



Kindergarten Class Teacher (Qualified Teacher or Early Years Practitioner)

Required from January 2023

Details of the Post and Application Process

The School

Bronte School is an independent preparatory school for children aged 3 to 11. The School's ethos is based upon the twin pillars of academic excellence and of being a family school. A stimulating and purposeful curriculum is accompanied by high quality academic management, which aims to provide inspiration and challenge for all the children of the school, analysing in detail progress and attainment for each individual boy and girl. Educational breadth is seen as complementary to depth and level of study. Art, music, PE and drama take their place alongside the humanities, languages, science, and the core subjects of English and mathematics.

The School has considerable success in supporting children through to a place at their first-choice school. For many this is a selective or super-selective grammar school, whilst others also go on independent schools or other types of state schools. Another route is to a major 13-18 boarding school, via a feeder prep school for Years 7 and 8.

Bronte is a small school, of around 150 pupils, in a single class entry, with maximum class size of 20. The teachers are dedicated, professional and supportive, caring deeply for the children and getting to know them very well. This personal attention forms a central part of the School's family atmosphere. Pastoral care is very strong, and is seen as fundamental to the children's success, happiness and sense of self-fulfilment.

The School has a Christian tradition, at the same time as having extensive diversity in the ethnic and cultural composition of its families, reflecting that of the local area.

Bronte is privately owned, by Nicholas Clements. As Proprietor, he is responsible for the governance of the School. The Headmistress is Emma Wood. There is an Advisory Board, which provides support for the governance.

Bronte Nursery, the School's sister setting, is large, high quality nursery, ages 3 months to 4 years. It is located about 200m away, also on Pelham Road.

Kindergarten

The Kindergarten class at Bronte, which occupies a light, airy ground floor room in the main school building, is staffed by the class teacher/practitioner, and a teaching assistant. The class comprises children who are in the school year prior to the start of their Reception year.

The class tends to start with around 12 - 15 children and fills during the year, up to a maximum of 20. There is a minimum attendance specified of 3 full days. A gradual move to full time over the course of the Kindergarten year is expected, in order to prepare children well for their transition to Reception and for their early school lives. Nearly all Kindergarten children remain at Bronte, for their Reception year and onwards. Kindergarten forms part of Lower School, which comprises as well Reception and Years 1 and 2.

The Appointment and The Person

This vacancy arises because the current Kindergarten class teacher is standing down at Christmas, for family reasons, after 3 successful years in that role, and after a total of 15 years at Bronte

The current incumbent is a qualified teacher with a specialism in Early Years. The role could also be filled by a suitably qualified EY practitioner, and in these job details, the titles 'teacher' or 'class teacher' can generally be viewed as interchangeable with 'practitioner' or 'class practitioner'.

The role would suit someone who is recently qualified or a person of more experience. The key factors in the successful candidate are a commitment, dedication and affection towards children, and a professional, knowledgeable approach to early years education and development.

Good communication and organisational skills are also important : the role involves extensive liaison with parents, and, internally, co-ordination with the Headmistress, the Head of Lower School and the early years team, and with other colleagues.

The Role

The role of class teacher lies at the heart of the School's academic and pastoral life. He or she oversees and guides the children's educational and general School life and supports and promotes their welfare, maintaining close contact with each child. The class teacher is usually the first port of call for parents, and contact with parents, working with them to support the child, is seen as a key part of the role of a Bronte teacher. All teachers at Bronte take on a role of co-ordination of one or more academic subjects, and, often, of additional school-wide responsibilities in other areas.

The Kindergarten teacher/practitioner's role comprises all these areas, modified as appropriate for the specialist aspects of early years.

There are three main areas of responsibility:

- class teaching and development through play
- subject co-ordination
- other school duties and roles; personal development

Areas of Responsibility

Class Teaching and Development through Play

- classroom teaching and development through play, of approximately 20 periods per week (out of 25). Possible teaching of other classes, depending on any more specialist subject areas
- the pastoral and administrative duties involved in the routines of class life
- regular contact and liaison with the Headmistress and with the Head of Lower School.
- monitoring and reporting on academic progress and attainment, as defined in the staff handbook and other school publications, and by the School's general practice. Included in this area is the writing of pupil reports, preparation of pupil progress cards, and participation in Pupil Progress Meetings (chaired by Headmistress and attended by the class teacher, Head of Division and Head of Learning Support)
- fulfilment of all pastoral and safeguarding responsibilities of a teacher or practitioner, as defined in the staff handbook and other school publications, and by the School's general practice
- strong level of liaison with parents, with prompt responses to all enquiries, and availability for e-mail/phone/personal contact; attendance at parents' meetings.

Subject Co-ordination

- overview and direction of one or more subjects, within the whole School context, liaising with the Headmistress, Heads of Division, and other colleagues
- advice to staff about the subject, and its delivery and curriculum
- subject development plans; termly overview plans

Other Roles and Duties; Personal Development

- attendance at and involvement with school events
- where applicable, staff duties (e.g. playground, lunch); attendance at staff meetings and at staff INSET days and sessions
- possible running of one or more after-school clubs or activities
- potential opportunities for involvement in or development of other school activities and events, often depending on the interests and enthusiasms of the teacher
- personal development is seen as important, and Bronte teachers are encouraged to maintain awareness of developments in the profession, and to reflect upon their own professional development.

Reporting; Terms and Conditions

- Reporting. The role reports to the Headmistress.
- Terms and Conditions. Terms and conditions are based upon those of a full-time teacher or practitioner. The salary, is subject to experience and qualifications, and will be based either on the Bronte Unqualified Teacher Scale (£23,521 - 30,576) or the Qualified Teacher Scale (£31,711 - 40,248). There is a NEST pension scheme.

Holidays must be taken in School holidays. Children of staff are eligible for a fee discount, at Bronte School and Bronte Nursery.

Appointment Process

Applications, comprising a brief covering letter, a CV and a completed application form, should be sent by Thursday 29th September 2022, to the Bursar, Miss Susan Allison (susan.allison@bronteschool.co.uk, 01474 533805), from whom the application pack is available. All applications will be acknowledged.

Interviews are planned to take place during the week 10th - 14th October. There will be an opportunity for short-listed candidates to visit the School beforehand. Anyone who is giving serious consideration to an application is welcome to have a call with the Headmistress, Mrs Emma Wood. This should be arranged through the School Office Manager, Mrs Nicky Mason (nicky.mason@bronteschool.co.uk, 01474 533805).

It is expected that those being asked for interview will be informed by Monday 3rd October.

Bronte School 7 Pelham Road Gravesend Kent DA11 0HN 01474 533805 www.bronteschool.co.uk

Bronte School is an equal opportunities employer. The School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. The successful candidate for this post will be required to undertake a Disclosure and Barring Service (DBS) check.