



EMPLOYMENT APPLICATION

HURLINGHAM SCHOOL

122 Putney Bridge Road, London SW15 2NQ

Tel: 020 8874 7186

Fax: 020 8875 0372

office@hurlingham-school.co.uk

www.hurlingham-school.co.uk

Passport sized
photograph
(optional)

Position applying for: **EARLY YEARS FORM TEACHER**

Please submit this application form together with a hand-written covering letter to the Headmistress at the above address.

Applicant's Information			
Surname			
Forenames			
Previous surname(s)			
Date of Birth (optional)			
Nationality			
Do you need a work permit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If you already have a work permit, when does it expire?
Tel No (home)		Tel No (mobile)	
email (home)			
National Insurance No.		DfES Reference No.	
Have you passed the NQT year?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you GTC registered? YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a current enhanced Criminal Records Bureau (CRB) check?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Ref no.
			Date of issue
Current Address	Since:		
Previous Address <small>(if resident at current address for less than five years please provide any previous addresses during this period)</small>	From:		To:
	From:		To:

For Office Use

Details of all Academic/Vocational Qualifications e.g. A levels, degree, first aid

Original documents as proof of qualification will be required at interview

Date Obtained	Title of qualification	Institution	Awarding Body	Grade

Please give details of your relevant skills, abilities, knowledge and your reasons for applying for this job, referring to person specification and job description for this role.

continue on a separate sheet if necessary

Other information

What activities outside work interest you?

Existing Contacts within School

Please indicate if you know any existing employees or parents at the school, and if so how you know them.

Referees

Please provide at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.

Name

Name

Position

Position

Address

Address

Telephone no.

Telephone no.

email

email

Declarations

I have read and understand Hurlingham School's Safer Recruitment policy.

Signature

Date

I hereby give my consent for personal information provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature

Date

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature

Date



JOB DESCRIPTION

EARLY YEARS FORM TEACHER

Head of Key Stage, Deputy Heads and Headmistress

This job description will be reviewed annually and may be subject to amendment at any time by the Headmistress, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Hurlingham School in relation to the post holder's professional responsibilities and duties.

The School's ethos is to provide a happy, secure atmosphere in which children can maximise their potential. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all a thirst and enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.

AREAS OF RESPONSIBILITY AND KEY TASKS

Pastoral Care

1. Take responsibility for the safety, education and social development of each child in your form
2. Provide a role model for the development of children's social behaviour and attitudes
3. Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community
4. Implement school policies and guidelines for pastoral care, including: anti bullying, safeguarding and child protection, behaviour and sanctions
5. Recognise and respond effectively to equality issues as they arise and challenge stereotyped views
6. Build and maintain positive relationships with parents

Planning, Teaching and Classroom Management

7. Work alongside year group colleagues to plan a balanced curriculum that develops the skills and knowledge required by the Early Years Foundation Stage Curriculum and National Curriculum
8. Prepare schemes of work and medium term plans appropriate to the needs, interests, experience and existing knowledge of your pupils
9. Identify clear learning objectives for each lesson and specify how these will be taught to ensure progression in pupils' learning
10. Ensure the learning needs of the whole class are met by providing suitably differentiated activities for each child, including those with specific learning difficulties and more able pupils
11. Provide opportunities for children to use ICT through cross-curricular activities
12. Liaise with specialist subject staff, as appropriate, to deliver points 7 to 10
13. Monitor children's reading and ensure provision of a wide range of appropriate reading material for progression.
14. Organise the classroom and resources within to create a positive learning environment and ensure children have opportunities to take responsibility for their learning
15. Prepare children's work for displays – maintain a high standard of display in own classroom and, jointly with colleagues, throughout the school.
16. Take responsibility for discipline within the classroom and, jointly with colleagues, maintain a high standard of discipline throughout the school.
17. Establish good working relationships with classroom assistants

Monitoring, Assessment, Recording and Reporting

18. Mark pupils' work promptly and positively, and comment appropriately with regard to specific learning intentions and future targets, thereby facilitating positive pupil development
19. Make regular assessments and observations of children's work, keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and identify the level at which the pupil is achieving
20. Report findings from points 18 and 19 to Head of Key Stage, Deputy Head, Headmistress, Head of Learning Support, Able Child Coordinator and/or parents, as appropriate
21. Take part in whole school assessment initiatives, such as PIPs, to ensure a picture of the attainment and progress of individual children is captured throughout their time at our school
22. Meet with parents formally twice a year, and informally as required, to discuss children's well-being, progress and individual needs, drawing on attention to special skills and talents, as well as difficulties
23. Write reports on each child twice a year, and reports for transfer to other schools if required
24. Liaise with Head of Learning Support to write and review IEP's for specific children
25. Liaise with Able Child Coordinator to ensure appropriate opportunities are presented which allow the identification and subsequent enrichment of learning for more able pupils
26. Adhere to the practice of confidentiality regarding pupils' records

Professional Development

27. Keep up to date with current statutory requirements, educational thinking and practice, through personal study, attendance at courses and peer observation
28. Maintain competent ICT skills to use in teaching and in general class administration e.g. class records on spreadsheets, presentation software for IWB, word-processing for planning
29. Participate in the annual Professional Development Review
30. Have an excellent working knowledge of teachers' professional duties and legal liabilities

Other Duties

31. Attend staff meetings
32. Carry out lunch and other duties
33. Assist with special events e.g. plays, concerts, school outings, sporting events, clubs.
34. Prepare class assemblies
35. Taking part in events that may be during the evenings or, occasionally, at weekends
36. Abide by all health and safety procedures and report any concerns regarding health and safety immediately to the Headmistress and Deputy Head
37. Have a good working knowledge of whole school policies and aims
38. Comply with procedures relating to confidentiality and data protection
39. Promote the ethos, good name and reputation of the school at all times



PERSON SPECIFICATION

EARLY YEARS FORM TEACHER

Education and Training

Essential

- Relevant first degree
- Qualified Teacher Status
- NQT year completed and passed (please note this is not a position for new entrants to the teaching profession)
- Evidence of commitment to own professional development

Desirable

- Early Years Professional Status
- Evidence of professional development relevant to EYFS

Experience

- Excellent classroom teacher, EYFS or KS1 with a proven commitment to improving the quality of pupils' learning
- Extensive knowledge of the National Curriculum, particularly Early Years and Foundation Stage requirements
- Experience of using a range of classroom management strategies to promote high quality learning for all children
- Use of assessment data to raise standards

- Leading a subject in a primary or preparatory school

Skills and Aptitudes

- Ability to create a happy, challenging and effective learning environment
- Commitment to the vision and ethos of the school
- Ability to communicate effectively, in writing and orally
- Ability to inspire, challenge and motivate others to work towards common goals
- Commitment and ability to ensure all pupils achieve well
- Ability to prioritise, plan and organise self and others
- Ability to build and maintain effective relationships with parents
- Commitment to the safeguarding and promoting the welfare of children
- Commitment to Health and Safety, including staff well being and equal opportunities

- Understanding of the use of ICT as a management tool



EMPLOYMENT APPLICATION ADDITIONAL INFORMATION

Please send this section in a separate, sealed envelope which will be opened should you be short listed to attend an initial interview

Medical History

Are you aware of any on-going medical condition or treatment that we should be aware of? YES NO

If yes, please give brief details of your medical condition and any reasonable adjustments you anticipate we would need to make.

Disability Discrimination Act 1995

Do you consider yourself to be disabled under the Disability Discrimination Act? YES NO

If Yes, please provide further details of any adjustments that you think we could make to overcome a disability in relation to the essential requirements of this job?

If selected for interview, do you require any assistance/adaptations to help you attend? YES NO

If Yes, what assistance/adaptations do you require?

Criminal Records Bureau Disclosure

I am aware that a Disclosure will be requested from the Criminal Record Bureau at Enhanced level for the successful applicant for any post and that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council),

and **either** (please delete as appropriate):

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

Signature

Date

Declaration

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature

Date