



THE CHELSEA NURSERY
DA MIHI SAPIENTIAM



CAMERON VALE SCHOOL
DA MIHI SAPIENTIAM



Recruitment: Form Teacher

March 2023

Cameron Vale School

Cameron Vale School is a prestigious independent preparatory schools for approximately 70 pupils aged 4 to 11 years old. It has an excellent reputation for delivering an outstanding all-round education, including successful entry and scholarships to many of London's top senior schools. It is an exciting time of change and growth for the school, with the addition of a Baby Room as part of the 50 week nursery, The Chelsea Nursery, which takes children from 6 months to pre-Reception.

Our staffing team are critical to the school's continued success and the school has made some excellent recent appointments. We are delighted to have welcomed our new Headmistress, Mrs Alison Melrose, to the school in January. She has an outstanding track record including founding Prince's Gardens Preparatory School, being a member of IAPS and ISA as well as Headship at Broomwood Hall and working with the Cognita, the global schools group. We have recruited a new Head of EYFS who also joined the team in January.

Cameron Vale is part of Forfar Education, a specialist school investment and advisory business, which partners with and manages schools across the world, supporting them to become outstanding centres of excellence for pupils of all ages to learn and grow. Forfar Education is committed to working in close partnership with school leadership for the benefit of all pupils, celebrating each school's identity and strengths.

Cameron Vale School

Location

The School is located just off the King's Road in Chelsea, easily accessible by foot, bus, tube and train.

Facilities

The School is based in a tall Victorian House with a small outdoor garden for playtimes. Cameron Vale has recently opened a new nursery floor which is a welcome addition in the local community.

Pastoral care

The School is renowned for its nurturing ethos and the care of each individual pupil, an approach that underpins the success that pupils show in all areas. Our highly dedicated staff aim to produce happy, polite and academically successful pupils.

Co-curricular activities

We offer a wide range of activities with after-school activities and clubs for older pupils and wrap-around care for those attending The Chelsea Nursery.

Destination of leavers

Each year, Class 6 leave for well known London day schools as well as boarding schools, with a growing number of scholarships. Many leave for Francis Holland, St Pauls, Wetherby and Godolphin & Latymer.

Cameron Vale School

The aims of the school and ethos are:

- Providing a warm, happy, family atmosphere
- Ensuring all children are valued and cared for as individuals
- Providing a challenging educational experience through a broad, balanced and enriching curriculum
- Offering high quality teaching that motivates and inspires children to develop a lifelong love of learning
- Encouraging children to be curious, creative and independent and not be deterred by challenge or failure
- Promoting our 5 Cs; curiosity, courage, collaboration, creativity, critical thinking, reflectiveness and ambition
- Celebrating success and achievement
- Generating opportunities for leadership



The Role: KS1 Form Teacher

- Reports to: SLT
- Working Hours:
 - Term-time & INSET: Mon to Fri 8am to 5pm
 - School holidays: 9am to 4pm
- Holiday:
 - Term time plus INSET
 - Bank holidays
- Benefits:
 - Cycle to work scheme
 - Staffroom, tea and coffee
- Salary: dependent on experience
- Permanent role

Main Responsibilities and Duties

Job Purpose

- Deliver outstanding lessons which meet the needs of all children.
- Instil a love of learning in pupils, promoting excellence and upholding the School's ethos.
- To engage fully in the wider life of the School, according to strengths

Accountable to: SLT

- The post holder is directly responsible to the Head, Head of Teaching and Learning, Nursery Manager and works closely with the Class Teachers, Subject Teachers and SENDCo as appropriate.
- The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the pastoral and academic structure in the School.

Teaching and Learning

Inspire children, teachers and parents.

Lead the class with vision and flair.

Keep up to date with new teaching styles and innovations in education including statutory requirements of the EYFS, National Curriculum and the needs of the 11+ curriculum, as appropriate.

Have a positive impact across the curriculum, supporting, coaching, mentoring and inspiring best practice in colleagues.

Main Responsibilities and Duties

Teaching

- Promoting the progress of all pupils, differentiating for ability as required.
- Planning and preparing lessons and schemes of work in accordance with departmental and school policy and as directed by the T&L lead
- Teaching pupils and sets as assigned in the timetable, arriving punctually and maintaining good order and discipline among pupils, and registering pupils in accordance with School policies.
- Setting and marking work as required; recording and assessing progress; producing subject reports and references; setting and marking internal assessments or examinations; setting and marking relevant homework.
- Preparing all pupils appropriately for their age and stage of development, including preparation for external assessment at the relevant age ranges.
- Providing extra support after lessons if deemed appropriate by the SLT
- Attending parent evenings, communicating with parents, and participating in staff meetings as required to discuss progress
- Maintaining a tidy, engaging and attractive learning environment in classrooms.
- Playing a full role in year-group, departmental life and academic life, for example sharing resources, contributing to displays, taking part in trips and outings including residential trips, leading assemblies where requested.

Main Responsibilities and Duties

Other responsibilities

- Promoting the welfare of children at all times.
- Fostering a sense of togetherness and inclusion among the class as the form teacher and primary point of contact.
- Attending year team and general staff briefings and meetings to discuss curriculum, pastoral and other matters.
- Maintaining the school database with up to date records of the children's social and academic progress and achievements, pastoral concerns and notes of meetings held with parents.
- Leaving prepared cover work in case of absence and taking part in cover duties.
- Contributing to the organisation of whole school events where relevant e.g. Sports Day, Carol Service, productions.
- Attending school assemblies.
- Sharing in duties on a rota basis as requested.
- Playing a full role in the wider life of the School and carrying out specific extra-curricular responsibilities as agreed.
- Upholding the staff Code of Conduct and showing commitment to safeguarding, child protection and the well-being of pupils.
- Actively upholding the behaviour and sanctions policies of the School, reporting concerns to form tutor or other pastoral or academic leaders as appropriate.
- Encouraging high standards of behaviour throughout the school.

Main Responsibilities and Duties

Professional development

- Periodically reviewing schemes of work and teaching methods with SLT and taking part in classroom observations.
- Attending courses and INSET to develop professional skills as agreed.
- Attending appraisals on a regular basis

Communication

- Be aware of confidential issues linked to home / pupil / teacher / school
- Work collaboratively with colleagues to meet the needs effectively of all pupils
- Communicate concerns and observations to the relevant person regarding health and safety issues and child protection issues to maintain the school's duty of care

Main Responsibilities and Duties

All staff are expected to:

- Work towards and support the school aims, values vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding pupils
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage actively in the annual review process, supervision meetings and training and development opportunities available.
- Undertake other reasonable duties related to the job purpose required from time to time. Undertaking any other duties which the Head may reasonably request

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Experience

- Be able to motivate and inspire a team
- Have strong drive for delivery
- Have excellent problem-solving skills
- Be results oriented
- Have eye for detail
- Have excellent communication skills,
- Have commercial acumen and negotiation skills,
- Be able to manage a budget,
- Have strong organisational skills,
- Have excellent record keeping skills,
- Take pride in delivering a high standard of work,
- Be willing to go the extra mile,
- Previous school experience is desirable

Qualifications

Teaching qualification and QTS

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

Application Process

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website.

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

Applications will be considered as they are received therefore early applications are encouraged. Short-listed candidates will be contacted and asked to attend an interview soon after. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.

Further Information

If you require any further information please contact Mrs Alison Melrose, Headmistress on 020 7352 4040 or email head@cameronvaleschool.com

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