



Perrott Hill

RECEPTION TEACHER

FEBRUARY 2021



Potential job applicants

Many thanks for taking an interest in the post of **Reception Teacher** 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 provide 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 185 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 post

We seek an engaging and creative Reception Teacher with the enthusiasm and ability to bring about excellent progress and enjoyment to their pupils' learning. The role is available from September 2021 and would suit either an experienced practitioner or a newly qualified teacher. Applicants should provide the highest standards of pastoral care for our pupils, including building good relations with their parents through effective communication.

The school

The manor building dates from the end of the 19th Century and houses the reception rooms, Hoskyns Library, offices, two classrooms, staff room, Surgery and dorms. The Pre-Prep sits securely within the enclosed converted stables courtyard that is adjacent and the majority of teaching of Years 3-8 happens in purpose built classrooms to the west.

The whole site is some 28 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 have an AstroTurf pitch, a large Sports Hall with changing rooms, a heated outdoor pool and a large theatre. Over the summer of 2016 a new Music School was built and a boarding extension created. A new science development was opened in September 2017.

The school has received excellent reports from external visitors, from ISI in 2013 (where 'Excellent' was achieved in all categories), to the Good Schools Guide and the Tatler Schools Guide. In 2019, Perrott Hill was crowned Pre-Prep of the Year at the Independent Schools of the Year Awards and, last year, won the Supporting Junior Boarders award at the prestigious BSA (Boarding Schools' Association) Awards 2020. We were named as one of only seven finalists across the country for Prep School of



the Year at the Independent Schools of the Year Awards 2020 and were the only standalone prep school in the country to be shortlisted for the Brand Communications Award. We regularly feature in the national press and were highlighted as one of the 'best of the best preps' in The Week's Independent Schools Guide 2019. The most recent ISI inspection of Regulatory Compliance (November 2017) was extremely successful; all standards were met with no further recommendations.



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. Four sets of staff and families, and three Graduate Residential Assistants, live on-site, ensuring a proper homely feel for the boarders.

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 and Christmas Fair; and from the Grandparents' Tea Party to the Summer Drinks Party.

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 parents who are farmers, occasional commuters to the City, authors, artists, consultants, pilots, 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 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 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.



Job description

Job Title: Reception Teacher

Responsible to:

- The Head of EYFS and Head of Pre-Prep.

Working hours:

- Term time, Monday to Friday 0800 - 1630 with one duty until 1800 each week and one after school club until 1715;
- All staff are required to be in school on occasional Saturdays for important whole-school events;
- 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:

- According to Perrott Hill pay scale, based on experience;
- Staff receive a generous fee remission for any of their children attending the school.



Contract:

- Full time and permanent.

General responsibilities:

The main points of the job description are listed below but this is not an exhaustive list of responsibilities. In many ways, much of what the post entails is intangible and, by setting the right example and tone, the Reception Teacher will achieve this by their presence and actions.

- Promote the aims, values and ethos of the school;
- Teach the pupils in their care according to their individual educational needs;
- Carry out the normal duties of all teachers as set out in the Staff Handbook and as directed by the Headmaster;
- Ensure the implementation of the school's policies;
- Oversee the use and storage of teaching materials;
- Supervise the work of classroom assistant(s);
- Take responsibility for teaching and marking work in accordance with departmental policies;
- Provide detailed written reports for each child using the school management system;
- Attend Parent/Teacher Consultations and other school events as directed by the Headmaster;
- Work closely with staff in Pre-Prep to ensure smooth transitions between EYFS and KSI, and Pre-Prep and Prep;
- In liaison with the Head of EYFS, plan efficiently for updating classroom resources;
- In liaison with the Head of EYFS, plan and co-ordinate any relevant educational trips;
- Ensure all Health and Safety obligations are adhered to;
- Prepare for ISI Inspections as appropriate;
- Contribute to the extra-curricular activities programme wherever possible.

Specific responsibilities:

- Set a first rate example to all students within your charge;
- Ensure lessons are well planned with clear aims and objectives;
- Ensure lessons are in line with school Schemes of Work and the EYFS guidance;
- Formulate and adhere to Medium Term Plans;
- Liaise fully with parents of children in your class;
- Encourage students to be actively involved in the learning process and in reviewing their own performance;
- Communicate clearly the purpose and framework of each lesson and check that subject matter is effectively communicated and understood;
- Keep careful records of students' progress, in line with school and departmental policies;
- Update electronic learning journeys on a weekly basis;
- Take responsibility for a high standard of display work in the teaching room and maintain a tidy and vibrant working environment within the class room.;
- Liaise effectively with the Learning Support Department in matters relating to children receiving learning support;
- Bring any queries/concerns involving children to the weekly Pre-Prep and whole staff meeting;
- To take part in regular school InSET and individual professional training as arranged by the Senior Management Team. This will include participation in the school's Professional Development and Review process and a two-day InSET course prior to the start of each term;
- Carry out break time duties as detailed by the Head of Pre-Prep;
- Attend school assemblies unless withdrawing on religious grounds.



Person specification:

- Applicants must have a good honours degree, hold qualified teacher status and have a working knowledge of EYFS guidance;
- Having a good sense of humour, being compassionate and the ability to feel part of a larger family are essential;
- A well-developed sense of responsibility and self-motivation is a must.

The post begins from InSET preceding the term in which the candidate starts. The closing date for completed applications is 0900 on Monday 8th March with interviews scheduled for the w/c 15th March.

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 upon request.

- 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 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 shortlisted 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 shortlisted applicant is currently working with children, on either a paid or voluntary basis, the relevant employer/organisation will be asked to disclose disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and asked also if the applicant has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If a shortlisted 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 and could result in the application being rejected or summary dismissal if the applicant has been appointed, and possible referral to the police and/or the Department for Education's Children's Safeguarding Operation Unit.



How to apply

Please email your letter of application, completed application form, the names and contact details of three referees and a recent passport style photograph to the Headmaster's PA, Clare Tootill, at ctootill@perrotthill.com



Invitation to interview

- If an applicant is invited to interview, this will be conducted in person 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:

- a 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.