



PENNTHORPE



APPLICATION PACK KEY STAGE 1/2 TEACHER

Pennthorpe

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Dear Applicant,

We are delighted that you have shown an interest in the role of Key Stage 1/2 Teacher at Pennthorpe.

Our school is situated on the Surrey/Sussex border, with all the modern facilities you would expect. We offer places for children up to age 14 (Year 8) with an integrated Nursery (Honeypot) caring for children from 2 years.

Pennthorpe has a simple aim: to put children in an environment where they want to learn and can discover their strengths and passions. We are proud of our well-deserved reputation for academic excellence and we have an enviable record of top pass rates and scholarships to senior schools rewarding not just academic achievement but our pupils sporting, creative and all-round prowess! The reason for this is simple: our teachers pride themselves on finding the spark in each child; whether that is lit in the classroom; in the iMac design suite; on the sports field or in the fabulous woodlands that provide the setting for our Forest Schools programme.

We are looking for an inspirational, visionary and caring person to share their passion of teaching and kindness too. The role requires patience, humour and a willingness to be fully immersed in a busy but exceptionally happy school environment.

The information in this application pack and on the school's website will support you in understanding the context of our school and our priorities.

If you would like to apply for the post, please return a Covering Letter to my fabulous PA, Mrs Victoria Chapple, which should outline why you feel you are suitable for this role, and how your current experience and skillset will benefit this position.

Please note Pennthorpe 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 safer recruitment practices, including checks with past employers and an Enhanced Disclosure and Barring Service Check.

Thank you for your interest in this position. I very much hope that you will consider making an application for this exciting opportunity.

Yours faithfully

Alexia Bolton MA
Headmistress

About Our School

Pennthorpe is a truly independent prep school located on a beautiful site of 20+ acres in the heart of the Sussex countryside, close to the Surrey border. With around 260 pupils from 2 to 13, Pennthorpe has a real family feel, with a relentless focus on learning and pastoral care being high on our priorities for every child.

The majority of our pupils continue with us until the end of Year 8 and sit Common Entrance at 13+ in addition to the increasingly common pre-testing process in Year 6. We have excellent relationships with a large number of independent senior schools, which enables us to support parents and children in finding the right school for each individual child and to prepare them in good time for any entrance testing.

Academic standards are high, with an impressive track record on Common Entrance results and the acquisition of scholarships in a wide range of subjects. Our pupils regularly win scholarships to senior schools such as Wellington, Brighton College, Hurstpierpoint College, Christ's Hospital, Cranleigh, Seaford and Box Hill to name a few.

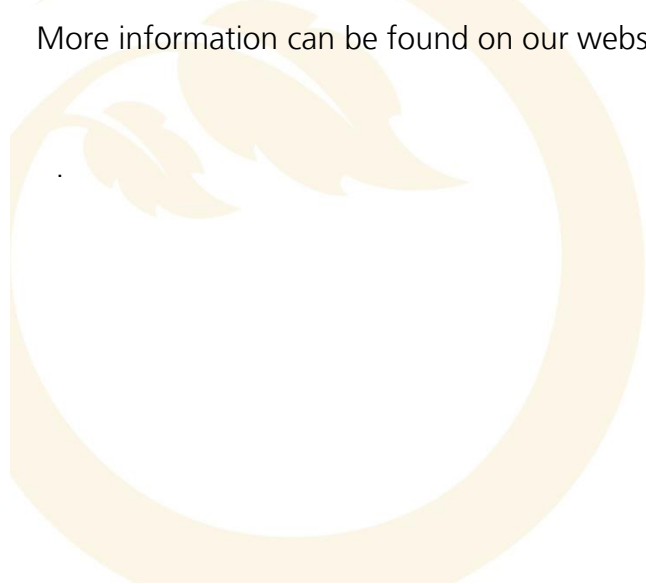
Children enjoy a broad and contemporary curriculum, delivered by a passionate and committed staff. We have two award winning rock choirs and an excellent chapel choir and our sports department achieves excellent results in a wide range of both girls' and boys' sports, and a number of our pupils play sport at County level. Pupils are encouraged to enjoy both their strengths and passions in a diverse range of arenas: sports, arts, academics or music and drama. The school runs an extensive Flexiday after school programme which our staff are actively encouraged to get involved with if they have appropriate skills to share as an after-school activity.

Our facilities are first rate: a full-size Sports Hall, a newly refurbished performing arts studio provides an excellent performance space for both the drama and music departments and a specialist art and design block incorporating a kiln, a design technology room, a 3D printer and a 21 station computer suite. Classrooms are modern and spacious creating a stimulating environment for both staff and pupils.

Pennthorpe's staff are sparky, innovative, fun and friendly, always looking for new ways to engage the children's interest in their subject. With a mentoring programme for every new member of staff and excellent career progression opportunities, all staff are encouraged to develop and extend themselves and to get involved in all aspects of life at Pennthorpe.

Pennthorpe operates its own salary scale, which is normally national rates plus 1%. A hot lunch or salad bar is provided during term time. Parking is available on site.

More information can be found on our website at www.pennthorpe.com



PENNTHORPE

KEY STAGE 1/2 CLASS TEACHER

JOB DESCRIPTION



REPORTING LINES:

Post Holder:

Reporting to: The Head of Lower School

Liaising with: All staff

WHOLE SCHOOL AIMS:

Here at Pennthorpe we aim:

- To establish an innovative curriculum and co-curriculum which inspires creativity and ingenuity;
- To develop a strong long term work ethic in pupils incorporating a love of learning, risk taking and inquisitiveness;
- To challenge every child regardless of ability and inspire all pupils to achieve academic excellence;
- To assist parents and pupils in gaining their first choice of senior school;
- To empower and instil inner confidence and mutual respect;
- To value every child, identifying and developing each child's strengths and passions;
- To provide excellent care and guidance whilst encouraging independence;
- To inspire all to participate fully in the wider life of the school;
- To ensure all have an understanding of their place in the local and global community.

PLANNING, TEACHING AND CLASSROOM MANAGEMENT:

- Identify clear teaching objectives and specifying how they will be taught and assessed;
- Set tasks which challenge pupils and ensure high levels of interest;
- Set appropriate and challenging expectations;
- Set clear targets, building on prior attainment;
- Identifying vulnerable groups of pupils including SEN and very able pupils;
- Provide clear structures for lessons maintaining pace, motivation and challenge;
- Make effective use of assessment and ensure coverage of Schemes of Work;
- Ensure effective teaching and best use of available time;
- Maintain discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality and uniform,
- Use a variety of teaching methods to:
 - match approach to content,
 - structure information,
 - present a set of key ideas and use appropriate vocabulary
 - use effective questioning,
 - listen carefully to pupils,
 - give attention to errors and misconceptions
 - select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Ensure children uphold and apply their knowledge and expected standards of literacy and numeracy across the school;
- Evaluate own teaching critically to improve effectiveness;
- Ensure the effective and efficient deployment of classroom support.

MONITORING, ASSESSMENT AND REPORTING:

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Regularly mark and monitor pupils' work and set targets for progress;
- Assess and record pupils' progress systematically and keep records to check work is understood and completed;
- Monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Undertake assessment of students as requested by examination bodies, departmental and school procedures;
- Prepare and present informative reports to parents in the written format and at parents evenings.

PASTORAL DUTIES:

- Be a class teacher to an assigned group of pupils;
- Promote the general progress and well-being of individual pupils and of the class as a whole;
- Register pupils, accompany them to Chapels and House Meetings, encourage their full attendance at all lessons and their participation in other aspects of school life;
- Contribute to the preparation of Action Plans and progress files and other reports;
- Alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved;
- Communicate, as appropriate, with parents of pupils and persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with appropriate staff;
- Contribute to SMSC according to school policy and uphold British values.

GENERAL DUTIES:

- To uphold and enforce school rules and to work in co-operation with colleagues to promote the high standards of behaviour and concern for others that are part of the school's tradition and mission;
- To attend departmental meetings, and other such meetings as are required, including staff meetings, INSET sessions, and other such training as may be necessary;
- To act in accordance with the Staff Handbook and the Staff Code of Conduct;
- To undertake supervisory duties in accordance with the staff duty rota;
- To be fully aware of and to implement the school's policy on Health and Safety, both when pupils are in school and when they are engaged in school activities elsewhere;
- To cover for absent colleagues when necessary;
- Attend school functions, including after hours, as directed by the Headmistress;
- To take part with the Headmistress and senior team in an annual Professional Development Review meeting, which will include the agreement of professional development/training objectives for the coming year;
- To undertake such other duties which the Headmistress may from time to time reasonably request.

This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.

Signed (KS1/2 Teacher)

Signed (Headmistress)

Date:

KEY STAGE 1/2 CLASS TEACHER PERSON SPECIFICATION



The school seeks to appoint a candidate with an honours degree, who holds the required teaching qualification and has appropriate experience and more importantly vast amounts of kindness to share with our children.

The following lists provide the Personal Characteristics and Essential skills, qualities and experience for this post at Pennthorpe.

PERSONAL CHARACTERISTICS:

- Approachable;
- Committed;
- Empathetic;
- Organised;
- Patient;
- Resourceful.

ESSENTIAL:

- Relevant teaching qualification;
- Experience of teaching children;
- Be an outstanding teacher;
- Be able to run an extra curricular activity/ies;
- Confident and able in ICT;
- Teamwork – be able to work as part of a team, including leading a Teaching Assistant;
- Communication skills – be able to make points clearly and understand the views of others;
- Self-management – be able to plan time effectively and to organise themselves well;
- Decision making skills - be able to investigate, solve problems and make decisions;
- Ability to coordinate a subject/s;
- Committed to safeguarding the physical, emotional and mental well-being of young people.