



**Reception Teacher – Maternity Cover**

**January – December 2022**

**Description of Role**

**Reporting to:** Head of Pre-Prep; Headmaster

**Purpose of the role:** To teach a Reception class on two days per week, working in close cooperation with the other class teacher, and as part of the Pre-Prep team; to instruct and support the Class Assistant; to provide exceptional cover for the Teacher who is on Maternity Leave.

All teachers in the Pre-Prep School are expected to undertake the following duties and responsibilities.

## Teaching

* Attend assemblies and register the children’s attendance using school procedures;
* Plan and prepare lessons as required by the Head of Pre-Prep;
* Teach according to their educational needs the pupils assigned to him/her;
* Maintain a stimulating classroom environment, ensuring classroom displays are refreshed each half of term;
* Promote the general progress and well-being of each child or any group or class assigned to him/her. Particular care should be taken to ensure that the cultural needs of the children are taken into consideration and that all children have equal opportunities in all areas of the curriculum;
* Be knowledgeable of current ICT practices, programmes and strategies to embed each subject into the curriculum;
* Communicate and consult with parents on a regular basis. Respond positively and professionally to day to day requests from parents;
* Participate in departmental meetings, or read resulting minutes if unable to attend;
* Assist with the organisation of school events as required by the Headmaster.

## Assessment Recording and Reporting

* Assess, record and report on the development, progress and attainment of pupils, adding tracking data to relevant documents as required;
* Make records and reports on personal and social needs of the children;
* Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
* Attend Parents’ Evenings as required by the Head of Pre-Prep
* Be prepared to meet with parents at mutually convenient times to discuss progress during the term.

## Training and Development

* By arrangement with the Head of Pre-Prep, participate in school arrangements for further training and development as a teacher;
* Attend outside courses to refresh and enhance classroom skills;
* Regularly review methods of teaching and programmes of work;
* Undertake subject co-ordination as required and specified by the Head of Pre-Prep.

## Duties

* Undertake supervisory duties as required by the Headmaster, as he may reasonably direct, whether the duties take place before, during or after school sessions;
* Participate in meetings which relate to the curriculum, administration and organisation in the school as a whole;
* Support school functions and activities whenever possible;
* When necessary, supervise children, and as so far practicable, teach any pupils whose teacher is not available to them;
* Attend school before term starts and after the term finishes, making necessary preparations as required by the Head of Pre-Prep and the Headmaster;
* Provide supervision in Nursery/After School Club on one afternoon per week, 3pm-5pm, when required.

## Management and Administration

* Advise and co-operate with Head of Pre-Prep and other colleagues on the preparation and development of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements;
* Participate in administrative and organisational tasks related to duties described above;
* Participate in arrangements for preparing children for public exams and in assessing the children for the purpose of such examinations, recording and reporting such assessment and supervision for such examinations;
* Participate in any arrangements for appraisal of his/her performance.

## Discipline, Health and Safety

* Maintain good order and discipline among the children and safeguard their health and safety in accordance with the school’s policies on school premises and when on authorised activities elsewhere;
* Be aware of individual dietary and medical needs including allergies;
* Maintain condition of all equipment and alert maintenance staff to repair needs when necessary.
* Maintain your own Safeguarding training, as required, via the Educare website or by attending or viewing INSET training.

**Desirable Personal Qualities and Experience:**

* Outstanding teaching skills, with the ability to inspire, encourage and nurture the children in your care;
* Confidence in communicating with parents, colleagues and children; this includes excellent writing skills and a calm, courteous and approachable manner at all times;
* EYFS experience and expertise, with a working knowledge of this age group;
* Skill in planning interesting and enjoyable lessons, and in managing a wide variety of abilities;
* A professional appearance and warm, caring manner;
* Secure knowledge and experience of using ICT including information systems (iSAMS preferred), spreadsheets, all MS Office applications and other essential tools for teaching and lesson planning;
* Creative approaches to teaching and learning;
* Ability to work on own initiative, with full regard to the ethos of the School and the Curriculum;
* Excellent collaboration skills, flexibility, good humour and empathy;
* Qualified Teacher Status or iPGCE;
* Commitment to participate fully in Pre-Prep life, including evening Parents’ Evenings, INSET, planning meetings and report writing;

**Hours of Work**

This role is a part-time position of two days per week, from January 1st to December 31st 2022. The days would ideally be Wednesday and Thursday, and you should expect to work for at least 36 weeks of the year. Teachers are in class by 7.45, ready for the children to arrive, and are usually able to leave between 4 and 4.30. Occasionally, there will be a requirement to work in the evenings, as indicated above.

**Holidays, Remuneration and Benefits**

* The salary will be c. £34,000, which is £13,600 pro rata (40%)
* The salary will include an allowance for Statutory Holiday Pay.
* Benefits include:
  + - Free on-site parking
    - Complimentary dining and refreshments available all day during term time
    - Free use of swimming pool at specified times
    - Generous contributory pension scheme
    - Remission on fees for children of staff attending the School or Nursery
    - Generous occupational sick pay scheme

**Application Process and Safeguarding**

Applicants should complete an application form and submit it, with CV and covering letter, to [hr@cumnor.co.uk](mailto:hr@cumnor.co.uk) by Friday 17th September. Interviews of selected applicants will include a demonstration lesson, and will be held during the following week, with a view to an offer being made by Friday 24th September, but the School reserves the right to appoint a candidate at any time during the process. Cumnor House Sussex is committed to safeguarding and promoting the welfare of children. An offer of Contract of Employment will be subject to an enhanced DBS disclosure, satisfactory references, verification of ID, medical fitness and relevant qualifications, and other security checks.