



# ST EDWARD'S PREP

A WISHFORD SCHOOL



## RECEPTION TEACHER

## CANDIDATE PACK

# INTRODUCTION

## A message from the Headteacher

Welcome,  
I am delighted to announce an exceptional opportunity at St Edward's Prep School & Nursery. After achieving a double 'Excellent' inspection rating, now is a remarkable time to be part of our community. We are searching for a Reception Teacher who is passionate about inspiring fun, personal discovery, and focused learning at the heart of our youngest pupils' educational experience. At St Edward's, you will become part of a warm and supportive environment, complemented by fantastic learning facilities specifically designed for our Reception classes.

We are in search of an exceptional practitioner, someone who not only has a solid foundation in teaching but also brings specific expertise or interest in Early Years education. The ideal candidate should be deeply passionate about discovering and nurturing how young children learn. We value teamwork highly and seek a professional who excels in collaborative environments. This role is suitable for passionate educators at any point in their career, eager to make a meaningful impact on our youngest learners' educational journeys."

We eagerly anticipate welcoming a new member to our team who shares our values of passion, energy, and collaboration.

Best wishes,  
Jonathan Parsons  
Headteacher, St Edward's Prep School & Nursery

## The School

St Edward's Prep School & Nursery has been providing first-class education for children in Reading for over 70 years. Our school has an excellent reputation for the quality of its teaching, small class sizes, academic rigour and the traditional values we encourage in a warm and caring environment. Teaching is tailored to the individual child and, as a result, our pupils achieve great things, academically, on the sports field and in the performing and visual arts. For more information on the school, please visit

[www.stedwardsprep.com](http://www.stedwardsprep.com)

## Wishford Schools

Wishford Schools is a small, friendly group of schools in the South of England. Our schools aim to provide an excellent education, giving every child the opportunity to shine. Our standards and expectations are high, and our staff and pupils are challenged and supported to give their best. Whilst sharing a common ethos, each of our schools is different and enjoys autonomy, while benefiting from the support and opportunities that membership of our group brings. We invest in the professional development of our staff, providing opportunities for career advancement within the group for the most able of our team. For more information about the group, please visit

[www.wishford.co.uk](http://www.wishford.co.uk)

## Application process

Applicants should complete the school's application form and submit this by email to [hpa@stedwardsprep.com](mailto:hpa@stedwardsprep.com)

St Edward's Prep is committed to providing a quality all-round education for its pupils and to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo appropriate pre-appointment child protection screening.

The closing date for applications is Wednesday 24th April and interviews will be held between Friday 26th April - Friday May 3rd.



# RESPONSIBILITIES

**Reports to:** The Head of EYFS and The Head.

## **General Responsibilities:**

- General Responsibilities:
- To assist the school to deliver excellent education by support the school in achieving its mission and aims
- To share in the corporate responsibility for the safeguarding, well-being, and behaviour of all pupils in the school
- To follow the school's policy, code of conduct and regulations set out in the staff handbook
- To attend relevant courses and stay abreast of developments in education in general and personal area of expertise in particular
- Be responsible for coordinating departmental documentation for one subject area and ensuring that the requirements and standards of subject coordinator are met.
- To play an active role in the extra-curricular programme at the school
- To join in where appropriate, and be supportive of, all events taking place within the school, including those organised by the PTA
- To participate in 'Inset' Days and training course

## **Teaching and Learning Responsibilities:**

- To teach in as exciting and stimulating a way as possible in order to inspire a love of learning and of school, at the same time having high expectations of pupils and their performance
- To provide a safe, friendly, stimulating environment in which the pupils can flourish
- To build strong relationships and provide pastoral care as an integral part of performing duties as a class teacher
- To utilise a variety of teaching methods and strategies to put children at the heart of the learning process and enable children to discover the world for themselves
- To have a good knowledge of the EYFS Framework/Ks1 Curriculum
- To implement EYFS Framework and curriculum policy to promote the development of the abilities and aptitudes of the pupils in any class
- To keep up to date with marking, assessment, record keeping and reporting
- To create stimulating, productive learning environment in the classroom
- To follow the school procedures for planning and sharing of plans
- To assess,, record pupils' progress and use assessment to improve planning
- To liaise with the SEND Teacher regarding any children with specific needs. As required, liaise with parents and other schools/agencies involved.
- To consult with specialist subject teachers to ensure the children in your class are progressing in all areas of learning
- To offer an after school club to support our extra curricular provision



# PERSON SPECIFICATION

## Essential

- Teaching Degree or equivalent qualification
- An outstanding teacher
- A positive and professional attitude
- Flexible
- Hard worker
- A confident and sensitive communicator with both adults and children
- Ability to communicate effectively with parents, staff, and children
- A Team player
- Ability to teach across EYFS and/or KS1
- Reliability

## Desirable

- Knowledge of Tapestry as a means of tracking pupil progress and communicating with parents
- General and specialist knowledge of the Early Years Foundation stage including legal requirements and developments in Early Years education.
- Previous experience of a similar role in an educational setting - ECTs will be considered

The posts holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding and Staff Behaviour Policy Statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the Headteacher.

