

Job Description

Early Years / KS1 Class Teacher

Fulham School (Pre-Prep)

Line Manager/Reporting into:	Head of Year
Full Time/Part Time:	Full Time
Fixed Term Contract Length:	Fixed-term, 1 year
Closing Date for Applications:	9am on Monday 13 June 2022
Start Date:	September 2022



Fulham School are seeking to appoint a **Early Years / Key Stage 1 Class Teacher** to join us in September 2022 on a **fixed-term contract**.

OUR SCHOOL

Every student at Fulham School can enjoy an outstanding education coupled with a family atmosphere, full of fun and consideration, where they are supported and encouraged to reach their full potential. We're known for the extremely strong secondary school preparation we provide our students, whether they stay with us or move on to another school.

Students receive the highest quality of education without the stress at Fulham, and we are excited to be extending our school to include a new sixth form opening this September.

At Fulham School we have two goals that drive all we do:

- To encourage the development of creative, problem-solving individuals with tenacity, kindness and secure self-worth.
- To provide the most distinctive, forward-thinking and outward-looking co-educational environment, where diverse abilities are recognised, celebrated and given fullest expression.

What makes Fulham School unique is the way we set about achieving these goals. Most schools share the best of intentions. We seek to put them into practice in new and innovative ways. Through our dedication and love of teaching, we offer a varied curriculum to ensure every pupil can achieve success.

Explore our website to learn more about our philosophy and how this is put into practise in each area of our school, from our Outstanding Ofsted rated Pre-Prep to Prep and Senior School. If you have any questions or would like to learn more, please get in touch. We would love to hear from you.

<https://www.fulham.school/>

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- School's pension scheme;
- Staff at Fulham School may be eligible for school fee discounts of up to 50%, subject to their child(ren) meeting the entrance requirements;
- Free delicious lunch each day;
- Our campuses are located in the heart of Fulham and well-connected to public transport routes.

HOW TO APPLY

An application/information pack can be downloaded from <https://www.fulham.school/> or TES. Alternatively, for further details please contact vacancies@fulham.school

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.

ROLE SUMMARY & JOB PURPOSE

We are looking for a committed, passionate and enthusiastic class teacher to join Fulham Pre-Prep. This is a chance to join a thriving team and help to contribute to excellent provision at an exciting time for the School. We are developing both our facilities and our curriculum this year and looking ahead, so there is a real opportunity to play a role in how our provision takes shape over coming years.

ROLE RESPONSIBILITIES

To uphold and actively promote the ethos of Fulham School and to deliver outstanding teaching and learning to pupils. To establish a supportive and nurturing environment in which children can make outstanding academic progress.

The General Professional Duties of all teaching staff include:

General

- a) Be responsible to the Head of the Pre-Prep for all teaching duties and responsibilities.
- b) To uphold the values and ethos of Fulham School and maintain them both inside and outside the classroom setting.
- c) To work closely and professionally with the assigned Year Group Co-ordinator (Line Manager).

Teaching

- a) To contribute towards the preparation of programs of work, half- termly planning and termly planning overviews as directed by the Year Co-ordinator. (In accordance with *Teaching & Learning and Curriculum Policy)
 - i. It is recognised that daily planning and evaluations are also required and recorded in class diaries. These should be completed every Friday, prior to departure and display the activities, differentiation, and resources in place for the approaching week, made available to view on every teacher's desk.
- b) Arrive punctually to teach lessons at the times stipulated on the School/Class timetable.
- c) To plan appropriately to meet the needs of all pupils, through differentiation of tasks. (In accordance with *Differentiation Policy)
- d) To be able to set clear targets based on prior attainment, for pupils' learning.
- e) To provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- f) Maintain order and good discipline among pupils and safeguard their health and safety. (In accordance with *Behaviour Management, Biting, Discipline, Anti-Bullying, Good Behaviour, Restraining & Intervention, and Safeguarding & Child Protection Policies)
- g) Keep school and homework marking up to date with positive comments and next steps clearly outlined. (In accordance with *Homework Policy)
- h) Undertake all other classroom duties, including out-of-school activities and outings, care of the environment and corridor/class displays effectively. (In accordance with *Display Policy)
- i) To take part in and contribute effectively towards weekly departmental and fortnightly staff meetings to discuss curriculum, pastoral, and other matters.
- j) To plan for, organise and direct the work of the designated Class TA, (Gap Student or Support Staff) within the class setting.
- k) To prepare and deliver topical Assemblies as outlined on the School Calendar of Events.

Assessment and Reporting

- a) Make regular assessments of pupils' attainment and progress under the guidance of Year Group Co-ordinators. (In accordance with *Assessment and Recording Policy)
- b) To keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning and our on-line tracking system.
- c) Set and mark internal examinations under the guidance of the Year Group Co-ordinator. (In accordance with *Marking Policy)

- d) Write detailed and accurate reports on pupils' attainment and progress twice per year.
- e) Attend parents' evenings to discuss pupils' progress with parents and school social events.
- f) Through our Open-Door system and Home Link Book, to regularly report to parents on the development, progress, and attainment of pupils. (In line with our *Reporting to Parents and Assessment Policies)
- g) Provide written reports on pupils on request e.g., for school transfers and SEN reviews.
- h) Keep a working Selective File for each child to show progression, ability and achievements.
- i) File (paper copies) and store (iSAMS internal admin pc program), all requested documentation effectively. Reports, assessment papers, safeguarding concerns.

Professional development

- (a) Periodically review with Year Group Co-ordinator, programmes of work and methods of teaching.
- (b) Attend courses to develop professional skills where agreed and be aware of current trends in education. (In accordance with *Staff Development Policy)
- (c) To participate in the performance management system for the appraisal of their own performance.
- (d) Each term undertakes a full (pre-prepared) and two, drop in observations by your year Group Co-ordinator. (In accordance with *Observation Policy)
- (e) Attend an Appraisal Interview/Target setting meeting with the Head of Pre-prep.
- (f) Attend a formal Appraisal with Head of Pre-prep. (In accordance with *Appraisal Policy)
- (g) Participate in regular departmental classroom observations and those of subject staff.

Cover

- a) Supervise the class of an absent colleague as and when requested by Head of Pre-prep.
- b) Ensure class work and planning is prepared in the event of a pre-arranged absence.
- c) Assist in covering playtime duties in the absence of a colleague.

Pastoral care

- a) Be actively involved in promoting the well-being of pupils.
- b) To undertake the pastoral care of pupils and parents.
- c) To adhere to all policies and to raise any concerns with the Designated Safeguarding Officer
- d) Note and report absences from class at the beginning of every morning and afternoon session.
- e) Report behaviour problems to the Year Group Co-ordinator or Head.
- f) To share in the pastoral supervisory duties on a rota basis, e.g., break and lunchtime duties, and First Aid (if qualified first aider), as requested
- g) To take part in school activities, this may take place at weekends or in the evening.
- h) To assist where needed with the general physical needs of pupils; dressing, changing shoes etc.

Please Note - Class Teachers must be in their classroom at 8.10am and are dismissed from their duties at 4.30pm (Mon – Friday inclusive).

General Responsibilities

- Always uphold Fulham School's Child Protection, Safeguarding and Code of Conduct Policies
- Understand and apply Keeping Children Safe in Education guidelines in all aspects of the recruitment process.
- Maintain high professional standards of attendance, punctuality, appearance and conduct
- Adhere to all school policies and procedures
- Maintain positive, courteous relations with pupils, parents and colleagues
- Attend INSET days and staff briefings as required
- Any other reasonable project or duty assigned by your Line Manager or Headteacher

WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
Inspired Required Teaching Standards A full outline of <i>Teaching standards</i> are available on request	<ul style="list-style-type: none"> • Able to set clear expectations and stretching goals • Adaptable teaching style incorporating feedback • A depth of understanding in the relevant subject area • Ability to judge learning effectiveness • Excellent preparation and planning • Assessment of student outcomes and feedback to enhance performance • Genuine care and attention for the highest standards of student welfare 	
Skills and previous experience	<ul style="list-style-type: none"> • Proven experience of teaching Early Years and/or Key Stage 1 • Demonstrated interest in class teaching • Experience in operating as part of a collaborative teacher team • Ability to work flexibly as part of a mix of class and specialist teaching at this age range • Experience in pastoral care and pupil wellbeing • Confidence with use of ICT in teaching • Excellent interpersonal skills; ability to work both collaboratively and independently • Excellent organisational and administrative skills – ability to plan, prioritise and manage a varied workload 	
Qualifications and Accreditations	<ul style="list-style-type: none"> • University degree • PGCE, QTS, EYTS (EYITT) or equivalent • Strong academic credentials • Appropriate right to work 	
Personal Competencies and Attributes	<ul style="list-style-type: none"> • A commitment to professional development • Enthusiasm, energy and a positive and flexible approach • Ability to engage and motivate young people • Ability to manage own workload, to cope well under pressure and meet deadlines • Interest in working with students inside and outside the classroom to support their learning and personal development 	

	<ul style="list-style-type: none">• Readiness to engage wholeheartedly in the extracurricular and wider life of the school• Recognition of the importance of personal responsibility for health and safety• Demonstrable commitment to the safeguarding of students and child protection• Demonstrable commitment to equal opportunities• Commitment to the School's ethos, aims and whole community• A commitment to professional development and a demonstrated record of having kept abreast of recent, relevant educational methodology	
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