



# The Beacon

Independent Prep School for boys aged 3-13  
Amersham, Buckinghamshire

**Temporary Teacher**  
**Fixed Term Contract**  
**Spring and Summer Terms 2022**



## Contents

Welcome	3
Aims and Ethos	4
Job Description	5
How to Apply	7



Address:	The Beacon Amersham Road Chesham Bois Amersham Bucks HP6 5PF
Telephone:	01494 736165
Email:	<a href="mailto:recruitment@beaconschool.co.uk">recruitment@beaconschool.co.uk</a>
Website:	<a href="http://www.beaconschool.co.uk">www.beaconschool.co.uk</a>

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 joining The Beacon's teaching team on a short-term contract basis.

We are interested to hear from you if you are a qualified primary teacher with time and experience to offer us in teaching up to Year 6. The basis of the role is to deliver generalist teaching on a fixed term basis for two terms for the remainder of 2021/22.

The contract can be either full or part-time (with set pattern of days) where you would be placed subject to school need. This may mean being allocated a designated class, floating around the school using your expertise to provide lessons in other areas of the timetable or a combination of both. Accordingly, adaptability and willingness to roll up sleeves are a must!

The Beacon is a large prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. To give you a flavour of life at The Beacon please take a look around our website [www.beaconschool.co.uk](http://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.

Please ensure your application is clear as to the pattern of working you are seeking and days availability to work.

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

Will Phelps  
**Headmaster**

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post, can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



## 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.





## **THE ROLE AND JOB DESCRIPTION**

**Role:** Temporary Teacher

**Hours:** Normal school hours during term time – full or part-time basis (min 2/3 days per week)

### **Main areas of responsibility**

#### **Academic**

- To prepare and deliver lessons in line with the agreed curriculum and schemes of work
- 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 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 keep the Head of Section informed of any issues arising concerning boys in the class
- Other Sectional responsibilities as required

### **Additional Duties/Responsibilities**

- 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, if required, with the organisation and running of clubs, trips etc
- 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.

### **Safeguarding**

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the School's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues

Note:

- The role will involve daily contact with children and a high level of responsibility for children. The role constitutes regulated activity with children.
- In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.



## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Educated to degree level Suitable teacher qualification, e.g. QTS	
<b>Experience</b>	Outstanding classroom practitioner Experience of working with primary school age group as listed	(Note: it is not essential to have worked in the independent sector) Experience of working as a supply teacher
<b>Skills</b>	Excellent teaching abilities Highly organised Strong pastoral skills	
<b>Knowledge</b>	Relevant KS curriculum Up to date safeguarding training	Specialist subject or keen interest in a particular subject ISAMS or SIMS systems
<b>Other</b>	Able to quickly settle in to new environments Enthusiastic about learning and teaching Commitment to maintaining the highest standards in classroom delivery Friendly and approachable Ability to remain calm and professional in all situations Self-motivated and versatile Excellent role model Desire to contribute to school life beyond immediate classroom Highly professional with positive outlook Team player	

In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the boys to learn.



## 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.

There is a requirement to complete the school's Application Form which can be downloaded from the website. Please send a copy of your completed Application Form and covering letter:

- by e-mail to: [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)

The closing date for receipt of applications is **Friday 7<sup>th</sup> January 2022** and interviews will be held 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).

