



RYDES HILL

PREPARATORY SCHOOL & NURSERY

Rydes Hill Preparatory School and Nursery

Appointment of part-time Year 1 form teacher

An exciting opportunity for a dynamic, kind and caring individual, who has a passion to assist in the delivery of an outstanding education and wishes to make a real difference to the lives, futures and wellbeing for up to 22 children in their class.

The successful candidate will work two days a week and be responsible to the Headmistress for the delivery and monitoring of our outstanding year 1 provision.

Rydes Hill Preparatory School and Nursery gives children the 'best start in life'. An education at Rydes Hill is an investment and it combines a family environment, in which children develop confidence, with inspirational teaching to create a lifelong love of learning. Our small Catholic School of up to 200 pupils from age three to 11, is buzzing with opportunities and is a school with a great sense of community; a large and loving family. We welcome families and staff from all denominations and we believe that everyone benefits from the loving care and Christian values that underpin all we do. We are proud of our outstanding academic achievements which is evidenced by the high number of scholarships awarded year after year at prestigious leading senior schools.

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

For further information and to apply please visit www.rydeshill.com or email jacqui.oneill@rydeshill.com
Visits to the School are encouraged.



JOB DESCRIPTION

Job Title: Form Teacher

Reports to: Deputy Head Academic

Department: Pre-Prep

Job Purpose: To assist with the academic and pastoral development of pupils in the pre-prep department.

Benefits: Generous pension benefit, free lunches and eligibility for staff fee discount.

Key Responsibilities and Accountabilities:

- To promote and safeguard the health, welfare and safety of all pupils in the School;
- To create a secure, happy and stimulating classroom environment, maintaining the highest possible standards of organisation and discipline;
- To work closely with the job share teacher to plan and teach stimulating, fully differentiated lessons, and being committed to the achievement of academic excellence;
- To maintain high standards of behaviour using positive behaviour management strategies and restorative practices;
- To working in partnership with parents, support staff and other professionals, and providing support and guidance for pupils and parents;
- To working closely with the Deputy Head Academic, Deputy Head Pastoral and support staff to make sure the needs of all pupils are met;
- To working closely with the Deputy Head Academic to support the development of the pre-prep curriculum
- To mark, assess, record and report on the work of pupils, including attending Parent Teacher meetings and writing and proof-reading end of term reports;
- To prepare pupils for assessment and assisting with their administration;
- To bring new ideas and initiatives to the classroom and using ICT to enhance teaching and learning;
- To ensuring a varied and stimulating programme of co-curricular activities and visits, in partnership with the job share and other pre-prep staff;
- To participate, where appropriate, in issues related to school planning, raising achievement and individual review;
- To maintain and record continued professional development in line with School policy;
- To assist with break time, and other supervision, as required;
- To take joint ownership of an assigned classroom, ensuring it is kept tidy and clean and that attractive displays of work are regularly changed;
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning;
- To take responsibility for a curriculum subject area as agreed with the Deputy Head Academic;
- To help prepare contributions to Assemblies and other public occasions and communications;
- To attend all Saturday open days, Insets, parent information functions and key pupil events;
- To contribute to the varied co-curricular programme;
- To implement the school's agreed policies and procedures;
- To keep up-to-date with educational reform and policy by ensuring an awareness of safeguarding and care initiatives and their usefulness;
- To keep up-to-date with all school policies and their implementation;
- To contribute to the enactment of health and safety requirements and initiatives as directed;
- To ensure compliance with Data Protection legislation;
- To attend all relevant staff meetings and pupil progress review meetings;

- To perform any other duties which may be reasonably expected of a form teacher;

This job description is intended to act as a guide and not as an ultimate definitive or exhaustive list. Our aim is to work to the strengths of the successful candidate and adapt the job description accordingly.

Class Teacher Competencies and Skills

Essential requirements:

- Awareness and a commitment to our Mission Statement

‘Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in a loving relationship with God and each other. Christian virtues of love and justice, faith and courage, hope and perseverance are fostered. Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school based on shared moral values. The importance placed on the development of individual talents is at the heart of what the school stands for and all are encouraged and challenged to be the best they can be’.

- Excellent classroom practitioner who can lead by example with excellent knowledge of the learning process, curriculum issues and child development;
- Experience of teaching girls and boys from Reception to Year 2;
- Ability to motivate students and teaching assistants;
- Ability to lead, coordinate, delegate and empower;
- Ability to manage change and work under pressure of changing circumstances;
- Ability to see things through to completion;
- Excellent and demonstrable organisational skills;
- Excellent communication skills along with the ability to listen and understand;
- An exceptional role model with high standards of integrity and approachability;
- A ‘team player’;
- Highly motivated, ambitious, and upbeat;
- Calm under pressure with a good sense of humour;
- Flexible and collaborative;
- High levels of emotional intelligence and the curiosity to explore and build connections to further ‘our’ learning;
- Willingness to follow the ethos of a Catholic school;

How to apply

Please send your completed application form and letter of application to:

Mrs Jacqui O’Neill
PA to the Headmistress
Rydes Hill Preparatory School and Nursery
Aldershot Road
Guildford GU2 8BP

Or alternatively, email to: jacqui.oneill@rydeshill.com

Closing date: 9am, Monday 7th October 2019. Interviews: w/c Monday 14th October 2019