



THE CHELSEA NURSERY
DA MIHI SAPIENTIAM



CAMERON VALE SCHOOL
DA MIHI SAPIENTIAM



Recruitment: Senior 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.

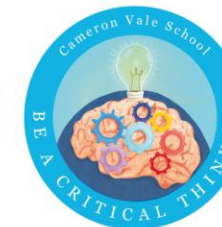
Destination of leavers

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: Senior Teacher - Sport and Health & Safety

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

Main Responsibilities and Duties

The Sports Lead will:

- Plan, prepare and teach PE and games across the school
- Manage additional sports staff across the school
- Be a role model for students, inspiring them to be actively interested in PE
- Make an impact on the experience young people receive through PE and sport
- Ensure lessons are planned in accordance with departmental scheme of work
- Assess, record, report on progress / attainment of pupils
- Prioritise and manage time effectively, ensuring continued professional development in-line with the role
- Contribute to a full and extensive extracurricular programme
- Manage, coach and officiate sport teams
- Teach according to pupils' educational needs
- Have a clear vision / focus
- Be passionate about the subject and communicate well with young people
- Maintain discipline in accordance with school procedures
- Lead on healthy living, mental health and wellbeing and holiday sport provision/ clubs
- Curriculum innovation to broaden access to sport for example, skiing, climbing

Main Responsibilities and Duties

The Senior Teacher will:

- Be a member of the leadership team
- Be responsible for the smooth running of the schools on the Head's absence
- Oversee the planning and smooth running of events
- Be responsible for managing pupil absence
- Be responsible for timetabling and cover, duties and rotas, providing teaching cover where needed
- Lead sport provision across the school and links with local schools
- Lead on pastoral care and the PSHE curriculum
- Be responsible for leading the sports department across the school
- Be responsible for maintenance and Health & Safety

Main Responsibilities and Duties

Head of Sport:

- Ensure a high quality learning environment
- Act within the school framework, which sets out their professional duties and responsibilities which uses for guidance purposes only, the current School Teachers Pay and Conditions Document and Teacher Standards (2012). Safeguarding and promoting the welfare of the child
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security Sharing information/Multi-agency working
- Maintain positive links with local clubs, schools and organisations
- Contribute to the school's promotion and organisation of the 'School Games' partnership
- Help support our young sport ambassador programme
- To work with the SLT and other colleagues to build positive working relationships
- To represent the school and communicate its values to a range of audiences
- Work alongside colleagues in planning, adjusting and delivering learning activities
- Develop opportunities to play with or against other schools

Main Responsibilities and Duties

Provision of cover teaching:

- Be responsible for planning cover for absent staff and managing staff and pupil absence
- Providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher
- Organisational Relationships: Works under the direction of the Teaching and Learning Lead

Duties and Responsibilities:

- Teaches scheduled classes. Prepares a written summary of work completed
- Assumes all duties and responsibilities of the absent teacher
- Follows the teacher's written lesson plans. Consults with the SLT and/or staff to resolve questions and/or concerns
- Makes the absent teacher aware of special situations or problems encountered
- Upholds board policies and follows administrative procedures
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code
- Develops and maintains a positive learning environment
- Works cooperatively with staff and parents
- Incorporates the effective use of available technology

Main Responsibilities and Duties

Duties and Responsibilities:

- Upholds computer technology acceptable use policies
- Respects personal privacy. Maintains the confidentiality of privileged information
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised
- Supervises non-classroom duties when assigned
- Accepts personal responsibility for decisions and conduct
- Performs other specific job-related duties as directed

Main Responsibilities and Duties

Health & Safety

- Establish, execute and update a planned maintenance programme for all school's building and grounds including mechanical and electrical installations, portable appliances, water safety, fire alarm systems and fire protection equipment, asbestos, lifting and work equipment
- Establish a system for regular visual inspections of all buildings
- Arrange tree surveys and related remedial work
- Organise and oversee contractors engaged for PPM activities
- Maintain good records and ensure necessary remedial actions are completed in a timely manner.
- Managing and monitoring the contracts for waste collection and recycling
- Monitoring the energy usage of the school ensuring that usage is as efficient as possible
- Respond to maintenance issues arising, monitor maintenance requests, assess, prioritise and schedule required works
- Ensuring all teaching and communal areas are safe, clean and well presented

Main Responsibilities and Duties

Finance Management:

- Use time and resources effectively and efficiently
- Ensure excellence in delivery and a focus on continuous improvement
- Ensure effective communication with the rest of the school
- Liaise with the Headmistress on absences, timekeeping and holidays and performance issues
- Induct new staff as required on the H&S within the school building, ensuring all necessary training is completed
- Oversee the procurement of maintenance, household and grounds supplies
- Exercise strong budgetary control with regards to forecasting and planning including development and maintenance of the school, its facilities and individual projects.

Commercial

- Promote, support and coordinate the commercial hire of the school grounds and facilities during weekends and holiday periods
- Be responsible for the induction of third-party hirers
- Maintain site security during periods of hire

Main Responsibilities and Duties

Projects

- Plan minor projects, such as classroom refurbishments, consulting with others to agree specifications
- Undertake works and organise other resources as required
- Assist with the preparation of plan for building refurbishment and development
- Support and facilitate the execution of larger scale projects

Contractors

- Engage appropriate contractors and supervise their activities
- Ensure contractors are appropriately vetted and inducted
- Review RAMS provided by contractors, brief on arrival and ensure they complete all activities in a safe manner
- Monitor the performance of existing facilities and maintenance services contractors
- Manage the tendering of contractors to ensure they are competitive

Main Responsibilities and Duties

Health, Safety and Security

- Proactively promote a positive HS&S culture and support continual improvement in the school's management of HS&S
- Be a proactive member of the H&S Committee
- Implement a health and safety action plan ensure completion of records
- Ensure compliance with fire safety regulations and best practice
- Manage the annual fire risk assessment and H&S review, Ensure the recommendations are acted upon and kept under review
- Take responsibility for the fire safety system and response procedures including leading the fire marshal team
- Prepare and update suitable risk assessments for building and grounds
- Prepare and update suitable risk assessments and safe systems of work for all maintenance, grounds and household activities
- Ensure that appropriate information, instruction and training is in place for the maintenance and grounds
- Ensure that school buildings remain secure, particularly during the holidays
- Maintain and control a full, well-ordered set of keys for all buildings and rooms
- Oversee CCTV

Main Responsibilities and Duties

Events

- Ensuring the smooth implementation and delivery of school events
- Liaise with the marketing and admission department with the planning and delivery of open mornings and other marketing events

Regular tasks:

- Be responsible for the H&S throughout the school
- Complete daily, weekly, monthly and annual checks
- Prepare the Hall for lunchtime, school events and clubs
- Collect the lunch deliveries ready for lunch service
- Empty the bins at the end of each day, ready for collection
- Be responsible for collecting deliveries from the visitor area as quickly as possible
- Sweep/clean all floors
- Clean the classrooms on a daily basis
- Clean bathroom areas twice a day and replenish as needed
- Be responsible for stock control and ordering of cleaning materials and supplies

Overall Responsibilities and Duties

All staff will:

- To work with the Headmistress, SLT and other colleagues to build positive working relationships
- To represent the school and communicate its values to a range of audiences
- Work alongside colleagues in planning, adjusting and delivering learning activities
- Attend school events as appropriate.
- Job descriptions are intended to give individuals clear guidance of what the job entails, but they rarely capture every detail of the role. The School reserves the right to require you to perform other duties that are reasonable, from time to time, and it is a condition of your employment that you are prepared to do this.

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

H&S qualifications relevant to the role

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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