



RECEPTION TEACHER

SALARY: ST MICHAEL'S MAIN SCALE

FULL TIME

TO START: SEPTEMBER 2020

RECEPTION TEACHER

St Michael's Prep School is a co-educational day school with 471 children aged 2-13, rated as 'Excellent' by ISI in March 2017, enjoying a beautiful location, overlooking 90 acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

We are seeking an inspirational, talented and ambitious teacher who is passionate about their role. Working within the Pre-Prep, in Reception the successful candidate will have QTS, perhaps as an NQT or refined through experience. This is a wonderful role giving you the opportunity to work in a close-knit team with an outstanding record and reputation. Pre-Prep staff are committed to giving our children the best start in their education. You will be encouraged to enhance our range of after school activities with your additional skills, perhaps in music, sports, languages, IT or other fields.

If you would like to apply for this role, please send a covering letter explaining why you are the ideal candidate for this role to Kim d'Albertanson, HR Officer at:

recruitment@stmichaels.kent.sch.uk

APPLICATION DEADLINE: Monday 9th March 2020 at 12 noon

INTERVIEW DATE: Tuesday 17th March 2020



St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicants will be subject to an enhanced disclosure through the Disclosure and Barring Service

RECEPTION TEACHER JOB DESCRIPTION

RESPONSIBLE TO:

- Head of Early Years & Head of Pre-Prep
- The Deputy Heads
- The Head
- Governing Body

KEY RESPONSIBILITIES

Teaching and Learning

- To teach the school's Early Years' or KS1 curriculum or, the School's academic and wider curriculum as defined with regard to both style and content outlined in the school documentation; to show a high level of planning and organisation for the effective delivery of the curriculum with an emphasis on child initiated learning.
- To monitor and mark children's work and to maintain all records and reports in line with school requirements.
- To differentiate for the needs of each child and liaise with the Learning Development Manager as necessary.
- To jointly plan and organise appropriate educational trips.

Pastoral Care

- To ensure the well-being, happiness and success of each child
- To promote children's independence and self-esteem through enabling their success
- Understand the importance of Safeguarding procedures and the welfare of children at all times

Communication

- To liaise with your Head of Department, Deputy Heads, the Learning Development Manager and other staff as required.
- To treat children at all times in a manner consistent with specific school policies and the broader ethos of the school
- To play your part in promoting and maintaining a high-profile key stage.
- To read the "parent newsletter", the week ahead and the calendar.
- To maintain appropriate level of liaison with outside bodies, subject hubs/ teacher networks etc.
- To maintain and foster links with parents / families through formal and informal parents' meetings and other meetings as necessary
- To take part in team meetings, liaising with colleagues to ensure a high level of well-being for all our children.



Teamwork

- To participate in all necessary duty rotas within and around the school day
- To co-operate with colleagues in teaching and curriculum planning and to provide cover for teachers as the need arises
- To delegate and direct teaching assistants as appropriate
- To maintain an appropriate and professional standard of personal appearance
- To support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body
- To participate in in-service training as part of career and curriculum development, in line with school needs
- To be in school during the school day and for such additional hours as are necessary to discharge effectively all professional duties
- To have regard to the health and safety of all children, staff, parents and visitors to the school
- To safeguard and promote the welfare of all children
- To have respect for the confidential nature of the post.

Pre-Prep

- In September there will be up to 54 children in Reception. Reception will have three equal classes of up to 18 children, many of whom have previously attended our Preschool Kindergarten and Nursery.
- In Pre-Prep (Reception - KS1) a full-time teaching assistant is employed to work alongside the teacher in each class. We also have dedicated teachers for Music and Sports.



PERSON SPECIFICATION

St Michael's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our staff need to be:

- eligible to work in the UK
- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- proactive
- efficient
- reliable
- flexible
- great team players
- computer literate

Our teachers need to have:

- Qualified Teacher Status
- a warm and encouraging manner
- a secure understanding of progression within the National Curriculum
- experience of assessment and judging next steps
- energy
- commitment
- patience
- a love of learning, challenge and personal development
- an enhanced disclosure via the DBS (which the school would facilitate)
- the ability to form and maintain suitable relationships and personal boundaries with children and young people
- the strength to work with challenging behaviours
- a sense of humour

It would be desirable if the candidate were to have:

- Level 1 Safeguarding Training
- Paediatric First Aid Certificate
- Food Hygiene Level 1 Qualification

