



## **HOLMEWOOD HOUSE SCHOOL**

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB  
Telephone: 01892 860000 Website: [www.holmewoodhouse.co.uk](http://www.holmewoodhouse.co.uk)



### **Key Stage I Class Teacher – Full Time**

#### **About Holmewood House School**

Holmewood House is a prestigious independent Prep School of 470 pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social well-being, self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and outstanding facilities provide a strong framework upon which the ethos of 'allowing children to be children' can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

For further information about Holmewood House please visit our website [www.holmewoodhouse.co.uk](http://www.holmewoodhouse.co.uk)

## Your role

We are looking to appoint a qualified, engaging and dynamic Key Stage 1 (KS1) teacher to join our exceptional Pre-Prep team. Applicants will be innovative and creative and happily go the extra mile to achieve the highest possible standards of learning and pastoral care for our pupils.

Our school is well renowned for the quality of pastoral care alongside excellent academic standards and exciting co-curricular provision.

## Role requirements

- To ensure the effective teaching and learning of all pupils, helping them to develop their full potential.
- To fully support the policies and aims of the school and to ensure the personal, social, emotional and physical development of every child.

## Main Duties

- To undertake all duties designated by the Head of Pre-Prep/Head.
- Understand the needs of the individual pupils in the class, structuring their learning so that they progress at a rate which challenges them in a secure environment.
- Plan appropriate work and organise the children's education in line with the KS1 curriculum.
- Promote the general progress and wellbeing of pupils assigned to you and to be involved in the pastoral care of all children in the department, reporting any concerns to the Head of Pre-Prep/Head/DSL.
- Always insist on the highest standards of discipline and behaviour.
- Provide guidance and advice to pupils in all areas of their development.
- Inspire each child to achieve their potential and develop enthusiastic and confident learners.
- Be aware of developments in technology and how they may be integrated into subjects taught.
- Identify potential SEN concerns, and adjust practice accordingly, whilst liaising with the Head of Pre-Prep and Learning Strategies department.
- Work as part of a team and attend planning meetings with appropriate staff members.

- Facilitate, support and monitor the overall progress, learning and development to help the children achieve and exceed expectations.
- Carry out assessments to inform next steps and set targets.
- Maintain records as evidence of learning for each individual pupil's profile.
- Set and mark work (including assessments) to be carried out by the pupils in school or at home, as required.
- Assess, record and monitor the progress of each pupil and report relevant information on the progress and attainment of pupils to their parents through parent consultations, written reports and ad hoc face to face meetings / communication.
- Regularly review your methods of teaching and schemes of work.
- Participate in arrangements for your professional development and any arrangements that may be made for teacher appraisal.
- Plan and organise curriculum related visits/speakers to enhance learning experiences and assemblies.
- Undertake a proportion of duties to ensure the smooth running of the school, supervisory duties, breaks, lunchtime and after school clubs.
- Take responsibility for classroom displays and a proportion of the displays in Pre-Prep
- Promote equal opportunities for all pupils.
- Attend staff meetings that take place on a weekly basis after school as well as other school events as requested by the Head or Head of Pre-Prep.
- Attend all 'INSET' days and staff training as required.

## **Personal Qualities**

- To act in a professional manner at all times.
- To be an adaptable, supportive, vigilant, positive, willing member of staff and to enjoy working with children.
- Be an outstanding teacher.
- Be confident and able in ICT.
- Communication skills – be able to make points clearly and understand the views of others.
- Self-management – be able to plan time effectively and to organise yourself well.
- Be able to run an extra-curricular activity, if required.
- Work with colleagues to develop a holistic education which blends tradition with innovation.
- Work in close partnership with the Teaching Assistant, parallel Teachers and Head of Pre-Prep.
- Work in partnership with parents and families.
- To adhere to the school's code of conduct.
- Holmewood House School offers a caring and stimulating environment to all pupils. The high expectations of staff and parents regarding educational standards and social behaviour needs to be reflected.
- Members of staff are expected to arrive punctually. The working day of the teaching staff begins before the children come into the classroom and ends after they have left. Where necessary members of staff are required to be on site between 8am and 6pm to fulfil the demands / expectations of the role.
- Teachers will abide by the terms and conditions for their employment as outlined in their contract with the School.

- To carry out any other duties that from time to time might reasonably be requested by the Head or their delegated deputy.

## **Qualifications and Experience**

- Teaching qualifications – QTS
- Training and experience relevant to KSI
- To be fully conversant with the KSI Curriculum
- ECT applications welcome

## **Salary**

A competitive salary and benefits package will be offered. Salary will be dependent on the skills and experience of the successful candidate.

## **Offer**

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

## **Safeguarding**

Holmewood House is committed to promoting and safeguarding the welfare of children. All staff are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

## **Application**

If you wish to be considered for this role, please prepare a cover letter and complete an application form and email to: [recruitment@holmewoodhouse.co.uk](mailto:recruitment@holmewoodhouse.co.uk)

CVs can also be submitted as supporting information to the application form.

The closing date for applications is Tuesday 7<sup>th</sup> May 2024. We reserve the right to interview suitable candidates before the closing date.

## **Data Protection**

The information that you provide on your application form, CV and any covering letter will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on the application form with third parties.