



# Head of Pre-Prep Learning Support (Part-time – 15 hours per week)

**January 2017**

## **CANDIDATE INFORMATION PACK**



Closing Date for Applications: **4.00 pm on Monday 6 June, 2016**

Interviews: **Friday 24 June, 2016**

## ● BACKGROUND

Hampton Pre-Prep & Prep School is a selective, independent day school with approximately 225 pupils across two sites. The Pre-Prep is accommodated in its own attractive Edwardian buildings in Wensleydale Road, and the style of the properties helps to create a secure and homely feel for the children in this early, yet, very formative stage of their schooling. The Prep site, on Gloucester Road, is nearing the end of a major re-build. We moved into our magnificent new Prep premises in February this year and landscaping of the site now remains; due to be completed by September 2016.

Hampton Pre-Prep & Prep welcomes applications from colleagues teaching in both the state maintained and independent sectors for this permanent, part-time position. It will involve leading Learning Support in Pre-Prep. This is an exciting opportunity for a positive, determined and dynamic individual who shares our vision and aspiration that every child succeeds. We are looking to appoint an individual who is fully conversant with the latest changes in SEND provision and has the necessary classroom skills and experience to ensure we achieve our goals of excellence.

The responsibilities particular to this post are subject to the general duties and responsibilities contained in the Contract of Employment and letter of appointment. Teachers here are required to work hard and to go the extra mile to ensure that the potential of all the boys and girls in their care is completely fulfilled. There is a very happy, harmonious atmosphere in the staff room.

As an independent school we are not obliged to teach the National Curriculum, but much of what we do is heavily based upon it. We have the privileged freedom therefore to enhance our curriculum offer as we see fit. As a school reflective of its practice, we work hard to ensure we are always making the most of this gift. Above all, we want our pupils to have a tremendously enjoyable day at school, every day, certain of the progress they know they have made however large or small, by the end of it.

Hampton Pre-Prep & Prep is one of the two Schools that constitute The Hampton School Trust, Hampton School being the other. Terms and Conditions for all Trust employees, Pre-Prep teaching staff included, are excellent. Expectations - both internal and external - are high and the Learning Support department occupies a unique place in our school.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster. Hampton Pre-Prep & Prep is an equal opportunities employer.

Head of Pre-Prep Learning Support is a part-time position (15 hours a week). The contracted hours are as follows:

Monday:	1.30 pm – 4.30 pm
Tuesday:	8.00 am - 12.00 noon
Wednesday:	8.00 am – 12.00 noon
Thursday:	8.00 am – 12.00 noon

## • JOB DESCRIPTION

*Other duties may be added to or removed from this job description, depending upon the qualifications, expertise and experience of the successful candidate.*

### ***Pastoral Provision***

- Expect and embody kindness, in terms of developing and maintaining relationships with everyone in our School; accept that 'children do not learn from people they do not like'.
- Be an identifiable, professional role model for the pupils, colleagues and parents connected to our School, both within and outside the classroom.
- Be an approachable point of contact for parents and recognise that the pastoral role implicit in teaching extends beyond the classroom.
- Take a proactive approach to initiating and maintaining friendly, sensible relationships between the pupils at our School.
- Be a wise, trusted listening ear for the pupils in our School, taking any concerns they may have seriously whilst accepting that as adults we have a view that enables us to maintain a sense of perspective when resolving disputes or solving problems.
- Communicate effectively and efficiently, with the appropriate level of tact and sensitivity when required, any news or information about the pupils in their care to other colleagues, the Head of Pre-Prep, Head of Prep Learning Support, the Headmaster and parents and maintain retrievable written records of all such communication.

### ***Learning Support Provision***

- Lead by example and provide a model of outstanding practice in the teaching and learning provision for SEN pupils.
- Support the identification of and disseminate the most effective teaching approaches for pupils with SEN, including working alongside colleagues, analysing work and outcomes.
- Work with the Head of Pre-Prep and Head of Prep Learning Support to develop effective ways of bridging barriers to learning through, for example:
  - assessment of needs
  - monitoring of teaching quality and pupil achievement
  - target setting, including learning plans
  - developing a recording system for progress
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEN pupils' provision through close liaison with colleagues, parents and external agencies.
- Work with colleagues to ensure pupils' learning is of equal importance and that there are realistic expectations of pupils.
- Consider a range of teaching strategies/equipment that could be utilised for pupils at School Action Plus.
- Provide professional guidance to colleagues to secure excellent teaching for SEN pupils for both written guidance and meetings.
- Advise on and contribute to the professional development of staff, including whole school CPD provision
- Co-ordinate all Annual Reviews and attend/chair when necessary.

### ***Safeguarding***

- Adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.
- Maintain particular responsibility for promoting and safeguarding the welfare of all our pupils by ensuring that the School's Anti-Bullying Policy is followed and any unkindness between pupils is resolved swiftly and securely.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the school s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster immediately.

### ***General***

- Arrive at school sufficiently in advance of the official start time in order to ensure planning and preparation for the day ahead is complete.
- Register the attendance of pupils, when required, and ensure they are well organised and well equipped to meet the demands of daily life in the Pre-Prep.
- Be prepared, in good grace, to cover for colleagues in their absence when reasonably required and expect the same in the event of any planned for or unforeseen absence.
- Attend all school functions that directly involve our pupils and offer help when needed, e.g. concerts, plays, end of term assemblies etc.
- Attend staff meetings at the beginning of each term as well as those regularly scheduled to take place before and after school, during the course of each term.
- Take a pro-active approach to continuing professional development by maintaining a highly reflective view of their practice, and the practice of others teaching, and participate in the School's Professional Development Review process.
- Contribute to and work towards fulfilling the aims of *The Higher Document*, our name for the school improvement plan.
- Read and follow all School policies relating to the fulfilment of the professional duties expected of a member of the teaching staff at Hampton Pre-Prep & Prep.
- Carry out any other duties as may be reasonably required by the Head of Pre-Prep and the Headmaster.

## ● PERSON SPECIFICATION

*M.O.A. = Method of Assessment, C = Certificates, A = Application form, I = Interview, LO = Lesson Observation*

	<i>Essential</i>	<i>Desirable</i>	<i>M.O.A.</i>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree with QTS</li> <li>• Must have or currently be working towards SENCO qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree</li> </ul>	<p>C</p> <p>A/I</p> <p>A/I</p>
<b>Experience, Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• An understanding of the requirements of the National Curriculum appropriate to Key Stage 1 and the Statutory Framework for the Early Years Foundation Stage but willing to accept and teach to modifications of it</li> <li>• A good, up-to-date working knowledge of the SEN Code of Practice</li> <li>• A clear understanding of the difference between formative and summative assessment and evidence of the impact of both upon pupils' progress</li> <li>• An understanding of how ICT and related emerging technologies can support and enhance the development of teaching and learning</li> <li>• Work effectively as part of a team, relating well to colleagues, pupils, and parents</li> </ul>	<ul style="list-style-type: none"> <li>• An awareness of current best practice across the wider educational landscape, both nationally and internationally</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Confident communicator with a tangible passion for teaching</li> <li>• A great deal of patience</li> <li>• Capable, calm, organised</li> <li>• Compassion and empathy</li> <li>• Resilience, stamina and drive</li> <li>• Flexible and creative</li> <li>• Tactful and diplomatic with the ability and experience to handle sensitive situations effectively</li> <li>• Commitment to involvement in wider school life</li> <li>• A sense of humour!</li> </ul>		<p>I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p>

- **ADDITIONAL INFORMATION**

**Salary:** The School has its own salary scale. Starting salary will depend on the experience and qualifications of the successful candidate. The Governors review salary scales each year to ensure they remain competitive. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

**Non-contractual Benefits to Staff Pension:** The School offers the Teachers' Pension Scheme for teaching staff and a Money Purchase Scheme for support staff. Further details are available from the Bursar.

**Death-in-Service Benefit:** In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependent(s). Restrictions apply to this policy.

**Health Care:** The Governors currently provide health care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Health Care policy.

**School Fee Reduction:** Children of teaching staff at Hampton School or Hampton Pre-Prep & Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

**Cycle to Work Scheme:** The School allows staff with an employment contract for 12 months or more to purchase a cycle through the "Cycle to Work" Scheme to ride to work. Further details are available from the Bursar.

**Childcare Vouchers:** The School allows staff access to a childcare voucher system by means of a salary sacrifice scheme. Further details are available from the Bursar.

**Eye Tests:** In September each year members of staff receive a voucher for a free eye test at nominated opticians.

**Personal Accident Insurance:** Staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.

**Lunch, Drinks and Snacks:** Staff are provided, at no cost, with lunch, tea/coffee and light snacks throughout the day.

**Sports Travel to School on Saturdays:** Staff running teams can claim expenses for travel to and from School for sports matches.

**Use of Private Vehicle:** Subject to a journey being approved by the Buildings Manager, Deputy Bursar, Bursar or Headmaster, staff can use their private vehicle for school journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.

**Blood Pressure:** The School Nurse can check your blood pressure. She is not able to give staff medical advice and staff must rely on their own adviser.

**Counselling:** One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required a charge may be made.

**Sports Therapy:** The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

**Multi-Gym:** The School multi-gym is available for use by staff. Induction is required and conditions apply. The School accepts no liability for use by staff.

**Sporting Facilities:** Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant Games/PE staff. Use for events such as parties is available but will be treated as a formal letting.

**Parking:** Currently no staff parking on site is permitted.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.

- **HOW TO APPLY**

- a. Please submit a typed letter of application no smaller than font size 11, addressed to the Hampton Pre-Prep & Prep School Headmaster, on no more than two sides of A4 sized paper in addition to a completed Application Form.
- b. We are happy to accept applications on paper but would prefer electronic applications saved as a .PDF and sent to [hmoffice@hamptonprep.org.uk](mailto:hmoffice@hamptonprep.org.uk).
- c. Applications will only be accepted from candidates who also complete the School's Application Form **in full**. CVs may be submitted but will not be accepted in substitution for completed application forms in the absence of good reason.
- d. Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- e. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- f. Where appropriate the successful applicant will be required to complete a Disclosure from the DBS at the appropriate level for the post. Employment is conditional upon a satisfactory DBS check for all applicants home and overseas.
- g. An overseas national must have permission to work in the UK (if not a member of a European Economic Area country).
- h. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfE National Safeguarding Delivery Unit.

#### **References**

- a. We will seek references on shortlisted candidates and may approach previous employers whether or not named as a referee for information at any stage following receipt of the application form.
- b. Employment is subject to satisfactory written references from suitable referees.
- c. If you are currently working with children, on either a paid or voluntary basis, your current employer (who must be listed as one of your referees) will be asked about disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the previous employer will be asked about those issues (and should be listed as a referee). Where neither your current nor previous employment has involved working with children your current employer will still be asked about your suitability to work with children.

## **Interview**

If you are invited to interview this will be conducted in person and the areas it will explore will include suitability to work with children. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg. the original or certified copies of certificates, diplomas, etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding bodies.

All candidates invited to interview must also bring with them:

- A current driving licence (photocard and counterpart), passport or a full birth certificate.
- A recent utility bill (less than three months old) or financial statement showing the candidate's current name and address.
- Where appropriate, any document evidencing a change of name.

***Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.***

## **Conditional Offer of Appointment: Pre-appointment Checks**

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- Verification of identity, qualifications and right to work in the United Kingdom.
- A check at DfE List 99 and the Protection of Children Act List as appropriate.
- A satisfactory DBS Disclosure.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance.
- Verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to teach of Teachers and Entrants to Initial Teacher Training.
- Satisfactory completion of the probationary period.

## **Warning - where a candidate is:**

- Found to be on DfE List 99 or the Protection of Children Act List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court, or
- found to have provided false information in, or in support of, his/her application, or
- the subject of serious expressions of concern as to his/her suitability to work with children the facts will be reported to the Police and/or the DfE National Safeguarding Delivery Unit.

## **General**

**Offers of employment will be made on merit and in accordance with our policy of equal opportunities.**

- Employment is also subject to a satisfactory medical report to the School's medical officer.
- Satisfactory results for the statutory employment checks are recorded in the School's centralised register of staff, supply staff, contractors, volunteers and governors.
- The School reserves the right to offer the post at any stage in the appointment process.