

Broadhurst School

Assistant Teacher

Information Pack

2017



Broadhurst School, 19 Greencroft Gardens, London, NW6 3LP

www.broadhurstschool.com

Broadhurst School

Background

Broadhurst School is a highly successful private pre-preparatory school with approximately 120 children, in the South Hampstead area of London. It was established in 1958, by Mrs Mary Berkery and has remained in the ownership of the family ever since. The school is now looking for an Assistant Teacher to join the school in September 2018.

Broadhurst School has a very strong philosophy of play while at the same time encouraging self-confidence, independence and a love of learning. We prepare children to move on to a selection of top independent schools, predominantly in North West London, entry to which is mainly by competitive assessment. The school provides a happy, cheerful and caring environment in which children can develop at their own pace and in which a natural love of learning can flourish.

The school is a member of the Independent Schools Association (ISA) and is inspected by the Independent Schools Inspectorate (ISI).

Aims

Broadhurst School has 3 key values that underpin all that we do. They inform our vision, strategic development, policy development and educational provision and practice. The values are:

We aim to provide a happy, caring and secure environment in which every child can develop individually and is motivated and encouraged to reach their potential.

We aim to achieve the highest standard of teaching and learning for all children.

We believe a child's first experience of school should be both stimulating and exciting. We value highly the importance of learning through play.

Terms of Appointment

It is hoped that as the successful candidate you will be able to take up the appointment on 4th September 2018. The appointment will be subject to satisfactory references and an enhanced DBS check.

The post will attract a salary dependent upon experience and will be subject to a probationary period.

Qualifications

We require a minimum qualification of NVQ3 or equivalent qualification. It is requested that original certificates of your qualification and any other relevant qualifications are brought to your interview. Copies will be taken at interview.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health questionnaire which will be assessed by the School's medical advisors. Broadhurst School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All staff will be expected to hold or be willing to have an enhanced DBS disclosure issued with Broadhurst School as the employer. This disclosure will need to be approved before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Childcare Disqualification Regulations 2009

The post of Assistant Teacher involves the provision of nursery and early years education and therefore the post is covered by the Childcare Disqualification Regulations 2009. The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2009 Regulations. If the preferred candidate is found to be disqualified under the 2009 Regulations, the offer of employment will be subject to the application by the preferred candidate to the DfE for a waiver and receipt of such waiver by the school leadership.

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DCSF and other employment-related legislation, you will be required to provide evidence of identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK;
- a birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance Number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number will not be acceptable.)

Selection Procedure

Candidates should complete the Application Form and submit the names of **three referees by email to:** dbelzer@broadhurstschool.com

[These should include your current or most recent employer. Photocopies or testimonials are not acceptable. Any subsequent offer of employment will be subject to receipt of satisfactory references.](#)

Candidates will be invited to interview with the Headmistress and Deputy Headmistress.