



Heath Mount School

Reception Teacher – Fixed Term Contract Candidate Information Pack



WELCOME

Thank you for your interest in the role of Reception Teacher. This is a wonderful opportunity to play a pivotal part in our friendly and busy Early Years and Pre-Prep team.

Shortlisted by Tatler Magazine as one of the five best Prep Schools in the UK, Heath Mount is a leading day and flexi-boarding school that's home to around 500 boys and girls between the ages of 2 and 13. The school was founded in 1796 and has been situated in the Grade I listed mansion of the Woodhall Park Estate near Hertford since 1934.

Nestled in 40 acres of glorious countryside, Heath Mount provides an inspiring, dynamic and supportive working environment underpinned by the School's family-feel ethos and values.

OVERVIEW

From January 2027 we require a part-time teacher, for three days a week (Monday to Wednesday) to join our Pre-Prep team, working in Reception, for a fixed period of two-terms.

The chosen candidate will be working with our Reception pupils in our dedicated Pre-Prep building with access to our outstanding facilities and resources. Approachable and patient, you will have a strong, natural rapport with children and be able to work calmly under pressure and to deadlines. We offer an excellent salary package and CPD opportunities.

Applications are welcome from all levels of experience including, ECT's.

Heath Mount is a supportive and inclusive school and we aspire to attract colleagues who can reflect our diverse and brilliant School community – we encourage all aspirational and enthusiastic people who meet the minimum criteria to apply.



OUR SCHOOL

Described by The Good Schools Guide as a place 'buzzing with innovation and scoring notable national achievements in more than one area,' we deliver an academically rigorous education alongside an exciting extra-curricular programme. Our pupils achieve outstanding results within a nurturing and supportive framework that puts happiness and mental wellbeing at the heart of all we do.



Children are valued as individuals and we seek to develop the talents of every child whilst preparing them for the exciting and dynamic challenges that lie ahead. We foster a love of learning whilst encouraging skills of initiative, determination and independence that will last a lifetime. Our pupils look outwards from a secure and happy start.

Chris Gillam, Headmaster

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The school celebrates the successes of every individual on a regular basis. This results in all pupils being able to identify the areas of school life at which they excel. As a result, they maintain high levels of self-knowledge, self-esteem and self-confidence which successfully confirm their general sense of worth and purpose.

The school is effective in perpetuating a culture of high levels of achievement in all subjects, reflected in the results of external assessments... at a range of selective senior and secondary schools. These include the wide variety of scholarship awards which are typically gained by the majority of the school's oldest cohort of pupils each year. This is a significant strength of the school.

ISI Report 2025



ROLE DESCRIPTION



Core Responsibilities

The duties include, but are not limited to:

Curriculum and extra-curricular

- Plans, provides and evaluates, teaching and learning;
- Contributes to the development plan for the year group concerned
- Plans, enacts and monitors areas of learning within the Key Stage, so that all areas of learning have appropriate resources and schemes with clearly identified aims and objectives which are shared with the pupils.
- Provides effective differentiated learning in line with the school's policies.
- Provides comprehensive data for analysis.
- Runs an after-school activity.

Pupil Assessment, reporting and support

- Ensures the efficient administration of a programme of pupil assessment and feedback, consistent with the marking policy of the department and with the whole-school assessment policy;
- ensures that accurate and up to-date records of pupil achievement and attendance are kept within the subject area;
- participates in all school-wide policies and plays an active role in policy formation;
- ensures the identification of pupils who are experiencing difficulties and that support and direction is given to them;
- ensures that records are kept of any serious disciplinary matters or where particular achievement is to be recorded;
- Regularly reviews the school's database to ensure that current academic information is entered, up to date, and correct;
- writes reports to parents in accordance with the school's policy on reporting;
- Additional Pastoral Responsibilities:
- Undertakes supervisory duties as reasonably directed by the senior managers.

Personal

- Takes part in the school's Review and Development programme;
- ensures adherence to school's policy regarding relevant health and safety regulations in the subject area.
- ensures the preparation of up to-date and appropriate liaison material;
- Participates in publicity and recruitment events as appropriate as directed by the Headmaster (e.g. Open Day, Speech Day, new starter events);
- attends parents' evenings and other school events as reasonably requested by the Headmaster;
- attends staff meetings, including occasional evening meetings, as reasonably requested by the Headmaster;
- provides cover for absent colleagues as reasonably directed by senior managers.



PERSON SPECIFICATION



Essential

- Teaching Qualification.
- GCSE Maths and English, minimum grade C or equivalent
- Excellent communication, motivational, organisational and planning skills
- A commitment to safeguarding the welfare and safety of pupils within your care in accordance with the School's safeguarding policy and statutory guidance.

Desirable

- Previous experience
- Paediatric First Aid Qualification
- Background in Early Years Teaching



WHAT WE OFFER

- Excellent salary package for the right candidate
- Staff lunches prepared by our award-winning catering team during term time
- Free parking
- Use of school swimming pool and gym
- Pension
- Westfield Foresight Health Cash Plan Cover



Working Hours

This is a part-time position, Monday, Tuesday and Wednesday.

This is a fixed term contract from 1st January 2027 to 31st August 2027.

Teachers are expected to be in their classrooms with enough time to prepare for children entering at 8.15am.

All posts are subject to the terms and conditions as laid out in the contract of employment issued by Heath Mount School Trust.

The role includes attendance at all Inset days and other days, such as Fun Day, parent's evenings and new starter events as agreed with the Headmaster.

Start Date: January 2027

How To Apply/Interviews

Further details and an Application Form can be downloaded from www.heathmount.org, or email HR@heathmount.org

We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible.

Please email your completed application form to: HR@heathmount.org

Closing date: 9.00am Monday, 28th September 2026



EQUAL OPPORTUNITIES STATEMENT

As an equal opportunities employer the school genuinely welcomes all applicants. We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join our school.

SAFEGUARDING

- Employees must adhere to and ensure compliance with the school's Safeguarding Policy at all times
- Employees should actively seek to create a climate of respect and understanding of the needs of the children and ensure the provision of a safe and secure working environment, in keeping with legal requirements

This job description is not exhaustive and the successful candidate will be expected to undertake additional duties as required that are broadly consistent with the job description.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. The post holder's responsibility for promoting and safeguarding the welfare of the children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the School's DSL or to the Headmaster.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."



GROUND & FACILITIES

While proud of its heritage and sense of tradition, pupils benefit from forward-thinking teaching methods combined with up to date technologies and unrivalled facilities. Our state-of-the-art 200 seat Performing Arts Centre hosts our drama productions, concerts and guest speakers. The sports hall is fully equipped for gymnastics and indoor games and includes a professional-standard dance studio while the grounds include rugby, football, cricket pitches, netball courts and AstroTurf as well as a swimming pool.

The exquisite Grade I mansion is where our Prep school students are based from Year 5 to Year 8. It is also home to the main library, dining rooms, art, pottery, DT and food tech departments, ICT suites and science labs. An adjoining music block provides rooms for individual music lessons. Our Pre-Prep occupies a dedicated modern building with its own library, computing suite, music room and hall in addition to a fantastic adventure playground.

The Lower School sits adjacent to our Pre-Prep and Nursery building and the Performing Arts Centre. Our year 3 and 4 pupils enjoy their own modern, fully equipped building with light, airy classrooms. They also use the science, art, and DT rooms in the main building as well as the dining facilities for our award winning lunches.

Children may flexi-board from Year 3 upwards with boys boarding in the main mansion house and the girls boarding in the cosy surrounds of River House in the grounds of the estate.



VALUES & PASTORAL CARE

During their time here, children develop a strong moral compass. We expect all our pupils to demonstrate our key values of acceptance, respect, integrity, industry and achievement. Each child's happiness is at the heart of a Heath Mount education. We are committed to enhancing our pupils' emotional, physical and mental well-being, ensuring different needs are supported.

A Natural Environment: Children flourish in the beautiful woodland setting where break times are spent happily playing in the woods, making dens or exploring nature.

INTEGRITY, INDUSTRY, RESILIENCE, RESPECT AND ACCEPTANCE