



High March

High March School, Ledborough Lane, Beaconsfield, Buckinghamshire HP9 2PZ

Headmistress: Mrs K. E. Gater MA PGCE (Warwick)

APPLICATION PACK FOR THE POST OF RECEPTION TEACHER



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At High March School we are committed to Safer Recruitment and therefore this appointment will depend on the successful completion of an Enhanced DBS (CRB) check.

Welcome

Thank you for your interest in the full-time role of Reception Teacher at High March. This is a fixed term position for half a term commencing 15th April to 24th May 2024, with the possibility of an extension of this short-fixed term should the demands of the business require.

The Candidate

We are looking for an enthusiastic and suitably-qualified teacher who will teach most subjects to a Reception class with the exception of PE, Music and French. This position is not suitable for newly qualified teachers. A willingness to play an active part in all areas of school life is essential to this position.

About High March

High March is a thriving mixed-ability preparatory day-school for girls aged 3 to 11 with a co-educational Nursery. Our pupils come mainly from the local area with many families moving to Beaconsfield from London. The School is divided into a Junior House for children aged 3 to 7 and an Upper School for children aged 7 to 11. Class sizes are small with a maximum class size of 20 pupils.

Academic expectations are high and pupils at the School make superb progress. Our pupils are regularly awarded scholarships or gain places at some of the most prestigious independent senior schools. We also have an excellent record in the Bucks County 11+ Transfer Tests.

Music, Art, Drama and Sport are all highly valued at the School with specialist teachers, teaching spaces and excellent facilities and equipment.

High March is a family owned school established in its current form by Mrs Del and Mr Robert Anderson who were Headmaster and Headmistress for many years. The School is now owned by their grandchildren, Mrs Belinda Avery and Mr Michael Chapples. They were both educated at High March, they live in Beaconsfield and both have children who have been pupils at the School. They take a passionate and thoughtful interest in all aspects of the School, and are fully involved in High March life. They are supported by a committed and experienced Board of Governors.

High March is a happy School where dedicated and caring staff are appreciated and valued. If this sounds like a school of which you would like to be a part, I hope you decide to make an application.

Kind regards,



Mrs Kate Gater
Headmistress

Aims and Ethos

High March School aims to provide education of the highest quality and promote excellence in all fields.

To achieve this aim the School:

- Provides a happy learning environment in which children feel secure and are valued as individuals.
- Promotes high standards of achievement ensuring that all pupils are working to the best of their ability at all times.
- Develops positive attitudes and a lifelong love of learning.
- Nurtures talent and encourages achievement in academic studies, in sport, in music and in drama.
- Promotes a Christian ethos and Christian values, whilst respecting other faiths and traditions, but remains non-denominational in its admissions policy and teaching.
- Provides social and personal education that prepares pupils for the contemporary world and enhances a sense of their cultural identity.
- Cultivates pupils who are courteous, well mannered, independent, sociable, self-disciplined and able to communicate effectively.
- Fosters confidence, self-esteem and tenacity.
- Develops commitment to personal and team goals.
- Encourages friendly and informal relationships within a structured and disciplined routine.
- Provides a pastoral care system that instils the values of kindness and consideration.
- Establishes cultural links with outside organisations.
- Prepares pupils for 11+ Common Entrance, Scholarship and Buckinghamshire 11+, as well as for the transition to life in their senior school.

Job Description of a Class Teacher in Junior House

A teacher has a responsibility to help maintain the highest professional standards at High March.

By his/her example he/she needs to encourage the children to have high expectations of themselves.

He/she actively keeps him/herself professionally up to date, maintain a lively enthusiasm for his/her teaching subject, and is vigilant at all times for the general welfare of the children.

He/she needs to help promote a high morale, foster constructive relationships with parents and always aim to preserve and enhance the good name and reputation of High March.

Teachers in Junior House report to the Headmistress, Senior Leadership and Management Team and any relevant Heads of Department.



Duties of a Class Teacher:

1. Class registration and the class register.
2. Pastoral and academic care of the class, in liaison with the Head of Junior House.
3. Teach most subjects to the class with the exception of PE, Music and French.
4. To teach lessons and mark children's work according to the School's marking policy.
5. Planning is in place and as part of a supportive team to produce medium term plans each term for the subjects taught, in liaison with the parallel Reception teacher, relevant Subject Co-ordinator and the Deputy Head (Curriculum).

6. Liaise with the Learning Support Department regarding the support required for individual or groups of children.
7. Lead a weekly after school club.
8. Accompany and support in the School's programme of educational visits which includes Forest School visits.
9. Participate in the staff duty and cover rotas.
10. Participate in staff and faculty meetings.
11. Participate in staff INSET.
12. Attend School events that take place at the weekend or outside normal School hours, in particular the Art Exhibition in May and Sports Day. The duty for the Art Exhibition will be for 2 hours on a Saturday

You will usually be supported by a Teaching Assistant throughout the day.



Personal Specification

Qualifications and experience required:

- Graduate with qualified teacher status
- Evidence of continued professional development and engagement with up to date educational practice
- Evidence of being an excellent practitioner

Other skills required:

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- ICT competence
- Ability to plan, innovate, monitor, evaluate and review
- Strong organisational skills
- Effective time management

Personal qualities:

- Approachable
- Initiative
- Positive and forward thinking
- Efficient & conscientious



Safeguarding

Child Protection is of paramount importance to High March. We are committed to providing the best possible care and education to our pupils and to safeguarding and promoting the welfare of children and young people whilst offering a supportive working environment to all our members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Child protection screening applies to all staff appointments within the school, including Enhanced DBS Certificate, Barred Lists check, and checks against the Teacher and Management Prohibition Lists. For further information, please read the School's Child Protection Policy and Recruitment Policy and Procedure which are available on the School's website.

Equal Opportunities

High March is an equal opportunities employer and is committed to achieving and maintaining a workforce which represents the population from all sections of the community in terms of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").

Health and Safety

The post holder will be expected to pay due regard to the School's Health and Safety Policies and to report any concerns to the Bursar or Headmistress.

Confidentiality

It is expected that all School employees will understand that our work is confidential and that personal details about staff, children and families should not be discussed outside the school.

Remuneration

The post attracts a salary at a point on the High March Pay Scale commensurate with qualifications and experience. As a Phased Withdrawal School all newly appointed teachers will be placed within the AVIVA/APTIS Pension Scheme.

How to Apply

The post is from 15th April to 24th May 2024, with the possibility of an extension of this short-fixed term should the demands of the business require. The closing date for applications is Friday 1st March.

All applications will be considered as they are received and interviews will be arranged accordingly.

Completed applications should be emailed to Mrs T Crockford (PA to the Headmistress) at recruitment@highmarch.co.uk.

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. Curriculum Vitae will not be accepted in substitution for completed Application Forms in the absence of good reason. Equal-opportunities and child protection statements are available on request from the School.
- 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.
- 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.
- Candidates will be required to complete a disclosure from the Disclosure and Barring Service at the enhanced level.
- We will seek references on candidates and will approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer 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, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although you may where appropriate answer 'Not Applicable' if your duties have not brought you into contact with children or young persons.

- You should be aware that the 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 Department for Education Children's safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy 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 body.
- All candidates invited to interview must also bring with them:
 - A current driving license including a photograph **or** a passport **or** a full birth certificate.
 - A utility bill or financial statement showing the candidate's current name and address.
 - Where appropriate, any documentation 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
 - Verification of identity and qualifications
 - A check at DBS Barred List and the Protection of Children Act List as appropriate
 - A satisfactory DBS Enhanced Disclosure
 - Social media check
 - Verification of professional status such as QTS Status
 - For teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

- 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 DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- Satisfactory completion of the probationary period

Please note:

Where a candidate is:

- Found to be on Disclosure and Barring Service's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she 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 Department for Education Children's Safeguarding Operation Unit.