

Position of  
**KEY STAGE 2**  
**FORM TEACHER**

Yarm Preparatory School,  
North Yorkshire



Co-educational | Day School | Ages 3-11 | IAPS





## THE ROLE

Applications are invited for the post of Form Teacher at Yarm Preparatory School. This is a fixed term position from Tuesday, 29th August 2023 to Wednesday, 28th August 2024. There will be the possibility of extending this fixed period into the next academic year. All applicants would be expected to add to the school's firm commitment to high quality learning and extra-curricular provision.

The Form Teacher is directly responsible to the Head of the Preparatory School. The role may also include other responsibilities as delegated by the Head of the Preparatory School. This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post.

The successful candidate will have responsibility as a Form Teacher and will be expected to demonstrate excellent classroom practice in the teaching of all subjects. The person appointed will be expected to make additional contributions to the extra-curricular life of the school and demonstrate a commitment to the ethos and aims of Yarm School.

All teachers are part of our staff induction programme and mentoring arrangements.

## THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.

There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium.

The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.





## LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

## BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%) eligibility applies
- Life assurance (death in service benefit of twice annual salary) eligibility applies
- Dedicated on-site free parking
- Employee Benefits Scheme and Employee Assistance Programme
- Cycle to Work Scheme
- Discounted Auditorium tickets for School productions

## KEY TASKS AND RESPONSIBILITIES

This Job Description is not exhaustive and the Form Teacher should be prepared to be flexible in order to best meet the needs of the pupils and the School.

- Work closely with year team colleagues to plan and deliver the curriculum and attend staff, INSET and subject team meetings to help ensure continuity and progression.
- Demonstrate confident subject knowledge.
- Deliver lessons that are suitably differentiated and appropriate to all members of the class.
- Teach to the highest standard across all areas of the curriculum.
- Promote positive attitudes in the classroom, encouraging respect, tolerance, co-operation, courtesy and self-control at all times.
- Record, monitor and report each child's progress, achievement and effort according to school policies, including the writing of academic reports.
- Mark pupil's work regularly in accordance with the school's feedback and marking policy
- Take an active part in the school's professional learning process and be responsible for their own personal development.
- Maintain standards, implement the school's policies and procedures and promote the school's ethos.
- To play an active role in the school clubs and activities programme.
- Fulfil duties including dining hall supervision and playground supervision as required, as well as any cover and supervision of pupils as requested.
- Play a full part in the school's extra-curricular programme and support school events e.g. Open Mornings, school functions, Parents' Evenings, residential trips.
- If requested, take responsibility of a curriculum area, its continuing development, implementation and the associated budget.
- Ensure the pastoral care of the children in the form is of the highest standard liaising with colleagues and parents to maximise academic and social development.
- Make effective use of the School's database (iSAMS) to assist in the pastoral care of the children in their form.
- To be a staff member of a House and assist in the smooth running of House events.
- Ensure that there is a safe working and learning environment in which risks are properly assessed and minimised (refer to the Staff Handbook and departmental risk assessments).
- Promote the school's reputation through positive and professional conduct in the wider community at all times.
- Support the Holiday School programme as and when it runs.

## PERSONAL ATTRIBUTES

| Essential  | Desirable   |
|--|---|
| <ul style="list-style-type: none"> <li>• Excellent classroom practitioner</li> <li>• Degree in a relevant subject</li> <li>• Ability to add value to the extra-curricular side of school life</li> <li>• Competent IT skills in the classroom</li> <li>• Excellent team member</li> <li>• PGCE / B.Ed in Education</li> <li>• A desire to grow professionally</li> </ul> | <ul style="list-style-type: none"> <li>• Evidence of further professional development</li> <li>• KS1/KS2 experience</li> <li>• Evidence of a breadth of personal interests</li> <li>• Ability to teach a variety of sports or lead extra-curricular sessions</li> <li>• Understanding of the ethos of the Prep School</li> <li>• D1 category driving licence or a willingness to undertake the training and take the driving test.</li> </ul> |



## CONTRACTUAL MATTERS

- The post is open to teachers who are university graduates or equivalent and who have an appropriate teaching qualification.
- The successful candidate will be expected to take up appointment on 29th August 2023.
- The salary will be commensurate with the responsibilities of the appointment and the qualifications and experience of the successful candidate; it will be reviewed annually.
- Yarm School is committed to safeguarding the welfare of its pupils. This post, like all others in the School, will be subject to an enhanced DBS and other vetting checks including satisfactory references from the previous employer and another appropriate referee. Confirmation of the appointment will be subject to satisfactory completion of a medical questionnaire once the post has been offered.
- The successful candidate will automatically be enrolled in the Teachers' Pension Scheme.

## CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Headmaster before attending the interview. A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

## EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

## SAFEGUARDING

Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:

[Safeguarding and Child Protection Policy](#)  
[Vetting and Suitability Policy](#)

## APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by e-mail) explaining why the candidate and post are mutually suited.

## APPLY

Informal visits to the school are encouraged and can be arranged by contacting the school.

All applications will be considered on receipt. The application form is available on the [Yarm School website](#).

### **Deadline: 12noon on Monday, 27th March**

Applications should be e-mailed to the Head of the Preparatory School, Mr Bill Sawyer, via his PA, as soon as possible.

e-mail: [louise.white@yarmschool.org](mailto:louise.white@yarmschool.org)

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