



The Beacon

Leading Independent Prep School for boys aged 4-13
Amersham, Buckinghamshire

Year 3 Teacher (KS1/2) **Maternity Cover – Fixed Term Contract**



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Website:	www.beaconschool.co.uk

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

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



From Will Phelps Headmaster



Dear Applicant

Thank you for your interest in the position of KS1/KS2 Teacher (Maternity Cover) at The Beacon.

We are seeking to appoint an exceptional and dynamic teacher to join our Lower School team for the autumn term 2020 as a minimum. The successful candidate will be primarily based in Year 3, teaching a range of subjects; including the core curriculum, and they would also be a form tutor.

The Beacon is a large prep school for boys aged between 4 and 13, with superb facilities and resources that support a forward-looking educational environment. The Beacon has led and developed the Prep School Baccalaureate, which allows much freedom to Heads of Department in the development of a curriculum that seeks to instill and develop independent learning.

During the Covid-19 pandemic situation, The Beacon has delivered all boys' timetables as normal throughout online via Microsoft Teams (for more on this, see the #BeaconExcellenceOnline pages on our website). With the continued national situation, we are keen to hear from individuals who have the skills to switch readily to the online teaching mode should the situation so require.

To give you a flavour of life at The Beacon please take a look around our website www.beaconschool.co.uk. You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website too.

The Beacon is a remarkable school, and we seek remarkable people. I look forward to hearing from you.



Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





JOB DESCRIPTION

The main areas of responsibility are:

Academic

- Together with the Head of Section, to prepare schemes of work for their form
- To prepare Medium Term Plans for their form
- To prepare and deliver lessons in line with the agreed curriculum and schemes of work in Middle School
- To mark and assess boys' work and progress in line with the school and departmental policies and to record assessments in a clear and informative manner
- To report progress to parents at parents' meetings and in written reports
- To ensure that the boys' work is presented and maintained in an organised, appropriate and accessible format
- To work closely in a team with other teachers and assistants, the Heads of Department, the Heads of Section, and all members of the School Leadership Team
- To liaise with the staff in the Learning Support Centre to ensure that the needs of all boys with SEN are met
- To maintain records and notes on academic issues in the electronic profiling system
- To encourage and stimulate the boys to achieve excellence in all their endeavours and to expect high standards
- To provide a comfortable, stimulating and well-organised classroom environment, with a high standard of display work on notice boards

Pastoral

- To look after the well-being and pastoral needs of the boys in their classes
- To reinforce the aims of the school
- To monitor closely the behaviour of the boys in their classes and deal with any inappropriate behaviour, in consultation with the Head of Section if necessary
- To encourage and reward the boys for good behaviour, using a variety of different and appropriate methods
- To communicate effectively and regularly with parents and other staff
- To liaise with the Head of Section, where necessary, and to liaise with the School Counsellor, where necessary
- To maintain records and notes on pastoral issues in the school MIS

Sectional

- To act as Form Tutor if required
- To work closely with the Head of Section to ensure that all sectional requirements are being met
- To keep the Head of Section informed of any issues arising concerning boys in the class
- To attend staff meetings, Parents' Evenings and curriculum meetings etc.
- To liaise with other teachers in order to ensure smooth transition through the school and continuity at the end of each academic year
- To review resources and make requests for items as part of the annual budget bidding process

Additional Duties

- To ensure, at all times, absolute commitment to the safeguarding and promotion of the welfare of the boys at our school
- To undertake break time and lunchtime duties on a rota basis
- To supervise boys during assemblies
- To assist with the organisation and running of both residential and day trips and events
- To contribute to the Clubs programme, and to help with the Prep and Late Stay programme
- To take part in INSET and other professional training and development available
- To attend school events, Parents Evenings and other meetings
- In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values that we wish the boys to learn.

Key Requirements

(E) Essential (D) Desirable

- QTS (E)
- Experience of successful teaching at KS1/2 (E)
- Committed and hardworking (E)
- Highly organised (E)
- Excellent role model (E)
- Desire to contribute to school life beyond immediate classroom (E)
- Highly professional with positive outlook (E)
- Knowledge of Microsoft 365 including Teams for Education (D)



The Process

The school is committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

Please complete the Application Form in full (CVs cannot be accepted), which is available from the school website, and send with a covering letter:

- by e-mail to recruitment@beaconschool.co.uk
- or by post to Mr Will Phelps, Headmaster, The Beacon School, Amersham Road, Chesham Bois, Amersham, Bucks HP6 5PF

**The closing date for receipt of applications is 19 June 2020.
Interviews will be held in the following week.**

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

