



**FINTON HOUSE**  
SCHOOL

Reception  
Class Teacher  
(Maternity Cover)

September 2021  
Required from Jan 2022



# 1 | OUR STORY

...SO FAR

Finton House was founded in 1987 as a charitable trust with two principles in mind: that children joining Reception should not have to face the pressures of a competitive entry system, and that of providing an inclusive environment where all children, including those with special educational needs, have the same opportunities.

## WELCOME TO FINTON HOUSE

Thank you for your interest in working at Finton House. We are an outstanding non-selective co-educational preparatory school for boys and girls aged 4-11, located next to Wandsworth Common in South West London.



338 PUPILS  
74 STAFF

The School motto “Open Hearts and Guiding Hands” sums up the relationships which pupils and staff build with each other, with our local community and the wider world.



FOUR  
HOUSES

The House system gives pupils a way to make friends outside of their year group whilst instilling a sense of belonging, pride and teamwork in them.



SPECIALIST  
FACILITIES

We have specialist facilities including purpose-built Music rooms with soundproof recording booths, a Science lab, DT workshop and an Art room.



EVERY CHILD  
CAN SHINE

A Fintonian demonstrates our ‘Finton Goals’ of kindness, respect, curiosity, resilience, communication, morality and self-belief.

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FROM OUR

# CHAIR OF GOVERNORS

I am always so impressed and hugely thankful for the staff's dedication to the school's objectives and to each child's education at Finton House. This became particularly apparent during lockdown when they worked tirelessly to create and deliver a leading remote learning offering. This was created by leveraging the experience of schools around the world and utilising our previous investment in technology. Like everything at Finton House, we strive for improvement and keep evolving the educational experience so that we can now take the best of what remote learning has taught us and bring that to our on-site learning in 2021 and beyond.



In a world with an increasingly rapid pace of change where we must be prepared for the unexpected, our objective is that children leave Finton House with a confidence, resilience and understanding of the world which will allow them to thrive wherever they go next in life. I have the pleasure of seeing this first-hand when our Old Fintonians return to visit, come back to work with us or bring their children to school here. There is no doubt in my mind that being part of the Finton community is hugely rewarding and fulfilling.

Liz Buckley

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FROM OUR

# HEAD

“Happiness is the key to a successful education.”

Finton House School holds a special place in the hearts of all those who have been here, either as a pupil, a parent or as a member of staff. It is a unique school combining a warm child centric environment with a high focus on wellbeing and values while also achieving outstanding academic results. This is in the context of a non-selective entry, increasingly rare for Prep schools in the area, and a specific objective to include children with special education needs who can thrive in a mainstream environment. Inclusion is part of the fabric of Finton House, together with a focus on building an understanding of our roles in the Community around us and our duty to contribute. All this is down to the culture, care and commitment of our highly experienced staff who get the best out of every child from those that need early support in specific areas to the more able who should be stretched.

Working here is deeply rewarding and often a great deal of fun - after all, happiness is the key to a successful education. Everyone works hard to maintain the school's success and outstanding reputation, while in the knowledge that protection of their own wellbeing is taken very seriously.

Ben Freeman



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ROLE SPECIFICATION

RECEPTION CLASS TEACHER

<b>Job Title</b>	KS1 Class Teacher
<b>Reporting to</b>	Deputy Head (Academic)
<b>About</b>	The Class Teacher will be a qualified, enthusiastic and caring teacher, upholding the ethos of the school and willing to go the extra mile to support children, parents and colleagues.
<b>Salary</b>	A Class Teacher should have a sense of ownership and pride in their class, looking out for the pupils collectively and individually in terms of their academic progress, pastoral care and wellbeing.
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• Be a first point of contact for the pupils in your class and the most important adult in their school life.</li> <li>• Uphold the School's 'open door' policy, ensuring good home-school communication.</li> <li>• Know which pupils in your class are on the Child Protection &amp; Safeguarding Register and monitor and review these pupils termly with the DSL.</li> <li>• Make the DSL aware of any concerns you have regarding an individual pupil.</li> <li>• Proactively promote pupils' mental and physical health, reporting concerns to the Mental Health Leader and/or DSL.</li> <li>• Monitoring the pupils' behaviour and reputation, resolving any pastoral issues, upsets, etc.</li> <li>• Role model and encourage good organisation, including keeping desk and storage areas tidy.</li> <li>• Encourage the pupils to feel proud of their achievements, ensuring these are recognised and celebrated.</li> <li>• Oversee the rewards and sanctions for the pupils in your class.</li> <li>• Maintain the Pastoral Care section of Engage for each pupil in your class.</li> <li>• In liaison with the SENCO, maintain and update any records concerning SEN.</li> <li>• Manage 'Class Time' effectively, checking homework diaries, reading records, logging House Points, tidying desks, etc.</li> <li>• In liaison with the Academic Management Team and SENCO analyse assessment data for each child, set appropriate targets and adapt teaching plans accordingly.</li> <li>• Co-ordinate and attend trips and workshops, including residential trips in the Upper School, following the Schools' Educational Trips and Visits Policy and Financial Procedures Handbook.</li> <li>• Attend and support all events relevant to your class e.g. concerts, plays, introductory evenings, etc.</li> <li>• Support Subject Coordinators in monitoring and reviewing the scheme of work.</li> </ul>

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PERSON SPECIFICATION

RECEPTION CLASS TEACHER

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
Qualified Teacher Status with teaching experience	X	
Evidence of continuous professional development	X	
A commitment to future professional development	X	
<b>Experience</b>		
Teaching at Key Stage 1	X	
Differentiating for mixed ability classes	X	
Teaching children with SEN, including EHC plans		X
Teaching in different year groups		X
Leading a subject		X
<b>Knowledge and Understanding</b>		
How to meet the individual needs of all children, including the More Able and those with SEN (classroom organisation, teaching strategies, individual target setting, etc.)	X	
Effective and efficient monitoring, assessment, recording and reporting of pupils' progress	X	
Statutory requirements concerning Equal Opportunities, Health and Safety, SEN, Child Protection and GDPR	X	
The National Curriculum	X	
The importance of working in partnership with parents	X	
Standardised assessments		X
<b>Skills</b>		
Ability to be inspirational, nurture children's curiosity and promote a love of learning	X	
Ability to work within a team	X	
Ability to promote self-esteem and confidence in pupils and engender a growth mindset attitude	X	
Excellent interpersonal skills, and the ability to establish and develop positive relationships with parents, governors and the community	X	
Ability to communicate effectively (both orally and in writing) to a variety of audiences	X	
Excellent organisational and administrative skills	X	
Effective classroom management	X	

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PERSON SPECIFICATION (CONTINUED)

# RECEPTION CLASS TEACHER

	ESSENTIAL	DESIRABLE
<b>Skills (continued)</b>		
Confident and competent user of IT including school MIS systems	X	
Commitment to integrate IT into teaching and learning	X	
Familiarity with FrogLearn or equivalent VLE		X
Demonstrate adherence to the Teachers' Standards	X	
Commitment to equal opportunities and safeguarding children	X	
<b>Personal characteristics, including disposition, values and motivation</b>		
A positive and child-centred approach to teaching and learning	X	
An understanding and commitment to the school's ethos and aims, and willingness to adhere to school policies and procedures	X	
Approachable, committed and enthusiastic	X	
Open-minded, self-evaluative and adaptable to changing circumstances and new ideas	X	
Self-motivated; able to work on own initiative and without constant supervision	X	
Calm under pressure	X	
Sense of humour	X	
Desire to be involved in the wider life of the school		X
Willingness to lead an area of the curriculum		X
Ability to motivate others and bring out the best in them		X
Energetic and always willing to go the extra mile	X	



## 6 WHY WORK AT FINTON? BENEFITS

- Finton House operates a generous defined benefit pension scheme for all employees. Teachers are enrolled into APTIS with an employer contribution of 18% whilst support staff are enrolled into Scottish Widows with an employer contribution of 7.5%.
- All permanent employees benefit from Life Insurance covering Death in Service to a value of 5 times salary.
- All permanent employees benefit from Income Protection insurance should the employee fall ill, providing support during long term illness.
- Employees have the option to buy into the group medical insurance provided through Aviva. This covers a wide variety of treatment including optical and dental.
- Permanent employees benefit from a staff discount on fees for all children attending Finton of 65% (pro rata).
- Lunch is provided to all employees, alongside access to refreshments throughout the day.
- The School participates in both a Cycle & Technology Scheme allowing employees to benefit from favourable purchase terms and tax efficiencies.
- All employees have access to an industry leading Employee Assistance Programme offering employees and their dependents access to wellbeing resources including counselling and legal advice.
- Staff Loans are available for training courses and travel support.
- Finton operates a lively social life with regular staff events alongside traditional mentoring and support.



## 7 APPLYING FOR THE ROLE

### APPLICATION FORM

To apply for this position you will need to complete an [application form](#).

Completed applications should be sent FAO the Headmaster, Ben Freeman, c/o Joanna Worsfold, Head's PA: joanna.worsfold@fintonhouse.org.uk.

**Deadline for applications: 8 October 2021**

**Initial Zoom interviews: w/c 11 October 2021**

### SHORTLISTING AND INTERVIEW

Short-listed candidates will be invited for an interview with the Head, alongside another member of the Senior Leadership Team or Governor. Interviews will likely involve a task (such as teaching observation for teachers, or inbox task for administrative jobs), followed by a tour of the school where you will be able to meet those you might work with.

## 8 | VALUES AND ETHOS

### *“Open Hearts and Guiding Hands”*

#### EQUALITY & DIVERSITY

Finton House Educational Trust values Equality & Diversity in everything that we do, with inclusivity being a founding principle of the School. All applicants will be treated with respect and dignity, and provided with the support they require to complete their recruitment journey with the School.

#### SAFEGUARDING

Finton House Educational Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. Details of all checks are to be found in our Recruitment, Selection & Disclosures Procedure, which is available on request.