



# Perrott Hill

Perrott Hill North Perrott Crewkerne Somerset TA18 7SL  
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## Information Pack for Job Applicants

Many thanks for taking an interest in the post of **Early Years Practitioner** (maternity cover, full time for one year) here at Perrott Hill. We very much hope you will want to apply to join our wonderful school team.

The aim of this pack is to couch the job description and person specification within contextual information beyond that provided on our website.

We are an ideally-sized Pre-Prep and Prep School of approximately 170 boys and girls, both day pupils and boarders, and are lucky enough to enjoy an idyllic location, having a wonderful site that overlooks rolling Somerset and Dorset countryside.



*The main manor building...*



*...and view*

### The post:

We seek a well-qualified, engaging and creative Early Years Practitioner with the enthusiasm and ability to bring inspiration and enjoyment to the children's learning to join us from Thursday 28<sup>th</sup> February 2019. This role is a full-time EYFS practitioner position.

### **Person Specification:**

The post-holder must feel aligned with the culture of the staff body as laid out in Part 1 of the accompanying Staff Code. A qualification or knowledge of the Montessori ethos is desirable.

### **The staff body & its ongoing development:**

We are a school with much going on, where the staff are hugely supportive of one another, are flexible in their mindset and in their willingness to 'muck in' to the benefit of the pupils, and thrive on all-round involvement in providing a fantastic Preparatory Education. We seek new colleagues who will fit with this culture and air of positivity.

It is, therefore, vital that all those taking the step of applying should feel a fit with the culture of the staff room, as laid out in Part 1 of the accompanying Staff Code.

Additionally, all staff must adhere to the code of conduct laid out in Part 2 of the accompanying Staff Code and it should be noted that this references two external documents.

Our staff are our most important asset. Perrott Hill is engaged in the ongoing development of its first-rate staff body through In Service training (InSET) and a well-established and supportive system of Professional Development & Review.

The post offers an exciting opportunity to join a wonderful School in an environment that is busy with the energy of children and staff, and yet is set in a location that allows one's spirit to breathe afresh.

Full details follow.



**Job Title:** Early Years Teaching Practitioner**Responsible to:**

- Head of Pre-Prep regarding their respective areas

**Working hours:**

- As far as the working week is concerned, your normal working hours will be Friday 8.00am until 4.30pm.
- Additional duties include one duty a week until 6pm and one afterschool care club until 5pm.
- Staff are required to attend InSET days, typically two, preceding each term.
- School holidays are generous, in line with the rest of the independent Prep school sector.

**Salary:**

- Up to £19,206 - precise salary dependent upon qualifications and experience.

**Contract:**

- Full-time, one-year maternity cover

**General Responsibilities:**

- Promote enthusiastic learning through engaging and creative teaching that aims to inspire the children;
- Set a first rate example to all pupils;
- Promote the aims, values and ethos of the school, including the upholding of excellent manners;
- Teach the pupils in your care according to their individual educational needs, thus incorporating differentiation and Assessment for Learning;
- Carry out the normal duties of all practitioners as set out in the Staff Handbook and as directed by the Head of Pre-Prep.
- Ensure personal understanding and implementation of the school's policies;
- Responsibility for teaching and verbal feedback of work in accordance with school and/or departmental policies;
- Attend Parent/Teacher Consultations and other school events as directed by the Head of Pre-Prep.
- Attend and, where necessary, co-ordinate any relevant educational trips;
- Ensure all Health and Safety obligations are adhered to
- Maintain ongoing professional practice such as would ensure the best progress for pupils and successful ISI Inspections when they occur.
- Perform any other duties as may be reasonably expected by the Head of Pre-Prep.
- Oversee the use and storage of teaching materials.
- Engage positively with the school's Professional Development and Review programme.

## Specific Responsibilities:

- Ensure lessons are well planned with clear aims and objectives.
- Ensure lessons are in line with EYFS Schemes of Work.
- Formulate and adhere to Medium Term Plans.
- Liaise appropriately with parents of EYFS children.
- Encourage children to be actively involved in the learning process.
- Keep careful profiles of children's progress, in line with school, departmental policies and government guidelines (currently using Tapestry software).
- Take responsibility for a high standard of display work in the teaching room and maintain a tidy and vibrant working environment.
- Liaise effectively with the Learning Support Department in matters relating to children receiving Learning Support.
- Assume a pastoral role (key worker) as required and to carry out the duties of such role as laid out in the Staff Handbook.
- Bring any queries/concerns involving children to the weekly Pre-Prep staff meeting.
- To take part in regular school InSET and individual professional training as arranged by the Senior Management Team.
- Promote the welfare and safety of pupils at the school and to report any safeguarding concerns to the EYFS Safeguarding Lead without delay.



*Break time dressing up in the Pre-Prep*

The post begins from Thursday 28 February 2019. The closing date for completed applications is Wednesday 21<sup>st</sup> November 2018. We will be scheduling interviews for the week of Monday 3<sup>rd</sup> December 2018.

Applications will only be accepted from candidates completing the school's own application form in full. CVs will not be accepted in lieu of a completed application form without good reason, although they may be included to support it. The Safeguarding and Child Protection Policy and Staff Code are sent out with each request for an application form and completion of the form is taken to constitute

having read and fully subscribed to both documents in their entirety. An Equal Opportunities Policy is available on the Perrott Hill website.

- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.
- Applicants should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service.
- We will seek references on short-listed candidates before interview and may approach current and previous employers to verify particular information. Applicants should indicate on their application form in the appropriate place if they do not want referees approached without their specific permission to do so.
- If a short-listed applicant is currently working with children, on either a paid or voluntary basis, the relevant employer/organisation will be asked to disclose disciplinary offences. This will include disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired). The short-listed applicant will also be asked if they have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If a short-listed applicant is not currently working with children but has done so in the past, that previous employer/organisation will be asked about the above matters. Where neither current nor previous employment has involved working with children, a short-listed applicant's employer will still be asked about their suitability to work with children, although they may, where appropriate, answer 'Not applicable' if the applicant's duties have not brought them into contact with children or young persons.
- Applicants should be aware that provision of false information is an offence. This could result in the application being rejected or summary dismissal if the applicant has been appointed, and possible referral to the police and the Department for Education's Children's Safeguarding Operation Unit.



### **Invitation to Interview**

- If an applicant is invited to interview, this will be conducted in person (or skype if overseas) and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- Current driving licence including a photograph
- A passport
- A full birth certificate
- A utility bill or financial statement showing the candidate's current name and address
- National Insurance number where appropriate,
- Any documentation evidencing a change of name.

*Please note that originals of those documents above not relating to qualifications are necessary. Photocopies or certified copies are not sufficient.*



### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- Receipt of at least 2 satisfactory references
- Verification of identity and qualifications
- A clear check of the Department for Education's List 99

- A satisfactory Disclosure and Barring Service Enhanced Disclosure
- Verification of any professional status (such as QTS Status for teachers)
- (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- A clear EEA check for those who have previously taught abroad within the European Economic Area

### **Further contextual information**

#### **The School:**

The manor building dates from the end of the 19<sup>th</sup> Century and houses the reception rooms, Hoskyns Library, offices, two classrooms, staff room, surgery and boys' boarding. The Pre-Prep sits securely within the enclosed converted stables courtyard adjacent and the majority of teaching of Years 3-8 happens in purpose-built classrooms to the west.

The whole site is some 24 acres, including several acres of woodland which provide a home for our Forest School and a venue for activities across the year. As well as the usual sports pitches, we are lucky enough to have a small AstroTurf pitch, a large Sports Hall with a new changing rooms extension, a heated outdoor pool and a large theatre. Over the summer of 2016 a new Music School was built and a boarding extension created. In 2017, a new science development was completed.



*In the woods*

The school has received excellent reports from all more formal external visitors, from ISI in 2013 (where 'Excellent' was achieved in all categories), to The Good Schools Guide and The Tatler.

## The Community:

There's no doubt that our school's site helps to instil a very special sense of identity within the community, and both the staff and pupil bodies are welcoming, enthusiastic and full of a natural ease and warmth. Alongside this is a desire to achieve the very best and the school has an excellent scholarship record.

The school holds the retention of a true family ethos dear. There are girls' and boys' boarding houses which accommodate full, weekly and flexi boarders and boarding is an area of growth. Five sets of staff and families, and three resident graduate assistants, live on-site, ensuring a proper homely feel for the boarders.



*Boys' boarding*

There are many ways in which the strength of the community as a whole is grown over the year: from drinks receptions with staff and parents of various year groups to staff/parent sports matches; from informal small-sided football once a week for all-comers to the annual fireworks evening; from the annual Grandparents' Tea Party to the popular charity fundraising and community action morning.

The school supports a different charity each term; one local, one national and one international, and outreach to the local community takes several forms, including the Young Farmers activity, the Year 8 Task Force and involving local primary schools in exciting events.



The parent body has a wonderful diversity, including as it does parents who are farmers, occasional commuters to the City, authors, artists, consultants, pilots, brewers, bankers, hoteliers, chefs and many things in between. From this diversity comes a great benefit with regards the pupils' education: the ability to see 'success' in its many different guises.

### **The Headmaster:**



Alex McCullough arrived with his wife, Helen, and their children, Ruby and Oscar, in September 2018. Prior to joining Perrott Hill, Alex was the Headmaster of Polwhele House, a small and highly regarded prep school near Truro. Alex's wife, Helen, is our new Head of EYFS. Since their arrival both have become fully immersed in the life of Perrott Hill. We have all enjoyed welcoming them into the Perrott Hill family and Alex is determined to ensure that Perrott Hill becomes known as the best prep school in the South West.

### **The Region:**

The region in which Perrott Hill is lucky enough to sit is simply a wonderful one in which to work and live. The Jurassic Coast of Dorset lies just 35 minutes away by road. The rolling countryside all around has formed the backdrop for several film adaptations of Thomas Hardy novels and yet Yeovil and Dorchester are within easy reach and all key conveniences are available just down the road in Crewkerne. The

main artery of the A303 can be reached in 10 minutes, providing comfortable access to Devon and Cornwall to the west, and south central England to the east. All around, there is a pride in regional arts, crafts and produce.



**How to apply:**

Please email the Headmaster's PA, Miss Clare Tootill, on [ctootill@perrotthill.com](mailto:ctootill@perrotthill.com) for an application form and return it, along with a handwritten covering letter, to the following address:

Miss C Tootill  
Perrott Hill  
North Perrott  
Crewkerne  
Somerset  
TA18 7SL