively across the whole ability range
8. Possess a sense of humour!

All members of Westbrook Hay Prep School are fully supportive of the aims and ethos of the School and all staff share in pastoral responsibility.

Westbrook Hay has an active Parents' Association which all staff are expected to help and support.

Job Description

DIRECTLY RESPONSIBLE TO: The Head
REPORTING TO: The Head of Lower School

The purpose of this job description is to outline the main responsibilities of the Reception Class Teacher. The Reception Class Teacher will be a full-time teaching post. The safety and well-being of the children in School is paramount at all times and the Reception Class Teacher's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the Reception Class Teacher becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Lead for Child Protection, the Deputy DSL or to the Head

RESPONSIBILITIES

The Reception Class Teacher is directly responsible to the Head but will report to the Head of Lower School and liaise with other relevant staff regarding the maintenance and development of the Reception schemes of work to take into account the requirements of the Early Years Foundation Stage Guidance and the National Curriculum.

- Be fully responsible for a Reception class of up to 18 children;
- To form positive relationships with parents/careers
- To oversee the duties of and direct an Early Years Assistant
- To have a clear understanding of the Early Years Foundation Stage curriculum, observing D of E requirements and the aims of Westbrook Hay Prep School;
- To teach French to Reception
- Produce Short/Medium/Long Term teaching plans in accordance with Westbrook Hay guidelines, ensuring relevant deadlines are met;
- Liaise with relevant Heads of Departments and Class Teachers regarding cross-curricular subject matter;
- Organise and lead Reception School Trips;
- To liaise with Study Skills Coordinator to plan Provision Maps and ECHPs as appropriate;
- To complete ongoing assessments and advise parents of children's levels as required
- Support the Headmaster and Director of Studies in raising and maintaining high standards;
- Attend courses to keep self and staff informed of further developments;
- Attend all staff meetings and inset days;
- Order and maintain stocks of materials for teaching and display purposes;
- To contribute to Lower School Performances, Assemblies and any other Lower School events
- To lead Lower School Assemblies as required
- To undertake playground duties
- To support and assist the children in line with our Wellbeing / Intimate Care policies;
- To administer medication for children as required;
- Attend parent's evenings and staff meetings for relevant year groups;
- Attend Speech Day, Sports and Family Fun Day , Open Mornings, Teddy Bears Picnic or The Easter Egg hunt, or any other events relevant to the Lower School;
- Ensure individual reports are written for each child during the Autumn, and Summer Terms in accordance with Westbrook Hay guidelines, ensuring relevant deadlines are met.

TERMS AND CONDITIONS

1. Salary Scale:

Salary is based on qualification and experience and is for the hours (less afterschool) as stated below. This is a full time term time position based on 39 weeks including holiday allowance.

The salary range for a qualified teacher is:

T1 £28,045 – T6 £40,398 gross per annum

Afterschool is paid at a rate of £11.38 per hour (non pensionable)

2. Days/hours:

Monday – Friday	8.15am – 4.00pm
Thursday staff meeting	3.45pm – 5.00pm
After school (rota)	4.00pm – 6.00pm Monday – Thursday
	4.00pm – 5.30pm Friday

Plus all inset days (the last Friday before each term starts), parents' evenings, open mornings, speech day, sports day and WHA events specific to the children in your care.

Plus 2-3 additional days per term for the purposes of preparing classrooms

A degree of flexibility is required in order to complete the planning and assessment and all other responsibilities pertaining to the role.

3. Holidays. Statutory holiday to be taken in school holiday only plus bank holidays.
4. Pension: Teacher's pension scheme
5. Expenses: all reasonable costs associated with the role will be reimbursed upon receipts.
6. Notice period: 1 term following successful completion of the probationary period
7. This is a Fixed Term contract covering maternity leave commencing Friday August 30, 2019 and terminating Wednesday July 8, 2020.
8. The notice period will be two weeks' during the first 6 weeks and 1 month thereafter, which may be given by either party during the course of the contract.
9. References: appointment subject to two satisfactory references; one from immediate previous employer and one other: required to be on file before start date
10. Driving licence: full clean required.
11. DBS: satisfactory enhanced check including barred list required on file before start date.
12. Other documentation: professional certificates; medical declaration; overseas declaration; disqualification by association.



13. Out of hours: the position may require additional duties as part of and in addition to the normal responsibilities.
14. Accommodation: school accommodation may be available on license for the duration of the contract.

Application

If you feel you have the energy, enthusiasm and commitment necessary, we would be delighted to receive your application. Please return the completed application form to:

**The HR Manager, Westbrook Hay Prep School, London Road,
Hemel Hempstead, Herts, HP1 2RF.**

Westbrook Hay Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Certificate from the Disclosure & Barring Service is required for this post prior to commencement.