About St Bernard's Preparatory School

St Bernard's Preparatory School, Slough's best kept secret! Is a thriving co-educational prep school for 250 children aged 2.5-11. We are a Catholic school, living out the Gospel values which are shared by all faiths. We welcome and embrace children of all faiths - recognising and celebrating our similarities and differences, developing mutual respect, understanding and tolerance.

KS1/2 Class Teacher
Job Description

You must be a dynamic, fun and inspiring teacher with experience to teach our wonderful children in Key Stage 1/2.

To have a clear philosophy of education and must be prepared to offer energy and commitment in our forward-thinking school, that offers excellent education to all of its children.

Your main responsibilities include

Specific Duties

- To be a class teacher and to teach the curriculum and syllabus laid down by the School.
- To maintain high standards of teaching and learning by following the policies and practices of the School, within the agreed guidelines and directives.
- To inspire children with a love of learning, to introduce and maintain excellent learning and working habits, by setting examples and good practices.
- To see to the pastoral care of the children.
- To maintain an attractive, stimulating learning environment.
- To ensure that appropriate assessment and reporting are carried out in accordance with School policies for each pupil at the designated time.
- To monitor the fabric of the teaching environment and to report appropriately any defects or deterioration to the Headteacher.
- To carry out a share of supervisory duties in accordance with published rosters.
- To follow procedures for communicating with the Subject Leaders, the Deputy Head, Headteacher and others, re information concerning children whose academic progress gives cause either for concern or celebration.
- Parental liaison including Parents' Evenings.
- Organisation of some assemblies, including the organisation of collective worship.
- To monitor the personal appearance and behaviour of children, both in and out of the classroom setting, so as to ensure the maintenance of discipline and good order in the school.

- To work closely with, and accept guidance from, the Subject Leaders, the Deputy Head, the Headteacher and others.
- To organise and participate in recreational, cultural, or educational trips for the benefit of the children.
- To ensure that children who are her/his responsibility are never left unsupervised either in the classroom or in the playground.

General

- To be a member of a team of teachers which protects and nurtures the Catholicity of the School in order to promote the spiritual, intellectual, moral, cultural, physical and social development of the children.
- To observe the conventions with regard to dress and decorum enunciated and published by the School.
- To communicate and liaise with colleagues as required regarding important events, updates, deadlines and matters that may affect the day-to-day running of the school.
- To assist in the administration of special events as determined by Headteacher including: School Productions, Open Days, and other major sporting events.
- To assist and support colleagues in presenting co-curricular events, in which the talents or activities of the children may be highlighted.
- To willingly co-operate in the professional development process.
- To have regard for personal, professional development and to attend and participate in Inset/professional development days which the Headteacher or Deputy Head may advise and/or organise.
- To account for all notes and/or communications from parents and see to it that these are given to the Headteacher through established channels.
- To attend all Staff Meetings called by the Headteacher
- To actively co-operate in the development of the School policies by participating in working parties or co-operating with these in their work.

The Candidate

The Headteacher wishes to appoint:

a. Someone who is both innovative and energetic, and whose personal values and vision are in keeping with the teaching of the Catholic Church. Well-qualified non-Catholic graduates who are sympathetic to this ethos should not be deterred from applying.

b. A person with suitable teaching qualifications. A high level of teaching ability is expected. Experience of teaching in a Preparatory school would be particularly valued.

School Times and Co-Curricular Commitment

For children, the day begins at 8.20am and classes end at 3.30pm. There is a staff meeting on Thursdays after School that all teachers attend.

The teacher appointed will be expected to make a full contribution to the co-curricular life of the School. As well as providing a rigorous curriculum the children have many co-curricular opportunities in Sport, Music, Drama and Art. We feel that these opportunities help to develop confident children and personalities where the individuals value themselves and, most importantly, learn to value others and appreciate the importance of adopting a growth mindset.

The school is renowned for its care and commitment to personal development and formation. We aim to provide a home from home, one that prepares the children for secondary education.

Salary

St Bernard's has its own pay scale (above the national scales). Salary will be dependent on previous experience and qualifications. Further details of salary and other benefits will be available to shortlisted candidates.

As a legal requirement, confirmation of all teaching appointments is conditional on the satisfactory outcome of the Disclosure and Barring procedures. It is normal for the school to ask for copies of degree certificates and other qualifications at the same time.

To Apply

Applications and Timetable

Candidates must apply using the enclosed application form. This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

The successful applicant will take up the post in January 2024.

A visit to the School is welcome either before or after application. It can be arranged by emailing Mrs Bally Buttar the Office Manager on office@stbernardsprep.org

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Person Specification			
	Essential ***These are qualities without which the applicant could not be appointed.***	**Desirable** ***These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.***	**Method of Assessment**
Qualifications	• A First or Second Class degree (e.g. BA, BSc, BEd, PGCE) and QTS	• Evidence of additional courses attended and certificates attained • Catholic Teachers' Certificate	Production of the applicant's certificates
Experience:	• Evidence of teaching experience in Key Stage 2	• At least two years' experience as a teacher in Key Stage 2	Contents of the Application Form. Interview Professional references
Skills	• Flexibility • Good people skills • The ability to be proactive • A team player	• ICT skills, especially knowledge and understanding of ActivInspire	Contents of the Application Form Interview Professional references
Knowledge	Good understanding of the needs of children in Key Stage 2	• Good understanding of the needs of children at EYFS / Key Stage 1 / Key Stage 2	Contents of the Application Form Interview Professional references
Personal competencies and qualities	• A willingness to play a full part in every aspect of life at St Bernard's Preparatory School • A willingness to be fully supportive of the Catholic ethos of the School • Positive attitude toward meeting the needs of the children and their Parents	• Musical and/or Artistic Talent / Performing Arts	Contents of the Application Form Interview Professional references