



CRANMORE SCHOOL
West Horsley
Surrey KT24 6AT
Tel. 01483 280340
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REQUIRED FOR JANUARY 2017 or APRIL 2017

Full Time CLASS TEACHER

We are seeking an enthusiastic teacher to join our Junior Department (Reception to Year 3) either to start in January or April 2017. Year group will be allocated dependent on the candidate's experience. They will be expected to teach all subject areas, except Swimming and Music. Teaching Assistants are allocated to the year group.

The following items are included in the professional duties which a class teacher may be required to perform under the reasonable direction of the Head of Junior Department.

1 Teaching

Having regard to the curriculum for the school:

- Planning and preparing lessons;
- Teaching the pupils assigned to her/him according to their educational needs, including the setting and marking of work.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Organising and participating in extra curricular activities.

2 Other Activities

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and co-operating with parents of pupils as directed by the Head of Junior Department.

- Attending assemblies, registering the attendance of pupils and supervising pupils whether these duties are to be performed before, during or after school sessions.
- Contributing, wherever appropriate, to the wider life of the School.

3 Assessment and Reports

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

4 Discipline, Health and Safety

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

5 Staff Meetings

Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

OUR REQUIREMENTS

1. A qualified and experienced teacher.
2. Cranmore is a Catholic school therefore practising Catholics are encouraged to apply; however, applications from candidates with other faith traditions are also welcome. All staff are expected to support the school's ethos.
3. A willingness to be involved in the wider life of the School and play a full part in extra-curricular activities.
4. An appreciation of the sheer enjoyment of teaching. (We recognise that teaching is hard work, but it should also be an exciting and attractive challenge).

SALARY & BENEFITS

The financial package offered will be generous and commensurate with the responsibilities of the post.

An excellent lunch is provided free of charge.

APPLICATION PROCEDURE

Please complete the enclosed Application Form and a supporting statement indicating what you feel you can offer Cranmore School. Completed applications should be sent to the Headmaster's P.A., Mrs Sonia Kang.

Applications will be considered upon receipt and suitable candidates will be interviewed promptly. Cranmore School reserves the right to withdraw the position if an early appointment is made.

Cranmore School is committed to promoting and sustaining a culture in which Child Protection is fundamental. Therefore the appointment will be subject to a satisfactory DBS clearance and two references.

Michael Connolly
Headmaster