



Job Description

Arbor Preparatory School & Cherry Trees Montessori Nursery were founded in 1982. The establishment is divided into two sections, the Nursery which takes children from 6 months to 4 ½ years and Preparatory School which continues their education up until the age of 11 years (Year 6).

Further to an outstanding ISI report in March 2011 we are now wishing to recruit:

Job Title:	TEACHER – KS1 / KS2
Status:	Full-time
Salary	According to qualifications and experience.
Start date:	To be agreed
Reports to:	Mrs. Wendy Compson (Head teacher) or Mr Eddie Hepper (Deputy Head)
Location	Arbor Preparatory School Flempton Road Risby Bury St Edmunds Suffolk IP28 6QJ
Hours	As required during term time. (34 weeks per year) plus all meetings and extra training days during the school holidays as and when required.
Days of Work	Monday to Friday with non-contact time allowed within the timetable.
Holiday	All Bank Holidays

Overall purpose of the job

To deliver the agreed syllabus to your designated class.

Key responsibilities of the job

This position will be a full time teaching position.

An enthusiastic, reflective and self motivated attitude is essential.

Be a positive role model for both children and parents.

To implement the National Standards and follow all relevant procedures/policies. Carry out duties related to the role and responsibility of the job and report to the Head Teacher as appropriate.

To uphold the Montessori and environmental ethos of the School and Nursery.

Knowledge and experience required:

The ideal candidate will be qualified with Qualified Teacher Status or a Montessori qualification. Whilst a Montessori qualification is desirable we can offer training through our own in-house, nationally accredited training company.

Candidates must be able to demonstrate and show experience of teaching within Key Stage 1, and a thorough understanding of safeguarding children.

Benefits

The school is set 5 minutes outside Bury St Edmunds within its own 7 acres of undulating countryside.

You will be part of a team of 50 staff within the school caring and educating some 70 children in the nursery and 77 children in the Preparatory School.

Following the Montessori ethos through to the Upper Prep School, we provide a relaxed and family orientated environment.

We offer our new staff an induction programme and support. With the in-house national accredited professional development program we encourage our staff to further their skills and qualifications.

The new member of the team who we wish to appoint must encompass the philosophy of our long established school.

Application Process.

1. All applicants will be required to complete the school's application form enclosed and return to the school– marked for the attention of Mr. E Hepper (Private & Confidential).
2. On receipt of the application confirmation of receipt will be sent.
3. Applicants will then be shortlisted and successful applicants will be invited for a 1st interview in January 2012.
4. Candidates invited for an interview will be requested to:
 - Teach a 20 minute lesson. Subject and class to be advised in advance.
 - Attend an interview conducted by a panel appointed by the Schools management.
5. Selection will be by continuous evaluation during the day.
6. Candidates will be invited to tour the school and stay for lunch with the children.