



MHS
Reigate

**JUNIOR SCHOOL TEACHER
CANDIDATE PACK**

Moon Hall School is a leading independent day school in Reigate for bright dyslexic children aged 7-16. We are specialists in teaching pupils with specific learning differences and provide tailored education that nurtures confidence, creativity and academic success. We pride ourselves on:

- Outstanding pupil support and small class sizes
- A nurturing, warm and inclusive atmosphere
- Innovative teaching practices and a commitment to pupil wellbeing
- Nationally recognised leadership in dyslexia education
- A vibrant and growing school community with exciting future development - including sixth form, international centres and CPD training hubs

Moon Hall is not just a school - it is a movement to reshape the way we see learning differences.

MOON HALL

INTRODUCTION



Moon Hall School's history started in 1985 when the school was set up by Mrs Berry Baker. Mrs Baker recognised that local schools were not able to provide an appropriate and positive environment for her eight-year-old dyslexic son. They did not have the knowledge required to help him and meet his specific learning needs; although a bright child, mainstream schools did not understand his learning style, and he had not responded well to their teaching methods or provision. Mrs Baker was already a qualified teacher and encouraged by a friend, also with a dyslexic child, she established a school in her own home, Moon Hall. Within four years she had twelve pupils, the maximum permitted for home teaching. With more applicants than places, a move was necessary. Mrs Baker and the other parents of the original Moon Hall students realised that the interests of the children would best be served if they could have all the skills of a specialist dyslexia school within mainstream education. Moon Hall School, Reigate is now well established on-site at Bury's Court and provides a full GCSE curriculum together with a wide range of sporting and other activities. Since the first lessons at the kitchen table, our ethos and values remain and over 1000 children have benefitted from a Moon Hall education. Our remit is to provide the environment, understanding and strategies to equip bright children with the confidence and ability to overcome the barriers they will face.

OUR AIMS AND ETHOS

Moon Hall School, Reigate provides a supportive school environment for dyslexic children where expectations for diligence and achievement are high. We enable our pupils to take full advantage of their intellect and talents by learning how to manage their dyslexia.

OUR VALUES

Our ethos is underpinned by the basic values of: Tolerance Courage Respect Resilience Integrity. We practise and teach our pupils these values as well as those of democracy, diversity and equal opportunity. We welcome pupils of all religions and of none. We know that in the right environment, with the right support and encouragement, all our pupils are capable of achieving their potential, both in their personal development and academically. Our pupils are girls and boys, aged 7-16, from many of the Southeast counties. The pupils are encouraged to embrace their wonderful and often creative way of thinking and celebrate - not fear - their dyslexia. Our school's primary purpose is to educate and support our pupils and to ensure their wellbeing. We can only achieve these objectives for our pupils with highly committed, professional staff. We aim to work as a collegiate organisation with mutual respect for and reliance on, the contribution made by each other. Our staff have the knowledge and expertise to help our pupils succeed and excel in the learning environment that we provide. As a school, we understand the difference and know how to make a difference.



JOB TITLE: Junior School Teacher

RESPONSIBLE TO: Academic Lead

THE ROLE:

As a Junior School Teacher, you will be a champion for neurodivergent learners, helping students with dyslexia unlock their full potential. You will:

- Deliver creative, multisensory lessons tailored to individual learning profiles.
- Create a nurturing environment where students feel safe to take risks and build self-esteem.
- Collaborate with our expert team to provide holistic, evidence-based support.
- Foster a love of learning by celebrating every student's unique strengths and "thinking differently."

Key Responsibilities

Curriculum

- Teach across Key Stage 2, years 5 and 6, subjects to include English, Maths, Science, History, Geography and PHSE ensuring excellence and innovation in teaching and learning to maintain high standards of pupil achievement, development and enjoyment of the subject
- Devise weekly and termly teaching programmes with appropriate resources in accordance with the schemes of work, school policies and National Curriculum, ensuring they are regularly reviewed and updated
- Implement the Department's aims and objectives, assessment and marking policies, teaching and learning strategies
- Demonstrate accurate implementation of the Department's marking strategy to allow teacher assessment to inform future planning
- Ensure that the programme of work is delivered in an accessible format matched to the students' individual educational needs while ensuring that it challenges their expectations and promotes an independent work ethos to enable them to reach their full potential
- Implement the Department's ongoing monitoring, review, recording and intervention programme to inform teaching and learning and to provide an accurate vehicle for discussion with parents
- Promote independent student learning, building on raising low self-esteem and confidence
- Assess pupils' performance against agreed levels and tests
- Ensure that the school's learning approach to reading and writing is consistently delivered in the classroom
- Prepare pupil reports which are specific to each pupil and other documentation as required by the school, parents or external organisations





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RESPONSIBLE TO: Academic Lead

- Plan suitable educational trips for the different year groups, undertaking risk assessments
- Deliver exemplary learner discipline and good academic conduct and manage learner morale to ensure a positive learning environment both in the classroom and around the school; ensure the Behaviour Management Policy is consistently followed including appropriate praise or sanctions
- Identify and undertake your own continual professional development and setting of personal targets
- Be responsible for organising support staff within the classroom, making maximum use of their expertise and experience
- Some additional teaching may be required at Key Stage 3 if necessary

Staff Liaison

- Liaise closely with the SENCo to identify pupils' learning needs, contribute to IEPs where appropriate, and support assessments for prospective pupils.
- Work collaboratively with SEN staff to ensure lessons are adapted and delivered using the most effective strategies for individual learners.
- Maintain effective communication with parents, keeping the Headteacher informed of significant correspondence or concerns.
- Liaise with the SENCo, Headteacher, and Senior Leadership Team regarding pupils' pastoral and wellbeing needs.

Within the School

- Act as form tutor and carry out the duties associated with that role; provide a good role model
- Undertake a share of school duties as may reasonably be requested by the Headteacher; general, administrative, supervisory
- Take an active role in school life regularly contributing to the school's programme of extra-curricular activities
- Attend meetings and major school events, promoting the ethos and reputation of the school to pupils, parents and other external organisations



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RESPONSIBLE TO: Academic Lead

- Adhere to all school policies; safeguard the health and safety of self and others and comply with the school's policies and procedures including those relating to safeguarding and child protection, health, safety and security, confidentiality and data protection reporting all concerns
- Maintain high professional standards and maintain positive relationships with colleagues, pupils and parents.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities tasks and duties. The jobholder's actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

This job description is subject to review in line with the developing needs of the school.

Safeguarding

Our school is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS Check (List 99, Declaration of Fitness to Work, Self Declaration). As an equal opportunity employer, we welcome applications from all sections of the community.

This post will be subject to an enhanced DBS Disclosure.





JOB TITLE: Junior School Teacher

RESPONSIBLE TO: Academic Lead

SKILLS AND COMPETENCIES REQUIRED

ESSENTIAL

Qualified Teacher Status

Permitted to work in the UK

A commitment to high standards of pastoral care

An interest in SpLD particularly dyslexia

DESIRABLE

OCR SpLD Level 5 [Dyslexia] or be willing to commence the course within the first year of employment

Experience of working with children with special educational needs is desirable



GENERAL REQUIREMENTS

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Moon Hall School's legal duties for Health and Safety. It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Moon Hall School is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations

The logo for Moon Hall School (MHS) Reigate. It features a dark blue shield-like shape with a white border. Inside the shield, the letters "MHS" are written in a large, white, bold, sans-serif font. Below "MHS", the word "Reigate" is written in a smaller, white, sans-serif font.

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START DATE: SEPTEMBER 2026



GENERAL REQUIREMENTS

This 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.

Moon Hall School exists to provide a quality all round education for pupils aged 7 - 16 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. We may also carry out online searches for shortlisted candidates.

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