

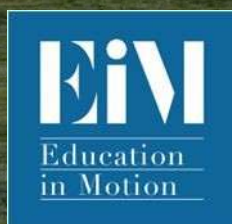
Brief for the position of

Prep Cover Teacher – Pre-Reception to Year 3 Fixed Term Appointment Summer Term 2025



SHERFIELD
SCHOOL

Nursery • Junior Prep • Senior Prep • Senior • Sixth Form



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Background

Sherfield School is an outstanding, all-round academic, active and creative school where students thrive and flourish as they experience the excitement and enjoyment of learning.

As an independent, co-educational day and boarding school set in North Hampshire, Sherfield provides a wonderful learning environment for students from 3 months to 18 years within exquisite park and woodland surrounding a listed heritage building. It has an excellent academic record, superb facilities and a wonderful ethos.

Through a rich variety of experiences, students at Sherfield become passionate and creative problem solvers, ready to contribute to a global society. As ambitious, enterprising, inventive and innovative young minds, they develop the confidence, resilience and resourcefulness to be successful in tackling the challenges life presents to them. Through academic rigour and a supportive environment, they grow strong, self-assured and motivated by each Sherfield experience.

As a school community, Sherfield challenge, inspire and support each other as they create and imagine the students' best futures.

The school community knows and cares for each other and foster an environment where students and staff feel supported whilst building strong and ambitious futures. Together they build a powerful culture of creativity that is without boundaries. Sherfield pupils are critical thinkers who challenge ideas, pave new paths and encourage inventiveness whenever possible.

The school prides itself in their close relationship with parents and place great value on individual contact. Friendliness and willingness to listen are the starting points for effective collaboration which you will find embedded in the school's culture.



Mission & Aims

Vision

Our students create a positive impact, inspiring change and a better future.

Mission

Ad Vitam Paramus – Preparing for Life. We create a learning environment that nurtures, inspires and challenges, preparing everyone for life in a global society.'

Core Values

Respect: Valuing every voice in our community.

Kindness: Acting with empathy towards others.

Courage: Having the strength to do the right thing.





Teaching and Learning

Sherfield follows the national curriculum up to year 8. From Year 1-6 the curriculum is taught using a multidisciplinary approach to enable connections to be made between subjects.

Subjects range from traditional academic subjects, such as English, Mathematics and Science, alongside Outdoor Learning throughout and a Pathways project in Years 5 and 6.

Teaching and Learning at Sherfield is excellent and based upon our learning principles where teaching must be personalised, adaptative, relational and have a clear purpose. We strive to develop exceptional experiences for students through a framework of challenge, ownership, dialogue and engagement.

Sherfield believes that teachers have the greatest influence upon the learning and progress of students and therefore as a team they strive for the best.

Teachers provide a positive and inclusive learning environment and experience for all pupils. At Sherfield, the teachers strongly believe in the principles of preparing students for life.

Aims

Sherfield aims to teach each student using the most effective methods possible, by providing expertise and resources to teachers, parents and pupils and through regular and rigorous monitoring and evaluation of teaching and learning against student progress and achievement.

The School aims to teach every student how to learn so that they become fast, independent, confident, and self-motivated lifelong students by:

- Teaching students how to self-evaluate and set/work towards targets.
- Providing or guiding independent access to learning resources.

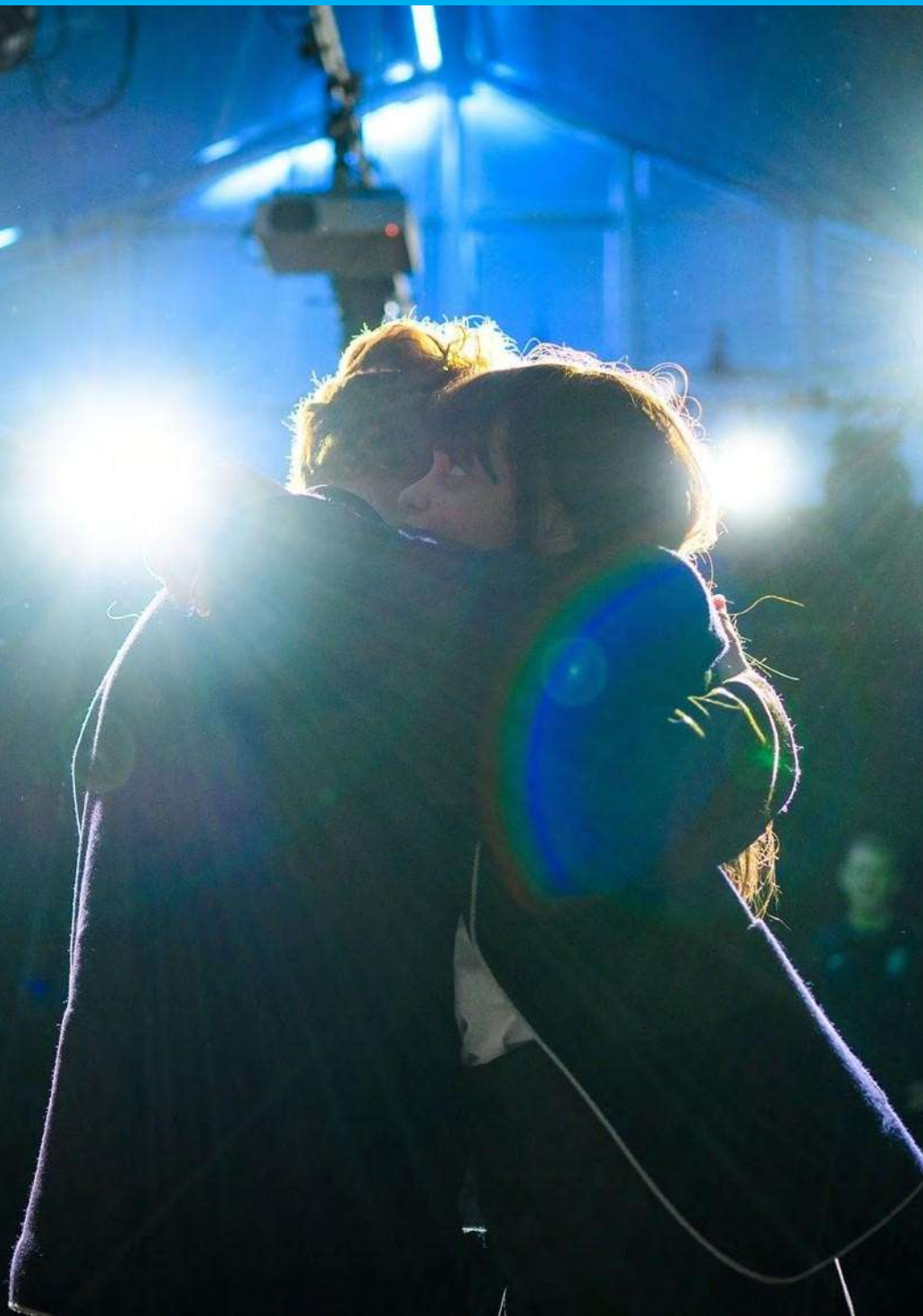
Sherfield aims to treat each person as a successful student by:

- Recognising effort and achievements.
- Providing appropriate feedback that always shows the next steps.

Sports and Activities

Sherfield has a long list of inclusive clubs, planned after school programmes and competitive teams that pupils can take part in, whatever their interests. Every term there are updated programmes of music, languages, sports and hobbies available to all pupils throughout the school so they can pursue a passion or extend their learning. Children can choose from an enormous list of wonderful extracurricular activities, ranging from horse riding and fencing to origami.





The Arts

Drama: The Drama Department at Sherfield is an exciting and fun place to experiment and explore ideas, theatrical styles and the possibilities of performance and production. Much of what the school does is pupil-led which results in fresh, creative, and original theatre.

Music: Music plays an important role throughout Sherfield School, whether pupils are learning as part of their day-to-day curriculum or whether they take up instruments or join in with the many choirs, bands, orchestras and groups. All pupils in the Junior-Prep and Senior-Prep take part in choir which encourages the children to have confidence in themselves from day one.

Creative: Pupils are exposed to a wide variety of media, processes and techniques starting in the Nursery and, at later stages, are given the opportunity to work on a large scale in the open plan art studio complex.

For more information about Sherfield School, please visit: <https://www.sherfieldschool.co.uk/>

Education in Motion

Sherfield is proud to have joined Education in Motion (EiM) in September 2023.

EiM is a global education company that aspires to be a leader in pioneering education for a sustainable future. With a diverse family of premier education brands around the world, the group is known for its holistic programmes that balance wellbeing, character development and academic success.

EiM aspires to be the global leader in pioneering education for a sustainable future. Its family of mission-aligned schools is committed to create meaningful change for our world by empowering communities through innovative education. Students 'Graduate Worldwide', with the skills and experience to make a positive difference in the world.

As part of a larger network, the Sherfield community is provided an invaluable source of support. Not only does this growing network provide parents with choice as their careers take them to new places, but it also enables students and staff across the network to share best practice and provides opportunities for exchange for both students and teachers.

The EiM story began in 2003, when parents Fraser White and Karen Yung began looking for a school in Shanghai that would provide for their three young children. They wanted a challenging and ambitious education that would prepare their children for the future, moulding them into confident and well-rounded young people who could make a difference in the world. However, their search came up short. A serendipitous meeting with Graham Able, the then Master of Dulwich College in London, resulted in the idea of opening an international Dulwich College in Shanghai, the first Education in Motion school. Today, Education in Motion is a growing family of premier education brands, nurturing more than 11,000 students to 'Live Worldwide'.

For more information about EiM, please visit: <https://www.eimglobal.com/>



The Role

The successful candidate will play a crucial role in the education of students at Sherfield School. As a 3 months to 18 years co-educational day and boarding independent school, there are many opportunities to develop and succeed.

We are looking to appoint a temporary Prep School Cover Teacher to join our committed and supportive Junior Prep team (Reception to Year 3) The successful candidate will be predominately teaching in Year 2 and Year 3. This will be a supply role until July 2025. This role is part time up to 1.5 days a week.

The successful candidate will have qualified teacher status and will be an organised, positive and passionate individual with strong classroom management skills and extensive knowledge in how to teach children with diverse needs.

Applications are welcome from experienced and enthusiastic candidates, either seeking their first teaching post or seeking a new teaching challenge.

Purpose

- To raise standards of pupil attainment and achievement within teaching groups and to monitor and support pupil progress in line with the expectations of the school.
- To accurately track the progress and achievements of pupils within teaching groups and provide feedback to enable them to progress at least in line with expectations.
- To provide support and intervention for pupils at risk of under-achieving.

- To make effective use of physical resources within lessons.
- To participate in collaborative planning and sharing good practice with other members of the department.
- To communicate with other teachers to ensure that pupils progress.

School Ethos

- To support the school aims, ethos and policies.
- To provide leadership in promoting the ethos of the school to pupils, parents and the wider community.
- To develop an attitude of high inspiration and achievement in the pupils.
- To act as a role model to pupils through professional conduct reflecting our expectations of high standards of appearance and courtesy by the pupils.

Responsibilities

- All teachers are expected to meet the national teachers' standards.
- The progress of all pupils assigned to teaching groups.
- Effective deployment of assigned LSA/TA/technicians and other support staff within lessons, as appropriate, to maximise pupil learning.

Job Title: Prep Cover Teacher (Summer Term)

Reporting to: The Head of Prep & EYFS

Hours: Up to 1.5 days a week

- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils.
- Every member of staff has a duty to commit to the safeguarding, happiness and welfare of all pupils at the school.
- To participate in staff programmes for training, including safeguarding and Health and Safety.

Operational/Strategic Planning

- To actively monitor and mentor pupil progress through effective classroom interventions.
- To implement school policies and procedures.
- Deliver differentiated lessons that take into account individual pupil circumstances.



The Role contd.,

Curriculum Provision and Contribution to Teaching and Learning

- To deliver appropriate high-quality lessons in line with department curriculum plans.
- To motivate and encourage pupils to achieve their best and not to be constrained by targets.
- To ensure suitable work is provided and marked for students from any teaching group working elsewhere, if applicable.
- Develop and maintain an atmosphere of mutual respect with pupils in all classroom activities.
- To ensure appropriate delivery of cross curricular themes in line with school policy and planning.
- To ensure homework and other related activities are uploaded onto Google Classroom.

Curriculum Development

- To contribute, within the department, and across the school where applicable, to the development of an engaging and challenging curriculum which meets the needs of the pupils.
- To keep up to date with national developments in the subject area(s) and regularly review teaching practice and methodology.
- To ensure literacy, numeracy, communication skills are reflected and promoted within lessons where appropriate.

Staff Development

- To be reflective on own practice and work collaboratively with line manager to identify development needs and participate in annual performance management (and interim review(s)) as part of an active programme of Continuing Professional Development (CPD)
- To share best practice and promote collaborative teamwork which can motivate and inspire colleagues.
- To share best practice with other departments in order to promote high standards throughout the school.
- To share best practice with all staff where applicable.

Quality Assurance

- To engage with target setting/monitoring for each individual pupil within teaching/tutor/mentoring groups in order to maximise attainment.
- To contribute towards department self-evaluation and to seek and implement modifications when required.
- To work with (and contribute to) the department improvement and development plan.

Record Keeping, Analysis and Management of Data

- To keep up to date with and regularly mark pupil work in line with established school (and department) policy.
- To maintain records of pupil attainment and ensure that the school information system is up to date with relevant data.
- To be actively aware of current attainment (levels/grades) achieved by each pupil.
- To identify and take appropriate action on issues arising from data, systems and reporting.
- To produce accurate pupil reports within the published deadlines.

Communications

- To communicate effectively and positively with pupils and parents, in line with the school's communication policy.
- To liaise with examination boards, awarding bodies and other relevant external bodies as and when appropriate.

Marketing and Liaison

- To attend parent consultation evenings, parent tutor meetings, open evenings and other school events.
- To communicate positively and professionally at these events, reflecting school policy and ethos.

Management of Resources

- To manage the available resources of space and equipment efficiently and within limits, guidelines and procedures laid down.
- To proactively engage with provision and use of the school website.
- To be responsible for aspects of requisitioning, organising and maintaining equipment, stock and keeping appropriate records.
- To maintain a stimulating, safe and tidy teaching area.



The Role contd.,

Pupil Welfare

- To monitor and support the overall progress and development of pupils.
- To liaise with the relevant pastoral leader regarding progress of pupils in teaching groups.
- To contribute to PSHE as required.
- To electronically register pupils in every lesson.
- To ensure behaviour management is applied consistently so that effective learning can take place.
- Develop and maintain high standards of effort and discipline amongst the pupils by the use of school-based rewards, agreed goals and sanctions as appropriate.
- Promote rewards and strategies for pupils making good/improved progress.
- Support colleagues in the consistent implementation of whole school policies, rules and procedures.

Additional Duties

- To play a full part in the life of the school community, supporting others and supporting the school's distinctive ethos.
- To contribute to the overall progress, achievement and attainment of pupils via appropriate extra-curricular provision.
- Teachers are expected to run at least one after school club. These can be academic societies, sporting or creative.
- Attendance at designated school meetings.
- School trips.
- To work within duty teams to ensure effective supervision of pupils before and after school and at break times.
- Teachers will be expected to complete at least two school duties each week as per the termly duty rota.
- To contribute to the supervision of pupils at lesson changeover by:
- Dismissing pupils in an orderly fashion at the end of the lesson;
- Take responsibility for the area immediately outside of your teaching area;
- Welcoming pupils promptly into lessons.

Other Specific Duties

- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To undertake any other duties as specified by the Head of School not mentioned above.



How to Apply

The closing date for applications is **Tuesday 22nd April 2025**. Applications are assessed on receipt – please apply immediately.

Early applications are encouraged and we reserve the right to interview outstanding candidates before the closing date.

Interviews will take place at a mutually agreeable time.

To apply, please complete the Sherfield School Application Form (available to download from www.sherfieldschool.co.uk) along with a short covering letter or email which sets out your interest in the role.

Include the names and contact details of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

Please send your application form and cover letter via e-mail to Anna Gray, Head of HR a.gray@sherfieldschool.co.uk

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation.

Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

Diversity, Equity, and Inclusion

Education in Motion is committed to diversity within our team, organisational practices, policies and culture. We recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions,

and it encourages and leverages these differences to make our work more relevant and approachable. Education in Motion will not discriminate or tolerate discriminatory behaviour on any grounds such as, but not limited to, race, gender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age or socioeconomic background.

Education in Motion strives to be an inclusive workplace where everyone feels a sense of belonging, has a voice, can raise concerns, and feels comfortable and confident. We expect everyone who works within to share this commitment and to act accordingly, as we aspire to best serve the Education in Motion mission and the community.

Safer Recruitment Practice

Education in Motion is committed to safeguarding and promoting the welfare of children and expects all applicants to share the same. We follow safer recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection.

We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to submit documentation providing proof of your identity and qualifications as part of Education in Motion's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the school's recruitment and safeguarding procedures.



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