



Year 3 Form Teacher

Applicant Information Pack

Required January 2023

www.beechwoodpark.com

Beechwood Park

Beechwood Park School is an independent day and flexi-boarding school for boys and girls aged 3 to 13.

"Going places. With its dynamic new head and, in the words of one happy parent, 'feel good factor', Beechwood should definitely be on the list of parents who want the certainty of a quality end destination for their child without compromising the joy of the journey."

Good Schools Guide



Welcome

Thank you for your interest in working at Beechwood

I am delighted to introduce you to our school, a thriving community at whose heart are our wonderful pupils, supported by a team of inspiring staff.

We believe that the transformative effect of a preparatory Beechwood education provides boys and girls with a safe, happy and uniquely child-centred environment in which they can enjoy building friendships (often for life) and develop innate creativity, curiosity and character.

As you will see in our Mission, on page 6 of this booklet, Beechwood nurtures, engages and inspires its pupils, developing their confidence and independence, establishing in them the skills that prepare them for a future life and love of learning.

Our highly-qualified and experienced teaching staff encourage children to engage as active learners, take increasing ownership of their studies, probe, question, develop an increasing Growth Mindset together with the self-discipline, perseverance and academic risk-taking that is our academic hallmark.

I am exceedingly proud of what Beechwood staff do each and every day, ensuring our pupils benefit from a rich, diverse and exciting education. Opportunities abound within and beyond the classroom, and we provide our pupils with the time and space to learn, flourish, create and challenge themselves. Beechwood pupils are proudly individual yet connected by an education which teaches them to love life and squeeze every opportunity out of it; they embrace challenge and adapt to and are excited by change; they develop resilience and aspire to excellence in all that they do. They are happy, confident adventurers, who enjoy exploring big ideas, who argue and create, retaining balance and truth.

Pupils enjoy particularly good relationships with their teachers and the wider staff at Beechwood; our most recent ISI Inspection, which you can read [here](#) refers to *"the open and trusting relationship that staff and pupils enjoy.... (which) leads directly to some excellent pupil choices"* (ISI 2019)

I hope you find everything you are looking for on our [website](#) to help you decide if Beechwood could be right for you.

We look forward to welcoming you.



Ed Balfour
Head



The School

Beechwood Park School (hereafter Beechwood) is an independent day and boarding preparatory School for 551 boys and girls between the ages of 3 and 13 years, whose Mission is to Nurture, Engage and Inspire its pupils.

Founded in 1964, and set in a beautiful 40-acre estate and amidst unspoilt Hertfordshire countryside, Beechwood enjoys a well-established reputation for being one of the country's leading co-educational, independent preparatory schools through its provision of academic excellence and a well-rounded education.



We believe in the transformative effect of an excellent preparatory education which provides boys and girls with a safe, happy and uniquely child-centred nurturing environment in which they can enjoy building friendships (often for life) and develop innate creativity, curiosity and character.

The School has a strong family atmosphere, which is central to the enjoyment of School that we believe is the foundation of successful education. The people who work here are deeply committed to the progress and wellbeing of pupils in their care. A talented and diverse team of specialists and all-rounders, the staff bring expertise and dedication to their role and have an easy rapport with the young.



Academic

From the Woodlands Nursery right through to the Top Form, our education laminates solid foundations of skills and knowledge on which our pupils can build future learning. Our highly-qualified and experienced teaching staff encourage children to engage as active learners, to take increasing ownership of their studies, to probe, question, develop an increasing Growth Mindset together with the self-discipline, perseverance and academic risk-taking that is our academic hallmark. Through this, our pupils learn the confidence and independence to inspire.

Curriculum

Beechwood's curriculum facilitates interdisciplinary thinking and promotes excellence through specialisation. Inspirational teaching and high expectations go hand in hand in creating a culture of learning and ambition.



Co - Curricular

Beechwood offers a remarkable range of co-curricular activity. Participation across this range is fundamental to a Beechwood education and means taking part in sport, music, drama, creative arts and the whole array of activities available. Our pupils throw themselves into co-curricular activity with enthusiasm and learn about themselves whilst honing skills and developing interests which will remain with them throughout adult life.

Character Education

Beechwood seeks to develop attributes that will enable pupils to thrive personally and educationally and to offer an education for life. This means a great deal more than securing strong grades and making compelling applications to senior schools; it also entails the ability to embrace change, openness to a globalised world and the readiness to adapt and innovate.



Teamwork

As they make their way through the School, our pupils learn about themselves and about others and take increasing responsibility for their own lives, their choices and their wellbeing. Simultaneously, we help them to become more aware of the views, needs and rights of people of all ages.



Leadership

We believe in educating the leaders of tomorrow, leaders capable of critical thinking, collaboration, competitiveness but also compassion. We teach them to be courageous, decisive and dedicated young people who

bring their emotional intelligence to bear in their entrepreneurship and creativity and in the future flourishing of humanity.

Life Skills

Our senior pupils are living examples of our co-educational Mission; they are proudly individual yet connected by an education which teaches them to love life and squeeze every opportunity out of it; they embrace challenge and adapt to and are excited by change; they develop resilience and aspire to excellence in all that they do.

They are happy, confident adventurers, who enjoy exploring big ideas, who argue and create, retaining balance and truth.



Diversity

Beechwood nurtures a diverse community and rich curriculum. We encourage pupils to understand the world around them and their place within it.

In the same way, Beechwood itself continually looks forwards and outwards, embracing new opportunities whilst remaining true to its Mission and Values.

Educational Quality

Our most recent Independent Schools Inspection Report (ISI) March 2019 identified the School to be excellent in all areas with no recommendations for improvement, and it is an incisive and honest external appraisal of our wonderful community.

Estate

Our sports hall, swimming pool complex, music technology suite, recording studio, IT infrastructure and surrounding park and woodland provide further spaces for 21st century children to explore and grow.



Pupil Profile

The School assesses all pupils upon entry. Some pupils are in the average academic ability range but most are above average and most will achieve success in academically selective 11+ and 13+ examinations to Senior Schools. Some receive specific assistance from the Learning Support Department, including those who are Gifted and Talented. The School is proudly co-educational.

Boarding at Beechwood

Beechwood offers flexi-boarding from Monday to Thursday nights. Boarders commit to boarding two, three or four nights per week. The boarding house has sixty spaces and is currently over-subscribed. All pupils live within a 20-mile radius of the School.

The boarding house has two separate areas of accommodation, one for boys and one for girls, a Boarders' Common Room, bathrooms and a well-equipped games room. The Catering team work closely with the boarding team to provide excellent catering and frequent themed evenings.



A fundamental facet of the Beechwood's educational and pastoral provision, and led by the Head of Boarding, the residential boarding team provides pupils in Years 5 to 8 with an opportunity to develop confidence and independence and a wide range of academic, co-curricular and pastoral opportunities. Boarders quickly make close friends and feel an integral part of the boarding community, making full use of the School campus and its facilities. It also provides a seamless transition for pupils who aim to continue their education at senior boarding schools.

In all recent inspections, boarding has been judged to be outstanding, with 100% of questionnaire responses rating boarding positively.



Our Mission

Beechwood's Mission is to be a leading UK prep school.

To fulfil this ambition, with the support of parents, the School:

- Nurtures the happiness, health, safety and emotional well-being of every child, developing in them confidence and independence;
- Engages the intellectual, physical and spiritual potential of every child across a broad range of academic, extra-curricular and pastoral activities and experiences;
- Inspires children, inculcating transferable, lifelong skills and values by which to achieve personally and contribute influentially to society;
- Enables inspirational and reflective teachers to provide every child with outstanding teaching, delivering the highest levels of educational pace, variety and challenge.

Beechwood Park School inspires excellence in all its pupils. It achieves this through an outstanding, uniquely child-centred, co-educational and preparatory ethos. All of our pupils are supported and happy in their School lives. As they progress through the School, the children steadily build confidence and independence, learning quickly to bring their own creative talents to bear.

Ours is a holistic education, which educates the whole child across a wide range of academic, co-curricular, pastoral and spiritual experiences. The School's unrivalled facilities and beautiful buildings and grounds provide further transformative opportunities for children to prepare for a future life of learning. The ISI's last inspection report on the School is [here](#).

Staff Recruitment

It is the School's stated aim to appoint and retain well-qualified, experienced and talented staff who will inspire excellence and discover talents in every child. The Head appoints all staff.

All candidates for employment at Beechwood complete a BPS Staff Application Form and follow the School's safer recruitment processes including an enhanced DBS clearance.

All employees work in a culture of openness, trust, and transparency to promote:

- Their statutory responsibilities to protect children from abuse and harm in accordance with its child protection and health and safety policies;
- The reporting of low-level concerns in support of the School's Mission to Nurture, Engage and Inspire and its core Values.



The Role

Job Title:	Year 3 Form Teacher (Required Jan 2023)
Department:	Middle Department
Reporting to:	Head of Year / Head of Middle Department
Line Manager for:	N/A

Beechwood Park staff are accountable for achieving the highest possible standards in work and conduct. They act with honesty and integrity, have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical, forging positive professional relationships and working with parents in the best interests of all pupils.

Role Responsibilities

Subject Responsibilities

- Assist the Head of Year/ Head of Middle Department in departmental development, taking leading roles on department initiatives;
- Attend all departmental meetings, taking minutes of meetings on a rota basis;
- Assist in the development of the curriculum for the year, use of the VLE, trips, themed days, and developing partnerships;
- Assist with work scrutinies;
- Contribute to the raising of standards of pupil literacy and numeracy within the year and across the School;
- In partnership with the Marketing Manager, promote the work of the department to the broader community through regular contributions to www.beechwoodpark.com, social media, the School magazine, newsletters, corridor displays, open days and local, national and international press.

Set high expectations which inspire, motivate and challenge pupils

- Nurture, engage, inspire and challenge pupils;
- Plan, teach and assess the effectiveness of lessons and home learning which have high expectations;
- Ensure all pupils are fully engaged and contributing in your lessons;
- Develop in your pupils a Growth Mindset;
- Inspire academic confidence, independence and creativity in every child;
- Establish a safe and stimulating learning environment for pupils, rooted in mutual respect;

- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions;
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

Promote good progress and outcomes by pupils

- Track and assess the progress of all of your pupils;
- Be accountable for pupils' attainment, progress and outcomes;
- Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these;
- Guide pupils to reflect on the progress they have made and their emerging needs;
- Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching;
- Encourage pupils to take a responsible and conscientious attitude to their own work and study.

Demonstrate good subject and curriculum knowledge

- Have a secure knowledge of the curriculum for the year, foster and maintain pupils' interest in the subject, and address misunderstandings;
- Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship;
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of Standard English, whatever the teacher's specialist subject.

Plan and teach well-structured lessons

- Impart knowledge and develop understanding through effective use of lesson time.
- Promote a love of learning and children's intellectual curiosity.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired.
- Reflect systematically on the effectiveness of lessons and approaches to teaching.
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

Adapt teaching to respond to the strengths and needs of all pupils

- Promote excellent differentiation in your lessons, using interventions to ensure all pupils make progress;
- Liaise closely with Learning Support staff about pupils with individual G&T, SEN and EAL needs;
- Implement Learning Support policy and LSPPs in all lessons;
- Stretch the more able pupils further and faster through effective differentiation;
- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively;
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these;
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development;
- Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

Make accurate and productive use of assessment

- Audit examination and standardised data to derstand pupil needs and improve future academic performance;
- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements;

- Make use of formative and summative assessment to secure pupils' progress;
- Use relevant data to monitor progress, set targets, and plan subsequent lessons;
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

Manage behaviour effectively to ensure a good and safe learning environment

- Promote excellent standards of pupil discipline, tidiness and punctuality at all times and in accordance with the School Behaviour Policy.
- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the School, in accordance with the School Behaviour Policy;
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly;
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them;
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

Fulfil wider professional responsibilities

- Act as a Form Teacher, sharing in the pastoral responsibility for all pupils in accordance with the School's Form Teacher role;
- Participate in regular CPD, whole School and Department meetings, training days and working groups;
- Carry out at least three Learning Walks per year, completing BPS learning walk feedback forms;
- Complete a biennial Professional Development Review;



- Set, arrange, mark and moderate internal assessments;
- Ensure outstanding levels of customer service in all communications, verbal or written, including reporting on pupil progress;
- Contribute to all staff duties, after school activities, absence cover and Parents' Consultations before and after the School day as required;
- Meet with parents individually to discuss pupil progress, reporting where necessary to the Head of Middle Department;
- Record pastoral incidents and patterns and parental communications on iSAMS Wellbeing Manager, keeping the Head of Middle Department and Deputy Head (Pastoral) informed of significant concerns;
- Attend assemblies and other School functions, playing an active part in the wider aspects of School life;
- Undertake other such specific duties appropriate to your post which the Head may reasonably assign from time to time;
- Make a positive contribution to the wider life and ethos of the School;
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support;
- Deploy support staff effectively;
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues;
- Communicate effectively with parents with regard to pupils' achievements and wellbeing.



Personal and Professional Conduct

- Demonstrate consistently high standards of personal and professional conduct, adhering to school policies.
- Specifically, promote and safeguard the welfare of all members of the School community by endorsing, understanding and exercising your roles and responsibilities in accordance with the BPS Health and Safety and Child Protection policies and procedures as published on the staff intranet;
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by:
 - ◊ Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
 - ◊ Safeguarding pupils' well-being, in accordance with statutory provisions;
 - ◊ Showing tolerance of and respect for the rights of others;
 - ◊ Upholding fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
 - ◊ Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law;
 - ◊ Having proper and professional regard for the ethos, policies and practices of Beechwood Park and maintain high standards in attendance and punctuality;
 - ◊ Understanding and always acting within the statutory frameworks which set out their professional duties and responsibilities.



Candidate Specification

(Knowledge, Skills and Attributes)

Essential requirements for the role:

- Key Stage Two teaching experience;
- Secure knowledge of the Key Stage Two curriculum;
- A working knowledge of the National Curriculum and its assessment procedures;
- Ability to work in way which promotes the safety and wellbeing of children;
- Degree and teaching qualification resulting in Qualified Teacher Status;
- Imagination, commitment and ambition to inspire pupils to enjoy every aspect of School life;
- High standard of personal presentation;
- Flexible and proactive attitude to work;
- Enthusiasm for data analysis and ability to use data to improve teaching and assessment;
- IT and audio/visually literate;
- Excellent communication skills.

Desirable requirements:

- Ambition and desire to take on further responsibilities;
- Ability to contribute to the School’s extensive co-curricular offering.

Salary and Benefits

The salary for this position will be based on a candidate’s experience and qualifications.

Decision Making Responsibilities

This is an academic position. The post holder is required to work independently and in accordance with School policy, professional standards and budgetary limits.

Pension

The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the position holder in a pension scheme as and when required by law.

Holiday

The statutory minimum holiday entitlement under the Working Time Regulations 1998 is to be taken during School holidays. In addition, the position holder is not normally required to work during normal School holidays other than three days prior to the return and for whole School events. Public holidays occurring when the School is in session will be working days.

Safeguarding and Child Protection

Beechwood Park School is committed to safeguarding and promoting the health, safety and well-being of all children.

We require all applicants for employment to complete a BPS Staff Application Form and to produce original documentation of certificates and degree qualifications.

The School will undertake an enhanced DBS clearance check of the successful candidate.

All employees work in a culture of openness, trust and transparency to promote:

- Their statutory responsibilities to protect children from abuse and harm in accordance with the BPS Child Protection and Health and Safety Policies;
- The reporting of low-level concerns in support of the School’s Mission to Nurture, Engage and Inspire and its core Values.

The School reserves the right to review and change this job description as the needs of the School change.

Agreed by Head

Date _____

Agreed by Job Holder

Date _____

The Application

Please download, complete and return the School's Application Form with a handwritten covering letter of application, to:

Mr E W Balfour
Head
Beechwood Park School
Beechwood Park
Markyate
Hertfordshire
AL3 8AW

Please feel free to contact the Head for an informal discussion at:

headmaster@beechwoodpark.com



Location and Access

Beechwood Park is set in beautiful rural parkland outside the village of Markyate. Although rural, the School is only 5 minutes from Junction 9 of the M1 and 15 to 20 minutes from Harpenden, St Albans, Berkhamsted, Hemel Hempstead, and Luton - all with super-fast train links to central London.

The School runs an extensive bus service for pupils, before and after School, to Harpenden, St Albans and many surrounding villages. These areas offer some beautiful villages and places to live, within easy reach of London.

Direct Train Service:

St Albans to London St Pancras: 18 minutes
Harpenden to London St Pancras: 25 minutes
Luton Airport Parkway to London: 24 minutes

By Road

M1 Junction 9: 5 minutes
Harpenden: 15 minutes
St Albans: 20 minutes
Berkhamsted: 20 minutes

Nearest airport

London Luton: 15 minutes





Beechwood Park School

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