



# KEREM SCHOOL

(Incorporating Kerem Early Years Unit)

## FULL TIME RECEPTION TEACHER

Recruitment Application Pack  
Required from February 2025



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## Welcome Letter from the Head Teacher

Thank you so much for your interest in the Reception Teacher position at Kerem School! As the Head Teacher of this vibrant and dynamic school, I'm thrilled about the possibility of welcoming a new team member who can contribute to our exceptional staff and further enrich the strong Jewish atmosphere that defines us.

Kerem School, with its roots stretching back to 1948, is a special place where creative and passionate teaching creates a thriving environment for our pupils. Our commitment to fostering a love of Judaism is at the heart of everything we do, ensuring that each child enjoys a rich and rewarding educational experience.

We cater to around 150 pupils aged three to eleven and pride ourselves on our close-knit community. We believe in working hand-in-hand with parents and families to achieve our goals together. Our recent ISI Inspection (March 2024) confirmed that we meet the highest standards in all eight categories.

At Kerem, we provide a challenging and stimulating education—both secular and Jewish—in a warm and supportive setting. Our approach celebrates excellence and encourages active involvement from children, parents, governors, and the wider community. With 1:1 iPad access for Key Stage 2 and shared iPads for Early Years and Key Stage 1, we integrate technology to enhance learning.

Joining our team means stepping into a role where you can make a significant impact. You will collaborate with dedicated colleagues to further enrich the opportunities we offer and help our students grow into confident, well-prepared individuals. Our supportive environment includes professional development opportunities, the freedom to innovate, and a team of specialists in Physical Education, Computing, and Music.

If you are passionate, enthusiastic, and ready to make a meaningful difference in our students' lives, we can't wait to receive your application. This is an exciting opportunity to be part of something special, and we look forward to exploring how you could contribute to our fantastic school!

Kind regards,



Naomi Simon  
Head Teacher

## Welcome Letter from the Head of Early Years

I am thrilled that you are considering applying for the Reception Teacher position at Kerem EYU!

At Kerem EYU, our goal is to provide an exceptional education that blends excellent academic standards with strong moral and spiritual guidance. We believe that every child deserves opportunities to excel in diverse ways, preparing them not only for future careers but also for becoming responsible, caring citizens. We are dedicated to making learning enjoyable, ensuring that pupils feel happy, safe, and successful. Our team works passionately to achieve this every day.

We take great pride in our ethos, our high standards, and our focus on personal development. We're committed to offering children the best education and values that prepare them for a bright future. We believe in fostering an environment where everyone can reach their full potential while making a positive impact on those around them.

We provide a comprehensive induction program and an appraisal system designed to support your growth and success. We value sharing best practices to enhance teaching and learning, and we are here to support, empower, and challenge our staff to elevate standards.

Thank you for considering Kerem EYU. If our values and opportunities resonate with your skills and passion, we would love to hear from you. We warmly invite you to visit us to experience our vibrant community and sense of purpose firsthand.

Kind regards

A handwritten signature in blue ink that reads "Nicole Craig". The signature is written in a cursive, slightly informal style.

Nicole Craig  
Head of Early Years



## The Application Process

If you wish to apply, please respond by submitting the Kerem School application form and attaching copies of your qualification certificates. Please also submit a supporting statement addressing the job description and person specification. This should be no longer than 2 A4 pages.

Applications should be emailed to the Head Teacher on [vacancies@keremschool.co.uk](mailto:vacancies@keremschool.co.uk) Please add the header *“(Your Name) – Application for Reception Teacher”*.

## Your References

You should give the names, positions, organisations, telephone contact numbers and email addresses of at least two referees, one of whom must be your current/most recent employer. If you specifically do not wish referees to be approached without your prior permission, then you should indicate the fact. Finally, please ensure that you have included daytime, evening and mobile contact numbers.

## Recruitment Timetable

Please note that applications will be reviewed as received and will close as soon as a suitable candidate is identified. Therefore, early application is encouraged.



## **KEREM SCHOOL**

Norrice Lea, London, N2 0RE  
020-8455 0909  
vacancies@keremschool.co.uk  
Head Teacher: Ms N Simon B.Ed NPQH

### **FULL TIME RECEPTION TEACHER**

**required from February 2025**

We are seeking to appoint an inspirational Reception Teacher with vision and energy to join the hardworking and caring staff at this wonderful school. This is an exciting opportunity to help make a difference to the lives of the children at Kerem.

Kerem School is a Modern Orthodox primary school. Our aim is that every child should be a confident, happy and motivated pupil who achieves their full potential in both Jewish and Secular Studies.

Our recent ISI Inspection (March 2024) confirmed that we meet the highest standards in all eight categories.

We are looking for passionate, creative educators who are able to work as part of a team. We offer opportunities for professional development and in-school support.

We look forward to hearing from you if you are an excellent and experienced classroom practitioner, if you inspire children and have high standards and expectations in all areas of school life.

Please note that applications will be reviewed as received and will close as soon as a suitable candidate is identified. Therefore, early application is encouraged.

Kerem is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).



## **KEREM SCHOOL**

### **JOB DESCRIPTION - RECEPTION TEACHER**

RESPONSIBLE TO	Head Teacher
DIRECTED BY	Head of Early Years
SALARY	Main Pay Scale (subject to experience)
CONDITIONS	Current Pay and Conditions Document

#### **Aim**

To engage, enthuse and inspire children to develop a lifelong love of learning.

To uphold and support the aims and ethos of the school in all aspects of your daily work. Adhere to the teachers standards as per the school teacher's pay and conditions document.

Duties and responsibilities will include:

- a) To take responsibility for the planning and implementing of programmes of work.
- b) To plan carefully with colleagues to ensure all children's needs are met.
- c) Maintain effective professional relationships with colleagues.
- d) To monitor and assess individual children and write records and parental reports in accordance with the school's assessment policy.
- e) To present children's work and prepare displays.
- f) To be responsible for children's behaviour and development and communicate any concerns to the Inclusion Co-ordinator.
- g) To participate in tefillah, and lead informal education when required.
- h) To foster good relationships with parents and ensure regular and effective communication.
- i) To assist in the supervision of students if appropriate.
- j) To participate in and attend meetings as required by the Head Teacher.
- k) To participate in review of school policies and practices and to implement all school policies.
- l) To take responsibility for own professional development through attendance of appropriate training and keep up to date with developments in teaching.
- m) A good knowledge and understanding of the development of young children including good working knowledge of current educational documentation.

- n) To liaise with members of staff and outside agencies as appropriate in order to make the best provision for children.
- o) Maintaining class and school discipline among pupils and safeguarding their health and safety when they are the responsibility of the school and in accordance with agreed policies, procedures and standards.
- p) Promoting general progress and welfare of a class or group of pupils.
- q) To take on a subject responsibility (subject area to be agreed with the Head Teacher).
- r) To participate fully in all aspects of school life and undertake any additional duties at the request of the Head Teacher, that fall within the remit of a teacher as set out in the School Teachers' Pay and Conditions Document.

The school is committed to safeguarding and promoting welfare of children and young people and expects all staff and volunteers to share this commitment.





**KEREM SCHOOL**

**PERSON SPECIFICATION – RECEPTION TEACHER**

The person specification is an important part of the recruitment process. It should be read carefully as it will form the basis of short-listing and, ultimately, appointing the successful applicant. You must demonstrate, therefore, how you meet each of the following criteria in your application.

<b><u>Factor</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>Ascertained by</u></b>
<b>Education Achievements, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• University degree</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of a commitment to professional development</li> </ul>	Application form and documentary evidence
<b>Teaching Experience</b>	<ul style="list-style-type: none"> <li>• Experience of success teaching Early Years or Key Stage 1</li> <li>• Proven track record in raising pupil attainment</li> <li>• Working in partnership with parents</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching Early Years or Key Stage 1</li> <li>• Experience of teaching phonics</li> </ul>	Application form Reference Interview
<b>Knowledge, understanding and skills</b>	<ul style="list-style-type: none"> <li>• Good subject knowledge and understanding of the Early Years Framework</li> <li>• Clear philosophy of primary education which puts the child at the centre of process</li> <li>• Able to plan for progression across the attainment range, designing effective learning across a series of lessons</li> <li>• Committed to meeting the needs of all children</li> <li>• Has an awareness of the principles of effective assessment which empowers children as learners</li> <li>• Understands the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection</li> <li>• Understands and demonstrates effective teaching and learning styles</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching phonics</li> <li>• Experience of teaching the early stages of reading</li> </ul>	Application form Reference Interview

	<ul style="list-style-type: none"> <li>● Good understanding of a range of positive behaviour management strategies</li> <li>● Ability to use ICT to support teaching and to further develop skills</li> </ul>		
<b>Personal characteristics and abilities</b>	<ul style="list-style-type: none"> <li>● Promote the school's modern orthodox aims and ethos positively, and use effective strategies to motivate and inspire pupils</li> <li>● Develop good interpersonal relationships within a team</li> <li>● Foster and establish good professional relationships with parents, governors and the community</li> <li>● Communicate effectively (both orally and in writing) to a variety of audiences</li> <li>● Create a challenging, effective and stimulating learning environment</li> <li>● Good organisational skills including being able to prioritise, meet deadlines and be flexible</li> <li>● Be ambitious for self and pupils with a commitment to improving own practice</li> </ul>		Application form References Interview Specific qualifications or experience
<b>Safeguarding of Children</b>	<ul style="list-style-type: none"> <li>● Show a secure understanding of procedures of safeguarding of children and adhere to all school policies</li> <li>● An enhanced DBS check is required</li> </ul>		Interview Documentation