



Perrott Hill

KEY STAGE 2 TEACHER

DECEMBER 2023



Potential job applicants

Many thanks for taking an interest in the post of **Key Stage 2 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.



The post

We seek an engaging and creative Key Stage 2 Teacher with the enthusiasm and ability to bring excellent progress and enjoyment to their pupils' learning. This role, which is available from January or April 2024, is full time or part time and permanent and would equally suit an experienced practitioner, an early career teacher.

Applicants should have a keen interest in helping provide the highest standards of pastoral care for our pupils, including building good relations with their parents through effective communication.

The school

Perrott Hill is an ideally sized Prep and Pre-Prep School of approximately 170 pupils aged 3-13, of which 60 are in Pre-Prep. The school was founded in 1946 and was registered in 2020 as a private company, with a Board of Directors and a Board of Governors. The school is a member of IAPS and the Boarding Schools' Association, and features regularly in the Good Schools Guide and the Tatler Schools Guide, among others. The school has won multiple awards in recent years, including Pre-Prep of the Year at the Independent Schools of the Year Awards in 2019 and the Supporting Junior Boarders Award at the BSA Awards in 2020. It was also named as a finalist for Prep School of the Year in 2020. The school was shortlisted for Small Independent School of the Year Award at the Independent Schools of the Year Awards in 2023.

Perrott Hill is a co-educational, day and boarding preparatory school situated in beautiful rural surroundings four miles from Crewkerne in South Somerset. The original 19th century house is Grade II listed and forms the centre of the school, housing the Hoskyns Library, Grundy Hall, School Office, Marketing and Admissions Office, Headmaster's Study, Surgery and two classrooms. It is also home to the girls' and boys' dorms and common rooms. The majority of teaching takes place in purpose built classrooms to the west. The Pre-Prep sits securely within the converted stables of the main house and surrounds a soft play courtyard and covered outdoor play area. There are a multitude of facilities available, including a sports hall, theatre, forest school, climbing frame, all-weather surface and beautiful grounds and gardens. The emphasis is very much on an inclusive school for children aged 3-13.

The school site, which covers 28 acres, has been carefully developed over the past few years. As well as the usual sports pitches, there is an all-weather pitch, a large sports hall with changing rooms, a heated outdoor pool and a 220-capacity theatre. In 2016, a new eco-build Music



School was opened, followed by a new science suite and Tinker Lab. In recent years, the school buildings have been extensively refurbished in order to further develop the academic accommodation, and there are several acres of woodland which provide a home for our fully-equipped forest school.

There's no doubt that the school site helps to instil a very special sense of identity within the community, and the staff, parent and pupil bodies are welcoming, enthusiastic and full of a natural ease and warmth; the school holds the retention of a true family ethos dear. There are girls' and boys' boarding houses in the main house, with five sets of staff and families living onsite, as well as three graduate residential assistants. Alongside this is a desire to achieve the very best and, as such, the school has an excellent record of academic and scholarship success. In short, Perrott Hill combines extremely high standards of academic and pastoral care to encourage and stretch children according to their individual needs and strengths.

Job description

Job Title: Key Stage 2 Teacher

Responsible to:

- the Head of Lower/Upper Prep, Deputy Head, the Director of Studies and ultimately the Headmaster.

Full time working hours:

- term-time, Monday to Saturday, with a half day off during the week.
- one duty night a week, 1745 - 1945.
- occasional duty weekend, 1545 – 1800 Saturday, 1330 – 1730 Sunday, typically once per term.
- staff are required to attend InSET days.
- school holidays are generous, in line with the rest of the independent prep school sector.
- Part time work is negotiable.

Salary:

- according to the Perrott Hill pay scale and based on experience. Staff receive a generous fee remission for any of their children attending the school, as well as a private pension.

Contract:

- full time or part 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 Key Stage 2 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.
- In liaison with the Director of Studies, plan efficiently for updating classroom resources.
- In liaison with the Deputy Head, 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.
- Formulate and adhere to Medium Term Plans.
- Liaise fully with parents of students 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.
- Take responsibility for a high standard of display work in the teaching room and maintain a tidy and vibrant working environment within the classroom.
- Liaise effectively with the Learning Support Department in matters relating to students receiving learning support.
- Bring any queries/concerns involving students to the weekly whole staff meeting.
- Set and mark assessments and tests, placing the results on the school network by the specified date.
- 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 InSET day(s) prior to the start of each term.
- Be in school between 0800 and 1745.
- Run two after school club sessions a week.
- Carry out break time duties as detailed by the Deputy Head.
- Carry out boarding duties as detailed by the Head of Boarding.
- Attend school assemblies unless withdrawing on religious grounds.



Person specification:

- applicants must have a good honours degree and qualified teacher status (or be working towards it);
- 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 9 am on Wednesday 3rd January 2024 with interviews taking place during the following week.

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 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, 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 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 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 Miss Clare Tootill, Headmaster's PA 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.

Conditional offer of appointment: Pre-appointment checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two 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;
- verification of medical fitness;
- signed a confirmation slip that they have read and understood the child protection policy and Keeping Children Safe in Education (2023);
- completed a staff suitability self-declaration form (disqualification by association);
- undergoing safeguarding training. For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.
- Online searches will form part of the recruitment process to comply with safer recruitment practices and in order for the school to select suitable employees.

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PLEASE NOTE:

Where a candidate is:

- found to be on the DBS barred list or is subject to a Prohibition Order issued by the Secretary of State; and/or
- found to have provided false information in, or in support of, his/her application; or
- found to be the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and the DBS/ NCTL.

