



Introduction

Forest Preparatory School is seeking an enthusiastic and experienced class teacher for Key Stage 1. We are looking for someone who can work well with a certain degree of independence, who has an innovative 'growth' mindset, a commitment to excellent practice, a holistic outlook on pupil development and who will be fully involved in the life of this forward-looking and dynamic school.

The safety, wellbeing, happiness and fulfilment of all pupils is paramount to Forest Prep's mission; we have a comprehensive system of pastoral care and robust safeguarding procedures. The successful candidate will need to have an up-to-date awareness and knowledge of all matters relating to safeguarding. They will also need to be able to quickly build positive relationships and rapport with pupils of the relevant age group, whilst always setting and maintaining appropriate boundaries and promoting the highest standards of behaviour and courtesy.

The successful candidate will model a passion for learning and be able to nurture all pupils' curiosity and desire to advance their knowledge of the world. They will deliver engaging lessons that support and challenge pupils of all achievement levels.

The position will require the successful applicant to teach the 'core' subjects of Maths and English to their class as well as one or more of the humanities to their class and possibly to others. The Prep School has a number of subject specialist teachers who will teach your pupils in the other subjects, which include Mandarin, Drama, Music and Dance.

In addition, the Prep School offers a varied and extensive co-curriculum, consisting of timetabled activities and clubs both during and after the school day. The successful candidate would be able to make a valuable contribution to this co-curricular offer, drawing on their own interests and talents.

The successful candidate will:

- promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact;
- be familiar with the School's health and safety guidance and be responsible for personal health and safety and that of the pupils;
- maintain positive links with parents through regular communication and to alert the Deputy Head Pastoral to any concerns relating to pupil safeguarding or wellbeing;
- manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the School's Behaviour Policy
- establish and maintain a happy, positive and working environment within the classroom;
- plan, prepare and deliver engaging, challenging and enjoyable lessons to assigned classes.
- ensure that each pupil receives teaching appropriate to his/her age and abilities, and is set appropriate targets to maintain good progress across the curriculum;
- participate in the development of appropriate curricula, materials and schemes of work;
- monitor the progress of each pupil within the framework of the school's monitoring systems, and to report the outcomes appropriately to parents and the Deputy Head Academic;

- mark pupils' work systematically and sensitively, checking their development in accordance with the School's procedures;
- liaise with the Head of Learning Support with regard to any pupils who may be experiencing difficulties and to act in accordance with any specific recommendations;
- encourage positive relationships between pupils and to act according to the school's Anti-Bullying Policy and Child Protection Policy;
- attend all Open Days, Parents' Evenings, Chapel services, School concerts and productions, meetings for new parents/pupils as required by the Head of the Preparatory School;
- participate in the Preparatory School's staff appraisal and monitoring procedure and to undertake INSET as deemed appropriate for professional development.
- maintain up-to-date subject knowledge;

Qualifications

- Qualified Teacher Status (QTS)
- An enhanced Disclosure and Barring Services (DBS) check
- Strong teaching skills;
- Highly self-motivated, self-directed and attentive to detail;
- Strong technology experience and skills;
- Ability to work effectively and collaboratively with school administrators, classroom teachers, central office staff, and professional organisations in providing rigorous academic experiences for all pupils;
- Effective time management, documentation and organizational skills;
- Ability to effectively prioritise and execute tasks under pressure;
- Excellent written, oral, and interpersonal communication skills.

To be successful, you will need to demonstrate the following characteristics:

- a commitment to high standards and outcomes;
- an understanding of how to use assessment to inform planning for excellent teaching and learning;
- the ability to differentiate materials to meet the needs of the learners;
- a good sense of humour
- evidence of good classroom management skills;
- the ability to work with the needs of the pupils and parents in our culturally diverse community;
- a willingness to contribute to enrichment activities;
- the ability to organise and prioritise your own workload whilst working alone, and as part of a team;
- a confident and competent approach to the use of ICT to engage pupils in their learning.

James Sanderson FRSA

Head of Forest Preparatory School

September 2020

1. Experience	Essential	Desirable	Evidence
Qualified Teacher Status (QTS) in the Primary Phase	√		Application
Prior experience as a class teacher in the maintained primary or independent preparatory sector		√	Application
Prior experience of teaching KS1		√	Application
Commitment to professional development	√		Application
Outstanding and innovative practitioner	√		Application Selection process

2. Personal Qualities			
Confident with technology		√	Application Selection process
High personal and professional standards	√		Application
Interpersonal skills	√		Application
Effective communicator	√		Application Selection process
Approachable	√		Application Selection process
Resilience to manage one's own work pressures and the capacity to manage effectively the work of others	√		Application
The capacity to inspire and motivate pupils	√		Application
Sensitivity and humour	√		Application
Enthusiasm, flexibility and maturity of approach	√		Application Selection process

James Sanderson FRSA
Head of Forest Preparatory School
October 2020