



**Job Description**

Arbor Preparatory & Cherry Trees Montessori Nursery was founded by Mrs. Wendy Compson in 1982. The establishment is divided into two areas, 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).

The school is independent and trades as a limited company. The Managing Director and major share holder being Mr. Adrian Blumfield who has had a long 17 year association with the school, and this continues on a day to day managerial basis.

Further to our Year 3 teacher leaving us at the end of the Summer term we are now wishing to recruit:

Job Title:	<b>Year 3 Teacher – Lower Preparatory School</b>
Status:	Full-time
Salary	According to qualifications and experience.
Start date:	1 <sup>st</sup> September 2010.
Reports to:	Mrs. Wendy Compson (Head teacher) or Mr Eddie Hepper (Deputy Head)
Location	Cherry Trees Montessori Nursery and Arbor Preparatory School Flempton Road Risby Bury St Edmunds Suffolk IP28 6QJ
Hours	As required during Cherry Trees term time. (33 weeks per year) plus all meetings and extra training days during the school holidays as 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.

**Arbor Preparatory School**

Flempton Road, Risby, Bury St. Edmunds, Suffolk IP28 6QJ  
Tel: 01284 760 53 1

Company Nos: 5926858. Reg. Office: Flempton Road, Risby, Bury St Edmunds Suffolk IP28 6QJ

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.

**Knowledge and experience required:**

The ideal candidate will be qualified to graduate level with a PGCE or 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 Years 1 – 3, and a thorough understanding of safeguarding children.

A current CRB and child protection training will be required.

**Benefits**

Set 5 minutes outside Bury St Edmunds we offer free and easy parking. Set within 7 acres of undulating countryside, the school is purpose built and equipped to our own exacting standards.

You will be part of a team of 60 staff within the school caring for and educating some 150 children in the nursery and 100 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 a continual in house national accredited professional development program we encourage our staff to further their skills and qualifications.

Candidates with no Montessori experience will be expected to complete a Montessori course.

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

**Application Process.**

1. All applicants will be required to complete the school's application form enclosed and return to the school by the Friday 14<sup>th</sup> May 2010 – marked for the attention of the Head Teacher Mrs. Wendy Compson (Private & Confidential).
2. On receipt of the application confirmation of receipt will be sent via email.
3. Applicants will then be short listed and successful applicants will be invited for a 1<sup>st</sup> interview week commencing 17<sup>th</sup> May.
4. Candidates invited for a interview will be requested to:
  - Teach a 20 minute lesson. Subject to be advised in advance.
  - Attend an interview conducted by a panel appointed by the School's management.
  - Selection will be by continuous evaluation during the day.
5. Candidates will be invited to tour the school and stay for lunch with the children.



# Job application form

Name:

Job applied for:

Department or team:

Please complete this job application form using blank ink and in your own handwriting. If you are having any difficulties completing this form due to a disability then please contact us and we will arrange for you to make your application in another way (such as typewritten, by telephone or by email). This form needs to be hand written in black ink.

Once you have completed this form, please sign the 'Statement of Truth' and complete the criminal convictions forms and return it to:

Mrs Wendy Compson  
Arbor Preparatory School  
Flempton Road  
Risby  
Bury St Edmunds  
Suffolk  
IP28 6QJ

## Applicant details

Address:

Telephone:

Mobile:

Email:

## Initial questions

1. If you have a disability or suffer from a medical condition which may affect your ability to perform the job then please tell us of any reasonable adjustments we may need to make to assist you should you be called for an interview.

2. Do you have a right to work in the UK?

Yes

No

3. Do you require a work permit?

Yes

No

If 'Yes', specify your Home Office entry status in a covering letter (e.g. what type of visa you have obtained to gain entry into the UK) and enclose a copy of your visa or work permit.

4. What length of notice is required by your present employer?

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**Skills and experience used**

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Please tell us about the skills you used and/or learned during the course of your previous employment. Include details of the skills and experience you have gained and used (giving examples where possible) which you believe are relevant to your suitability for the role you are applying for.

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**Leisure interests and hobbies**

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This includes membership of clubs and any positions of responsibility held.

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**References**

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Please give two references, at least one of which should be your present or last employer. References will not be taken without your prior approval.

Name  
Address

Name  
Address

Telephone

Telephone

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**Unavailable dates**

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Please tell us of any dates when you will not be able to attend an interview.



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**Training courses**

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Please give the names of the establishments and training courses that you have attended. We may request the sight of the original certificates or other documents proving that you successfully completed these courses.

Training Provider	Course	Date

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**Employment**

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Please list your employment history starting with your present or last employer. Provide details of any gaps in your employment history (of two weeks or more) in a covering letter. This should include the length of the period of unemployment, the reason you were unemployed and what you did to occupy your time.

Employer	Position	Duties and Responsibilities	Salary	Reason for Leaving


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**Additional notes to support your application**

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