



## Job Description

<b>Position</b>	Pre-School Class Teacher
<b>Location</b>	Jack and Jill Nursery and Reception School, Twickenham (part of the Jack and Jill Family of Schools)
<b>Hours</b>	Full Time (term time only)
<b>Contract Type</b>	Permanent
<b>Salary</b>	Competitive
<b>Start Date</b>	September 2022

### Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951. It is now one of the few remaining family-run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy, as well as development of effective working practices, diligence and the sheer joy of learning – a *'tradition of excellence'* established over many decades.

The Family of Schools is comprised of three schools:

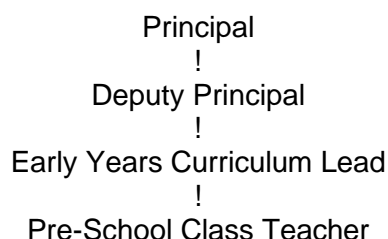
- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

The Jack & Jill Family of Schools is inspected as one body. The Family of Schools was judged 'outstanding' by Ofsted in January 2020.

## Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

## Structure Chart



## Purpose of Role

The post holder will plan, teach, assess and evaluate quality pre-school learning experiences and manage behaviour in accordance with agreed School procedures.

To work alongside the other Early Years professionals and provide an inspirational, fun and broad pre-school curriculum that reflects the School's ethos and promotes a life-long love of learning, whilst also promoting equality of opportunity for all pupils so that their potential is encouraged and developed.

The Pre-School Class Teacher plays a full part in the life of the School, participating in any meetings reasonably arranged for any relevant purpose, and attending and participating in all school events.

The post holder will undertake supervisory duties as reasonably required, including registration of pupils, supervision of pupils and provision of relief cover for absent colleagues.

## Job Content

*This job description may be amended at any time following discussion between the line manager and the member of staff to meet the requirements of the Family of Schools*

### 1. Planning, Teaching and Class Management

Model best practice and provide effective high-quality learning experiences which enables all pupils to achieve their maximum potential.

Lead the planning of activities to achieve progression through:

- Identifying clear steps in learning, planning engaging lessons which ensure children know more and remember more. This includes developing learning objectives and how they will be taught and assessed.
- Providing clear structure for activities and lessons maintaining pace, motivation and challenge.
- Developing the use of critical thinking and philosophical discussion through planned discussions and open-ended challenges.
- Ensuring high quality STEM learning which enables children to develop scientific thinking and apply their knowledge in practical tasks.
- Setting tasks which challenge pupils and ensure high levels of interest.

- Allowing for creativity, fun and best use of available time.
- Selecting appropriate learning resources and strategies, using a variety of learning strategies which involve planned adult led activities, practical tasks, music and play.
- Encouraging pupils to listen attentively, think and talk about their learning, develop self-control and independence, concentration and perseverance.

Manage the space and equipment efficiently, according to agreed procedures. Contribute to the maintenance of a safe, clean, and secure environment for pupils.

Manage pupil behaviour in accordance with agreed school procedures.

Keep up to date with national developments in teaching practice and methodology in an Early Years setting with a commitment to continuous personal development.

## **2. Monitoring, Assessment, Recording and Reporting**

Ensure effective assessment, recording and reporting on progress.

Evaluate how well learning objectives have been achieved and reflect on teaching critically to improve effectiveness.

Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses to inform planning and recognise level at which the pupils are achieving.

Develop and maintain online learning journals, sharing children's progress with their families and ensuring that the breadth of learning is reflected in each child's journal.

Identify pupils requiring special attention and follow school processes to provide appropriately for children with additional needs.

Preparation and presentation of informative reports to parents.

Attend parents' evenings as required and liaise with and meet pupils' parents at other times as necessary to resolve difficulties and promote the pupils' educational and pastoral needs.

## **3. Curriculum Development**

Working with the other Early Years professionals, provide a broad and balanced curriculum, including innovative approaches to enrich the learning experiences of all pupils. Develop plans, targets and success criteria.

Develop and review areas of the curriculum as a team, ensuring that research and national strategies are considered and implemented as appropriate.

## **4. Developing and working with others**

Manage, motivate, support, challenge and develop teaching support staff to set high standards and secure continual improvement including own continuing professional development.

Conduct induction and supervision sessions and appraisals.

Work closely with other teachers to ensure the success of the Early Years environment.

## 5. Safeguarding

The job holder has due regard for safeguarding and promoting the welfare of the children and will be required to follow the child protection procedures outlined in the school's safeguarding policy.

## 6. Other duties

Provide cover for other classes, as required.

Participate in transition events prior to the start of the school year to promote effective and smooth transitions both to and from pre-school classes and from other settings.

Participate in any meetings reasonably arranged for any relevant purpose and attend and participate in all school events, as required.

Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the school.

### What we can offer

The role gives you the opportunity to maintain and grow your passion for working in an Early Years setting in a high-achieving Family of Schools.

The opportunity to work in Twickenham and be part of a Family of Schools that supports children up to the end of KS2.

### Person Specification

The criteria below will be assessed by the application form (A), lesson (L), interview (I). The tasks will include an observation of a pre-school activity/lesson.

Attributes		Assessment Criteria
Qualifications	<ul style="list-style-type: none"><li>Educated to degree level</li><li>Valid First Aid Certificate preferred</li><li>Evidence of up to date CPD</li></ul>	A A A
Experience	<ul style="list-style-type: none"><li>At least 3 years relevant experience as a teacher in a school environment with Early Years Foundation Stage year groups</li><li>Experience of planning, leading activities and class management</li><li>Excellent behaviour management using appropriate strategies</li><li>Experience of raising standards of achievement for pupils</li></ul>	A  A  L  I
Knowledge	<ul style="list-style-type: none"><li>Up-to-date knowledge of Early Years curriculum development</li><li>Knowledge of monitoring, assessment, recording and reporting on Early Years Foundation Stage pupils</li></ul>	I  I

	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of the principles that underpin inclusion and equal opportunities and a commitment to implementing these in practice</li> <li>• Commitment to own continuous CPD</li> </ul>	A, I  A, I
Vision	<ul style="list-style-type: none"> <li>• Supports our belief that a school curriculum requires focus, coherence and rigour</li> </ul>	I
Other Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to stimulate and motivate young children to perform to the best of their abilities</li> <li>• Ability to monitor and decide upon next steps in learning and development</li> <li>• Ability to work in partnership with parents and the wider community.</li> <li>• Excellent oral and written communication skills and good listening skills</li> <li>• Excellent organisational skills, setting targets and managing own work with minimum supervision</li> <li>• Approachable and promotes positive working relationships</li> <li>• Evidence of managing, inspiring and motivating colleagues</li> <li>• Ability to relate well to children and share their interests and enthusiasm</li> <li>• Ability to effectively manage pupil discipline and have a commitment to high quality pastoral care</li> <li>• Ability to evaluate own teaching critically and improve effectiveness</li> <li>• Highly proficient IT skills</li> </ul>	L  I  I  I, L  I  L  A, I  A, I  I  I  I
Behaviour	<ul style="list-style-type: none"> <li>• Demonstrates high standards of personal integrity, loyalty, discretion and professionalism</li> <li>• A calm and authoritative manner with a visible presence around the school</li> </ul>	I  I
Safeguarding	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and welfare of all stakeholders</li> </ul>	I

### Application Process

To apply for the post, please complete the application form (on School's website) and return to HR:  
[hr@jackandjillschool.org.uk](mailto:hr@jackandjillschool.org.uk)

If invited for interview, this will include a structured interview, written assessment and an observed activity to a Pre-school class.

CLOSING DATE: 18 April 2022

*Interviews likely to commence during w/c 25 April 2022*