



# The Beacon

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

## **Pre-Prep Class Teacher Maternity cover Full-time**

**For January 2024  
(or earlier start November/December 2023)**



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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 Nick Baker**

**Headmaster**



Dear Applicant,

Thank you for your interest in in the position of temporary **Pre-Prep Teacher** at The Beacon.

We are seeking to appoint an exceptional and inspirational teacher to join our Pre-Prep team from **January 2024, with an option to start earlier where possible (ideally from November)**. This role is full time and is for the purposes of maternity cover, envisaged to the end of the academic year 2023/24.

The successful candidate will be a designated class teacher and teach across the timetable as needed. As with all our teaching staff, there is a clear expectation to contribute to the school's extra-curricular programme and for all staff to very much immerse themselves into Beacon School life.

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. The school occupies an 18-acre site in leafy Chesham Bois near Amersham and is accessible by Chiltern Railways and Met Line.

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.

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

Nick Baker  
**Headmaster**

**IMPORTANT NOTE:**

- *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:** Pre-Prep Teacher

**Hours:** Full-time

### Main Areas of Responsibility

#### 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
- 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 Class Teacher/Form Tutor as 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/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 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.

## **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

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to degree level</li> <li>Suitable teacher qualification, e.g. QTS</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Outstanding classroom practitioner</li> <li>Experience of working with primary school age group and successful teaching at KS1</li> </ul>	(Note: it is not essential to have worked in the independent sector)
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent teaching abilities</li> <li>Highly organised</li> <li>Strong pastoral skills</li> <li>Ability to contribute to extra-curricular agenda and wrap around care</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Relevant KS1 curriculum</li> <li>Up to date safeguarding training</li> </ul>	Specialist subject or keen interest in a particular subject.
<b>Other</b>	<ul style="list-style-type: none"> <li>Able to quickly settle in to new environments</li> <li>Enthusiastic about learning and teaching</li> <li>Commitment to maintaining the highest standards in classroom delivery</li> <li>Friendly and approachable</li> <li>Ability to remain calm and professional in all situations</li> <li>Self-motivated and versatile</li> <li>Excellent role model</li> <li>Desire to contribute to school life beyond immediate classroom</li> <li>Highly professional with positive outlook</li> <li>Team player</li> </ul>	





## 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 to [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)**

The closing date for receipt of applications is currently set at **9am, Monday 19 June 2023** and interviews will be held between 21-28 June 2023.

**(Please note we encourage all interested to apply early as The School reserves the right to close the process earlier than that stated).**

(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).

