



# The Beacon

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

## Supply Teaching

## The Beacon Professional Supply Bank



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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 joining The Beacon's Professional Supply Bank.

Our qualified and caring professional supply teachers work on a flexible temporary employee basis undertaking daily, short-term and sometimes longer term cover for our school. We are interested to hear from you if you have time and experience to offer us in:

- Early Years
- KS1 and KS2
- a specialist subject suited to teaching Years 7 and 8

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.

We operate set hourly and daily rates for temporary assignments, provide free lunch and offer a friendly and vibrant working environment which I'm sure you would enjoy!

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 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:** Supply Teacher (Non Agency)

**Hours:** Variable as Part of Professional Supply Bank

Note: Supply teachers may be contacted from time to time by the School and asked to teach on a supply teacher basis. The School is under no obligation to provide work and supply teachers have the right to refuse any offers of supply work. However, where a specific period of engagement is offered and agreed, expectation is to deliver to the commitment agreed between the parties. Normal school hours during term time are 8.00 am to 6.00 pm Mondays to Fridays. Supply teachers are normally required on a daily engagement basis based upon 8 hours per day.

## Main Areas of Responsibility

### Academic

- To deliver lessons in line with the set work/agreed curriculum and schemes of work
- To mark and assess boys' work as required
- To work collaboratively with other teachers and assistants, the Heads of Department, the Heads of Section, and members of the School Leadership Team
- To ensure that the needs of boys with SEN are met
- To encourage and stimulate the boys to achieve excellence in all their endeavours and to expect high standards

### Pastoral

- To look after the well-being and pastoral needs of the boys in their classes
- 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 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 as required
- To supervise boys during assemblies etc
- To assist, if required with clubs, trips etc
- In all areas of school life, teachers 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 and successful teaching for relevant age groups	(Note: it is not essential to have worked in the independent sector)  Experience of working as a supply teacher, but not essential
<b>Skills</b>	Excellent teaching abilities Highly organised Strong pastoral skills	
<b>Knowledge</b>	Relevant Key Stage curriculum knowledge  Up to date safeguarding training & certificates	Specialist subject or keen interest in a particular subject.
<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	Registered on DBS Update service (with associated original DBS certificate available)



## Register Your Interest

If you are interested in registering your interest in becoming part of The Beacon Professional Supply Bank, we would be pleased to receive **emails with CV** on a speculative basis.

Please send to the HR mailbox below marked '**Beacon Professional Supply Bank**':

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

If there are appropriate opportunities available, you would be invited to complete an **application in full** in order to consider your suitability for formal recruitment stage and to satisfy the School's stringent vetting procedures.

(**NOTE:** The school does not accept CVs/details via Recruitment Agencies)

## Vetting Checks

Our School carries out extensive checks in respect of **all** prospective workers at The Beacon, including those wishing to work as part of the School's Professional Supply Bank.

**Further information regarding vetting is set out in the School's Recruitment Policy such as DBS clearances, DUCA, TRA checks and referencing requirements along with the need for overseas police records and Regulatory Body evidence for individuals who have resided or spent periods travelling or working overseas.**

