



PORT · REGIS

Pre-Prep Class Teacher

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

We are seeking to appoint a Pre-Prep teacher on a part-time basis, mornings only. The role will initially be based in our Reception class as part of the Early Years team.

This is an exciting opportunity for an inspirational and passionate teacher to join our talented team. Port Regis is widely considered one of the country's leading prep schools and recently received an outstanding ISI inspection report. But there is no resting on laurels, and we are ambitious to move the school forwards, blending our strong traditions with innovative new ideas.

You will work closely with the Head of Pre-Prep and Head of EYFS, providing high quality teaching, pastoral care and learning opportunities for our pupils. Applications are invited from candidates who are forward-thinking and big-hearted, who model great drive and enthusiasm.

Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- Generous staff fee discount.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

Accommodation on site can also be provided if desired. Please contact the Director of HR (hr@portregis.com) for further details.

Hours of Work

Part-time, term time only, Monday to Friday 08.00 to 13.15.

Start Date

September 2024

Job Description

Reports to: Head of Pre-Prep and Head of EYFS

Key Responsibilities:

- Deliver outstanding and inspiring teaching as a Pre-Prep teacher.
- Plan and deliver stimulating lessons in line with the EYFS Framework and other agreed syllabus and schemes of work for your department.
- Plan lessons appropriate to the needs, interests, experience and existing knowledge of the pupils in the classes taught.
- Maintain an up-to-date knowledge of available techniques, resources and developments in your subject area(s).
- Mark and assess pupils' work effectively and report accurately on their development, progress and attainment.
- Keep accurate records of children's progress with reference to the EYFS Framework as required.
- Use assessments and observations to monitor and track attainment and progress of children. Utilise this data to inform teaching and learning.
- Take part in departmental meetings as required by the Head of Pre-Prep.
- Maintain an attractive and stimulating classroom environment.
- Undertake professional development as required.
- Deliver and support excellence in teaching and every aspect of the department, as a role model in the department and in all aspects of work and school (teaching, professional conduct, meetings with parents/other agencies etc).
- Liaise closely with the SENDCo and Learning Support department to ensure children with learning difficulties are identified and supported both in and out of mainstream lessons.
- Assist with planning and support Forest School activities.
- Organise settling in sessions for new children.
- Inform parents of their children's experiences and progress through Tapestry, personal meetings and written reports. Liaise with parents as necessary.
- Liaise with the SENDCo to identify children with special needs and work with outside agencies to support those children.
- Ensure staff/child ratios are adhered to at all times.

- Work with colleagues and other professionals to share good practice and knowledge. Attend courses and in-service training to keep up to date with changes in the curriculum and developments in best practice.
- Attend weekly staff and planning meetings.
- Help supervise sessions taught by other staff eg gym or swimming as required.
- Attend to the personal care of children following school policy.
- Hold an up to date paediatric first aid qualification at the required level and administer first aid or comfort to children when necessary.
- Display children's work and create stimulating displays.
- Tidying and clearing up after activities.
- Co-ordinate the planning and delivery of a class assembly termly.
- Help with end of term productions and concerts.
- Carry out all responsibilities and activities within an equal opportunities framework.
- Assist where appropriate in the general running of the school including supporting/staffing the Pre-Prep After School Club and hobbies as required.
- Report to governors when required to do so.
- Provide regular content for parent newsletters and external audiences as required.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Work with the Head of Pre-Prep and Director of Marketing to promote the School.
- Safeguarding and compliance with our Child Protection Policy.
- Ensure compliance with data protection and health safety legislation and school policies and procedures.
- To carry out and implement risk assessments as required.
- Be available to communicate with parents, governors, and other groups or individuals on departmental matters.
- Adhere to the school's policies as contained in the Staff Handbook.
- Any other duties as required.

Person Specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- A teaching qualification
- An outstanding teacher with strong behaviour management and pastoral care
- Ability to inspire children in the classroom and beyond
- Strong EYFS and Key Stage 1 knowledge
- A commitment to, and ability to deliver, outstanding customer care and provision for all current and prospective families
- Excellent communicator (verbal and written) and ability to develop strong links with children, parents and colleagues
- Excellent ICT and organisational skills
- A reflective practitioner with the ability to innovate
- Patience and a sense of humour
- Flexible and calm under pressure
- A collaborative team player

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our Director of HR, Mrs Geraldine White at hr@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 08.30 on Monday 12 May 2024**. **Early applications are encouraged**. Please read the Explanatory Note and Child Protection & Safeguarding Policy in conjunction with your application.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Titus Mills
Headmaster

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.