



BURGESS HILL

— GIRLS —

Prep School Teacher **Full time, required for September 2024**

Our excellent Prep School are seeking to appoint a qualified, ambitious, motivated and inspirational teacher to join their team.

We welcome applications from both newly qualified teachers, for whom the statutory ECT induction programme would be provided, and more experienced teachers.

A willingness to contribute to the co-curricular activities and residential trips is essential.



ABOUT THE SCHOOL

Location

The School is situated in a very pleasant thirteen acre site in the conservation area of the town. Burgess Hill is a medium sized town with its own theatre, orchestra, cinema and leisure centre. Burgess Hill is approximately ten miles from Brighton and Lewes, fifteen miles from Crawley and fifty miles from the centre of London. It is well served with fast roads – the M23 and M25. The school is close to the railway station (three minutes' walk).

Facilities

The School is a blend of Victorian buildings and ultra-modern facilities and there has been a steady development of the facilities.

Curriculum

The Prep School offers a full range of subjects with Music and PE taught by subject specialists from Reception. French is taught by subject specialists from Year 1.

Pastoral care

Our pastoral system is designed to encourage and support the development of each individual pupil from the moment she arrives in school until the time she leaves. We want to provide each pupils with the skills and confidence which will help her to make the most of her time with us, at university and thereafter. Implicit in the School aims is the expectation that every member of staff will accept responsibility for the development in each pupil not only of the highest academic standards, but also of the confidence and self-esteem which comes from being valued as an individual within a community.

Extra-curricular activities

Extra-curricular activities give every student wonderful opportunity to explore her own talents and develop her individual skills to her full potential.

We believe that education is about giving young people the chance to be successful in as wide a range of areas as possible, and to feel a sense of pride in their achievements.

About the Prep School

An industrious atmosphere prevails in this vibrant part of the School, where each girl is helped to reach her full potential socially, physically, emotionally and intellectually. Everyone works hard and a strong sense of fun and enjoyment pervades the Prep School alongside a strong academic, musical and sporting achievement.

Academic achievement is an integral part of educating young people for life. Education is provided in the broadest sense aiming for high academic standards whilst, at the same time, developing the whole personality: the social, imaginative, creative, spiritual, practical, and physical. Self-confidence and high self-esteem are at the top of the list. All girls are encouraged to participate fully in the many extra-curricular activities that are available.

The pastoral side of the School is very strong with much importance placed on developing confidence and good self-esteem.

Testimony to the current standing of the Prep School is the report produced following the last ISI inspection. The full ISI inspection report can be read on the School's website <http://burgesshillgirls.com/Prep/academic-achievement>. The report perfectly encapsulates what the School offers its pupils in the Prep School.

THE ROLE

JOB SUMMARY

- Maintain and develop the highest standards of teaching in line with the school's ethos and policies
- Contribute to the wider development of pupils via co-curricular activities, including both day and residential trips.

PRINCIPAL ACCOUNTABILITIES

In line with Professional standards for teachers;

- Carry out the general duties of a schoolteacher in accordance with Teachers' Standards
- Follow guidelines as outlined in the Prep School Staff Handbook
- Implement Prep School and where appropriate, whole school policies
- Take part in scheduled meetings with colleagues and parents in accordance with the school's published programme
- Share in supervisory duties in accordance with the school's published rotas, e.g. morning duty, lunchtime supervision, activity clubs, prep duty
- Participate in whole-school Inset training
- Submit all planning in accordance with the agreed system of planning and keep up to date with all school information e.g. week ahead
- Work closely with year group colleagues in: planning - termly and weekly - monitoring and evaluating. Ensure that similar work is experienced by pupils in the year group.
- Undertake any other reasonable duties requested by the Head of Prep School.
- Be prepared to lead appropriate school outings and organise educational visits, which may be at weekends, during holidays and residential, as deemed appropriate by the school.
- Organise and run clubs which enhance the educational experience of the girls.
- Keep good pupil records and ensure that a thorough hand-over of all pastoral and academic information is made at the end of each academic year to inform the new class teacher.
- Review and evaluate schemes of work regularly and develop/update SEND documents as required.
- Maintain good order and behaviour in line with school policies to facilitate children's learning and to safeguard the health and safety of all pupils.
- Communicate with parents with regard to pupil's progress through writing reports and/or profiles and attending scheduled parents' evenings.
- Take responsibility for his/her classroom with regard to good order, health and safety, appearance and display.
- Share curriculum development with regard to schemes of work, teaching materials and methodologies used, keeping year group files up to date.
- Take responsibility for the best use of all resources allocated and to take appropriate responsibility for the supervision and security of rooms and equipment.

- Carry out Risk Assessments for year group outings and other functions as appropriate e.g. on site activities, and to report any defects or hazards in all teaching areas.

REQUIREMENTS FOR THE POSITION

- Qualified Prep School Teacher (ECT Induction Programme provided)
- The ability to motivate and encourage pupils
- Dynamic and inspirational style
- Ability to build upon our high standards of academic achievement and behaviour

RECRUITMENT PROCESS

Candidates are required to submit an application form with supporting letter and details of two referees. References will be taken up prior to interview.

The closing date for applications is **5.00pm on Monday 22nd April 2024.**

Short-listed candidates will be contacted by telephone and interviews will take place on **Thursday 25th April 2024.**

Candidates who have not heard from the School by the end of April should presume that we will not be taking their application further.

Candidates will be required to teach a lesson and attend an interview. They will also meet with key staff and be offered a tour of the School.

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.