



BICKLEY PARK SCHOOL

INDEPENDENT PREPARATORY SCHOOL FOR BOYS AGED 2½–13



Recruitment Information

KS1 / Lower KS2 Teacher

Bickley Park School is an IAPS Independent School for boys aged 2 ½ - 13: sisters of siblings also attend the nursery. The school is situated in London's greenest London Borough, on the fringes of Kent and with excellent train links to central London. The Pre-Prep and Prep sites are located three hundred metres apart on Page Heath Lane in Bromley. The school is highly regarded and has grown significantly in recent years. Founded in 1918, Bickley Park has 400 pupils on roll. The school aims to prepare boys to stand out from the crowd in a fast changing world by acting upon current research into how boys learn and what motivates them to achieve. The boys' school experience is framed around four quadrants of learning which deliver a broad, interesting education tailored to meet their future needs. Bickley Park has been short-listed in the Independent School Awards as Prep School of the year 2019.

For more information please visit www.bickleyparkschool.co.uk

DUTIES AND RESPONSIBILITIES:

The position of KS1 or Lower KS2 class teacher will become available from September 2019. We are looking to appoint someone who loves working with children and is suitably qualified for the role.

Teachers at Bickley Park School must endeavour to undertake the following duties to the best of their ability in the interests of providing children at the school with the best possible education:

School vision, aims and values:

Support, model and promote the school's vision, aims and values in all aspects of school life.

Vision: To be a world class preparatory school for boys

School aims:

- To deliver a balanced, challenging and quality curriculum that arms pupils with the skills and attributes to thrive in their later lives.
- To provide an education tailored to how boys learn and aimed at motivating them to achieve.
- To enable boys to stand out from the crowd in a globally inter-connected world.

Values: The Bickley Park Way:

We believe that we should

- **Share**
- **Be honest**
- **Be kind and helpful**
- **Treat others as we would be treated**
- **Listen to one another** and try to understand other people's points of view.
- **Forgive** - recognise that everyone, including ourselves, makes mistakes.
- **Respect others**, recognising that they are important too.
- **Be resilient**, learning from things that go wrong and aiming for better next time.
- **Work hard to do your best to be your *best self***

Job Description:

Teaching and Learning

- (a) Plan and prepare lessons in line with guidance set out in the Teaching and Learning Policy, departmental handbooks and other relevant policy documents;
- (b) Use approaches to teaching and learning that fully meet boys' educational needs, including: following school guidelines for teaching in a boy-friendly way; differentiating appropriately tasks for different ages and abilities; planning for cross curricular links, particularly in incorporating ICT into as many lessons as possible;
- (c) Assess, record and report on the development, progress and attainment of pupils, providing feedback that contributes towards pupils' educational development;
- (d) Communicate and consult with the parents of pupils about progress; this to include attendance at twice yearly consultation evenings, writing end of year reports and any other occasions when parents might require information about pupils' progress.

Pupil Care

- (a) Promote the general progress and well-being of individual pupils and of any class for which responsible;
- (b) Provide guidance and advice to pupils on pastoral and social matters; be a willing listening ear to pupil concerns;
- (c) Make records of, and reports on, the personal and social needs of pupils;
- (d) Follow school policy on child protection advising appointed persons of concerns as they arise; implement the school's anti-bullying policy;
- (e) Participate in meetings arranged for any of the purposes described above.

Discipline, Health and Safety

- (a) Maintain good order and discipline among pupils in accordance with the school's behaviour policy and safeguard their health and safety both on school premises and when they are engaged in school activities elsewhere in line with school policy;
- (b) Actively support the school's PSHE programme in raising pupil awareness of behaviour that might cause harm.

Staff Development/Training/Reviews/Meetings

- (a) Participate, if required, in any scheme of staff development and performance review.
- (b) Participate in staff meetings, further training and professional development;
- (c) Advise and co-operate with the Headmaster, SLT, HoD, HoS and other teachers in the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Administration

- (a) Keep teaching spaces well-ordered and organised in such a way that they are attractive and conducive to pupils learning effectively;
- (b) Attend assemblies, as directed in the staff handbook and lead form assemblies, as required;
- (c) Support school occasions, including curriculum evenings, BPSA events, sports day, speech day, open days and other such activities as the Headmaster reasonably directs.

Other

- (a) Lead at least one after school extra-curricular activity, as agreed with the Head of Department and Clubs Coordinator;
- (b) Undertake duties as directed, such as early morning, break-time, lunch-time and cover lessons;
- (c) Undertake the role of Form Tutor
- (e) Fulfill any other reasonable requirement expected by the Headmaster.

Remuneration

The school is a member of the DFEE pension scheme. Salary will be paid according to age and experience. The school follows the Independent Association of Prep School's guidance on salary scales.

All new staff appointments are subject to verification of medical fitness, receipt of two satisfactory references and clearance from the Disclosure and Barring Service at Enhanced level.

Application Procedure

Interested candidates should fill in the downloadable application form (www.bickleyparkschool.co.uk) which should be submitted with a hand written letter stating reasons for applying for this post and mentioning what can be offered to the life of the school.

Applications should be addressed to:

The Headmaster
Bickley Park School
24 Page Heath Lane
Bickley
Bromley
Kent
BR1 2DS

Closing date for applications: Monday 21st January 2019

Interviews: Tuesday 29th January 2019

Bickley Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check. At Bickley Park we are committed to providing a well-structured staff development programme to enhance personal and team development. We are an equal opportunities employer.

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