



Early Years Education Teacher (Maternity Cover)

Employment Status	Full Time • Fixed Term Maternity Cover (One Academic Year: September 2022 - July 2023)
Employment Location	Framlingham College Prep School
Application Closing Date	Midday Friday 03 June 2022
Interviews Week Commencing	Monday 06 June 2022

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children 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.



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Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Head of the Prep School

Dear Applicant,

Thank you for your interest in the position of Early Years Education Teacher at Framlingham College Prep School.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

We are seeking an enthusiastic and inspiring individual to join our Prep School as an Early Years Education Teacher on a fixed term basis from September 2022 to July 2023, to cover a period of maternity.

We welcome applications from recently qualified, as well as more experienced practitioners.

A willingness to make a full contribution to life in this busy boarding school is important. In return, we offer excellent ongoing professional development and a highly supportive working environment.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

Jonathan Egan

HEAD OF THE PREP SCHOOL, FRAMLINGHAM COLLEGE

How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Friday 03 June 2022**. If you are shortlisted for interview, these will take place w/c Monday 06 June.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY**. You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Two week Christmas Shutdown.

Job Information

Reports To

Head of Department
Deputy Head (Academic)
Head of the Prep School

Primary Job Location

Framlingham College Prep School

Job Description

JOB PURPOSE

To teach Early Years and to be involved in all aspects of the Prep School.

KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be based at the Prep School but will also be expected to work across both Prep and Senior school sites as necessary.

Knowledge and Understanding

- Have a knowledge of the Letters and Sounds phonics programme.
- Be able to plan and assess pupils to ensure progress.
- A least good understanding of IT and a high level of computer literacy.

Planning

- To ensure appropriate long term and medium terms are written.
- To plan Lesson Objectives and set targets for individual pupils..

Teaching and Managing Pupil Learning

- To enable cognitive skills development by providing appropriate tasks.
- To support problem solving skills by providing opportunities for developing investigative skills and encouraging pupils to seek a range of solutions.
- To support the development of metacognitive skills to enable pupils to become more aware of their own thinking as an active process.
- To support for increased self-esteem and self-confidence/emotional skills development, by encouraging pupils to build on existing effective relationships in order to share ideas and opinions with peers and adults.



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- To encourage the use of collaborative skills by assisting pupils to learn to work with others.
- To encourage pupils to take responsibility for their own learning and take a pride in their work.
- To provide the support and framework for learning by giving assistance with prompts, suggestions and hints to enable the learner to solve the problem / complete the task.
- To respond quickly to the opportunity to reinforce a concept or discuss a query raised by a pupil.
- To reinforce key concepts and vocabulary to enable pupils to understand materials.
- To provide opportunities for developing investigative skills, reminding pupils to use a wide variety of resources for sources of information.
- To encourage pupils to use the most effective learning approach for themselves and to have a knowledge of resources which support this process.
- To provide emotional security for pupils by giving time to listen to their concerns, to enable pupils to feel valued and respected.
- To translate tasks at pupil level; to restructure the task into graded, achievable steps and provide appropriate resources to enable the pupil to turn potential into success.
- To work with pupils to ensure they understand and follow the roles expected in group situations.
- To seek opportunities for active involvement and help develop pupils' time management skills.

Assessment and Evaluation

- To encourage pupils to explain their thought processes and to check work to show understanding.
- To mark work in accordance with the Schools marking Policy.
- To undertake any formal assessment tests set down by the school.
- To use both formative and summative assessment tasks in class to ensure pupils make the progress they are capable of.
- To follow the Schools Assessment for Learning Policy.

Pupil Achievement

- To ensure pupils make good progress and reach their full potential.
- To ensure pupils exhibit consistently high standards of discipline and behaviour.

Relationship with parents and the wider community

- To establish and develop a good relationship with parents and carers encouraging dialogue, co-operation and partnership.
- To share with the parents and carers information about their child, both through informal discussion and formal reporting processes..

Managing and Developing staff and other adults

- To actively support the approach of the Head of Department in behaviour management and reinforce agreed rules in working with pupils.
- To act as part of the team with teaching and other support staff for the benefit of all pupils..

Managing Resources

- To be familiar with a range of resources suitable for individual or small group needs and to use them to ensure pupil motivation.



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- To organise resources for activities.

Strategic Leadership

- Provide a role model for pupils.
- To work with other members of the department to organise events such as the Christmas Production and Sports Day.

Professional Development

- Be prepared to attend any course considered of use and interest and be prepared to suggest any of interest for consideration.
- To work within the performance management process of the School, to evaluate performance and take full advantage of training and development available.

Health and Safety

- To understand the needs of children with specific health problems and support other staff in looking after them.
- To be responsible for reporting any defects to the fabric of the Lower Preparatory area including the playground, which may not be safe.

Staff Meetings

- Attend all staff meetings both departmental and whole school.

Cover and additional duties

- At times to cover for other teachers in the department if they are absent.
- To undertake break and lunchtime supervision duties as directed by the Head of Department.
- To undertake to supervise the After School Club twice a week.
- To attend school events when requested by the Headmaster.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy 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 of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.



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Conditions of Employment

- The job Location will predominantly be Framlingham College Prep School.
- Salary will be paid at the appropriate point of the Framlingham College Teaching Scale.
- Framlingham Pension Scheme.
- The duration of the contract will be probationary.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
Relevant teaching qualification	✓	

PROFESSIONAL EXPERIENCE

	E	D
Experience of teaching Early Years	✓	

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Knowledge of the National Curriculum and awareness of the curriculum in independent schools	✓	
One or more specialisms/interests in order to contribute to the school's co-curricular programme	✓	
A high level of IT Literacy	✓	
A willingness to contribute skills that will enhance the broader life of the school	✓	

PERSONAL ATTRIBUTES

	E	D
Willingness, flair, creativity and infectious enthusiasm	✓	
A team player with a robust sense of humour	✓	
Effective organisational and time management skills	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Willingness to work in a boarding community environment	✓	

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues.	✓	
Knowledge of safeguarding children legislation and good practice.		✓



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.