



TERRA NOVA  
SCHOOL



Recruitment Pack for Terra Nova School 2018  
Information for Applicants

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## Welcome from the head



Dear future community member,

I am delighted that you have shown an interest in our school and indeed our community. Terra Nova is a school steeped in history and tradition that has a modern and innovative approach to education. Our new vision reflects the desire of all individuals associated with Terra Nova, to put learning at the heart of all that it does.

*To create a forward thinking internationally minded environment that allows young people to grow, explore, thrive and question (Terra Nova vision 2018)*

To be a teacher at Terra Nova is to be an innovator. We are a group of individuals who share the same aims. Our staff are reflective and believe that they, as well as students, can continually develop.

Terra Nova boasts wonderful facilities both for employees and students alike. We encourage staff to feed into our strategic direction and question why we do what we do. We seek to surround ourselves with people who believe they can always improve.

At Terra Nova we invest heavily in professional learning opportunities for our staff. We believe that a highly skilled, deep thinking team who are prepared to take risks, will have the biggest impact on student outcomes.

Your fundamental job is to inspire children with a love of learning and an understanding of how to learn. We want learning to be intentional and authentic making use of the very latest technology and pedagogical practices.

Finally, by joining Terra Nova, you be joining a family. A group of people who look after one another and care for one another. It is a happy and safe place and a job that I am confident you will love. Terra Nova School has entered a new and exciting phase of its story. There has been no better time in which to be an educator at our school.

Mr Philip Stewart  
Headmaster

## Terra Nova's vision and guiding principles

### VISION

*To create a forward thinking internationally minded environment that allows individuals to grow, explore, thrive and question.*

### Guiding principles

- First and foremost, in every decision we make, students come first.
- All members of our community are encouraged to have a Growth Mindset.
- Success is not a given; it is down to hard work and effort – we thrive on challenge.
- We each have a role to play in the world in which we live.
- We respect the right to be an individual. Diversity is a strength.
- We have an obligation to appreciate our education.
- We have high expectations of each other.
- Reflection allows us to continually move forward; standing still is not an option.



## *Providing continuity and securing future success*

### *The school*

Terra Nova is an independent IAPS co-educational boarding and day school in rural Cheshire for pupils aged 3 to 13. Founded in 1897, the school enjoys a tremendous regional reputation. Most pupils are from a range of professional families in the East Cheshire area and live within a ten-mile radius of the school.

Of course, school life is shaped by the values Terra Nova instills in its pupils. These values act as a code of conduct for pupils and teachers at the school. They are: Academic Endeavour, Honesty, Consideration, Resilience, Respect & to be Well Mannered. Spiritually, the school's value system is based on the teachings of the Christian faith. The wellbeing of the Terra Nova pupils and the school's community is at the heart of all that the school does. All this is perfectly captured in the school's motto, 'Labor et Ludus', work and play.

The ethos of the school has moved from being a traditional boarding school to a day school with flexi-boarding. However, the senior pupils in Years 3-8 relish the opportunity to experience life as a boarder. This is seen to be the perfect preparation for the children who transfer to their senior boarding schools. Boarding remains an important aspect of the School. For day pupils the school opens at 7.30am and closes at 6.30pm and there is no extra charge for this extended wrap around care.

Small numbers of pupils leave the School at the end of Year 6 to transfer to the grammar school. Most of the pupils leaving at the end of Year 6 would access schools such as The Grange, King's Macclesfield, Stockport or Manchester Grammar and Cheadle Hulme.

For the pupils that leave at the end of Year 8, the majority of whom transfer to their chosen public school, the school is highly successful in winning scholarships with around half of Year 8 gaining awards. In recent years, pupils have gained places to Eton, Wellington, Shrewsbury, Rugby, Uppingham, Abbotsholme, Cheltenham Ladies College, Malvern, Radley, Winchester, Fettes, Sedbergh and Denstone.

The school aims to provide an education that enables pupils to achieve their academic, creative and physical potential. It seeks to enable pupils to attain a sense of achievement and to instill in them positive values in order to develop their confidence and a sense of self-worth. The school strives to provide the highest possible levels of pastoral care for all its pupils. Housed in what was once Jodrell Hall, this is a modern, forward-thinking school in which children can learn and grow in every sense.

There is a remarkable 'can do' attitude at the School, where pupils, parents and staff work closely together to give the children the very best educational opportunities - academic, cultural, artistic and sporting. Pupils are encouraged to have a go at everything, understand their own strengths and weaknesses and to be ambitious for themselves.



## *The children achieve wonderful results*

### *History*

The school was originally founded in 1887 by E Owen at The Tower House, Melton Mowbray. In 1901, the school re-located to Birkdale, Southport.

However at the start of the Second World War, that site was requisitioned by the Government in 1939 the school found its permanent home in Jodrell Hall and its thirty-five acre site in a rural area near Holmes Chapel in Cheshire.

The school became a charitable trust in 1955 and currently educates boys and girls from 3 to 13 years of age. There continues to be a strong boarding element to the school, indeed, Terra Nova is the only co-educational Prep School in Cheshire to offer boarding.

The school is in great shape with record numbers throughout the school, a buoyant revised curriculum that is both innovative and engaging and an unrivalled reputation in the local area.

### *Academic matters*

The whole focus of the learning experience at Terra Nova is based on the notion of developing the confidence of the individual child. From the Early Years there are clear themes that seek to give the child the confidence to stand on their own feet and to grasp any opportunity.

There are practical ways in which this is developed. Each pupil is expected to be able to perform for an audience. The younger children can be the 'teacher for 10 minutes' and lead the class in their area of



expertise. The older pupils are expected to take the lead in productions and school events.

It is this developing of confidence that underpins the curriculum offer. In the Early Years the seven areas of learning are explored. The children are incredibly well supported in their early stages of learning and are simply encouraged to have a go. The learning environment is simply terrific with easy access to the outdoors. There is a well-developed outdoor learning programme which engages all community members.

### *Sport*

- Terra Nova School prides itself on its sports offering and employs 7 members of staff.
- The Terra Nova sports team combine the traditions of Prep School sport with an innovative approach to 'Developing the Athlete'.
- Pupils are given the opportunity to try major and minor sports.

### *Music*

- The extensive music offering at Terra Nova allows all pupils in Year 1 upwards to be involved.
- All pupils will participate in an end of term concert during which pupils will showcase pieces from musical theatre, samba bands, pop songs to African folk music.
- Inter house music competitions also take place where the houses will compete against one another in 3 different categories in a 'The Voice' style competition.
- 12 peripatetic music teachers support the pupils' musical ambitions.
- Terra Nova pupils have an excellent track record in performing at Alderley Edge, Heaton Mersey and Bowdon festivals.

### *Creative arts*

- Dedicated Art department.
- Dedicated DT department.
- Both departments have a fantastic record for supporting students in winning scholarships to senior schools.

### *Performing arts*

- Public speaking opportunities in and out of the classroom.
- Participation in school productions and assemblies.
- Speech & Drama lessons are also on offer.

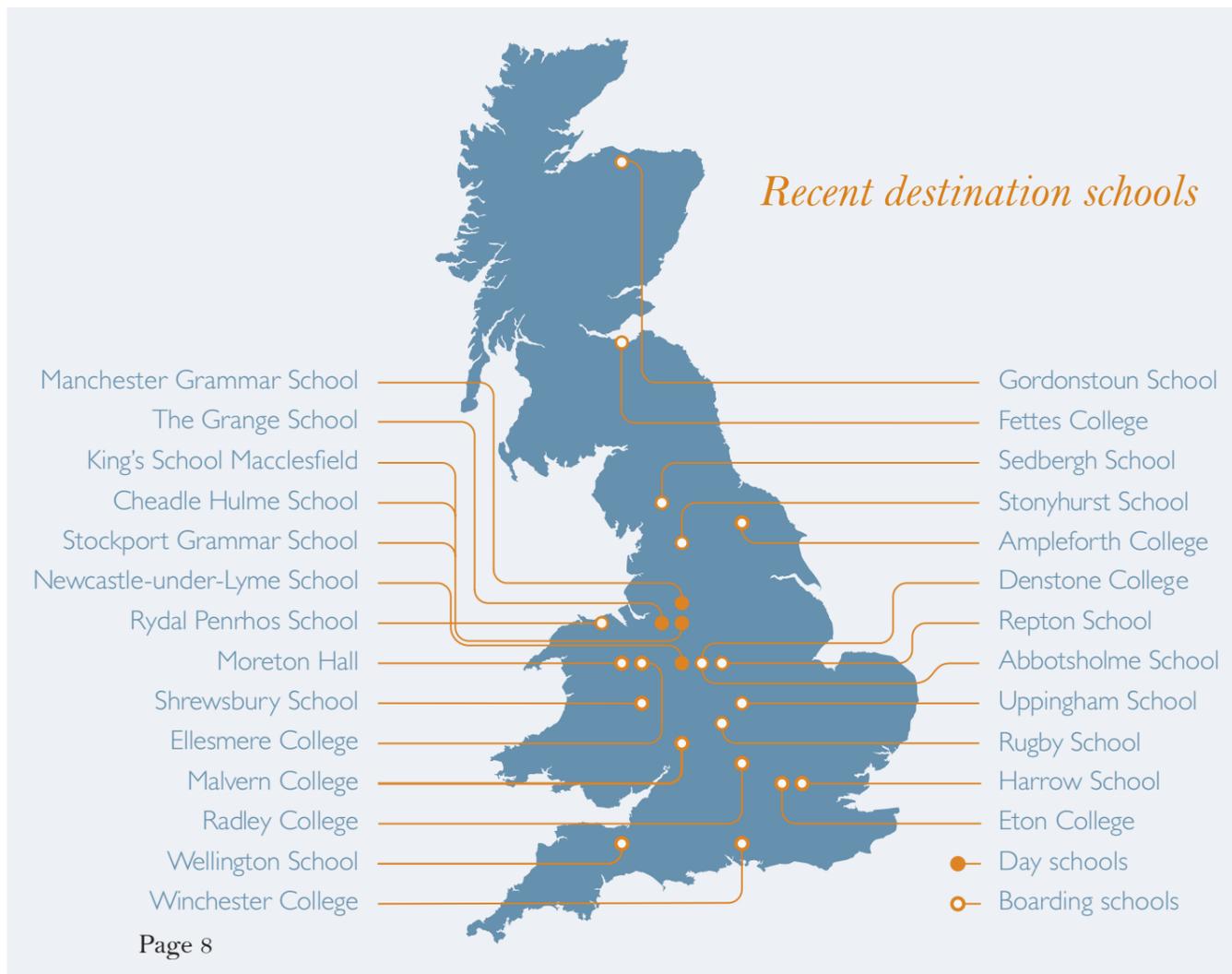
### *Pastoral care*

- The house system involves every member of the TN community.
- Sport, music and fund raising house competitions.
- The house system facilitates vertical friendships and the opportunity for senior pupils to be role

models for the younger children.

### *Clubs*

- There is an extensive and broad range of clubs available for pupils to participate in a range of disciplines: before school, during break times and after school.



*Example of clubs available to senior prep school pupils*

	Monday	Tuesday	Wednesday	Thursday	Friday
07.15-08.00		Fitness Training/ Circuits Y3- 8 Sports staff			Running Club Yr 5 - 8
07.45-08.15	11+ Maths	11+ Creative Writing	11+ English	11+ Maths MK Y8 English Scholarship	Y8 Maths scholarship / support
Break/Lunch Clubs 13.45-14.15	Senior Netball Humanities S'hip club Y5-8 DT club Chamber Choir 13.30-14.10 Senior Choir 15.15-15.45	Modern tunes, 11.15-11.45  Art scholars  Senior Choir 15.15-15.45		Year 7 Maths Scholars  Senior Book Buzz	Y7,8 Creative Technology Club Y5-8 Woodland Adventure
Prep	Prep 17.00-18.00	Prep 17.00-18.00	Prep 16.00-17.00	Prep 17.00-18.00	Prep 16.00-17.00
Teacher Club 1 17.00 – 18.00		Y5/6 Art club		Debating Club	
Teacher Club 2 17.00 – 18.00		Y5/6 DT club		Year 8 Science Scholarship/support	
Teacher Club 3 17.00 – 18.00		Y7/8 French Scholarship			
Paid Club 1 17.00 – 18.00	Tennis (£) Yr 5 & 6	Tennis (£) Yr 5 -8	Carney Academy Performing Arts Y3-8 (£)	Y5-8 Senior Gymnastics (£)	
Paid Club 2 17.00 – 18.00	Judo (£) Yr 3 - 6			Y3-8 Sailing 16:00 to 20:00 (£)	
Paid Club 3 17.00 – 18.00	Fashion Designer Club Y3-8 (£)				
Paid Club 4 17.00 – 18.00	MTech please see Mr James Times vary (£)				
Activities 17:00 - 18:00	Girls Football Yr 3 - 8  Boys Hockey Yr 3 - 8  Musical Theatre Club Y5-8 Miss Withey	Invasion Games Yr 5-8  <b>17:00 to 19:45 Timetabled</b>  Y5-8 Shooting		<b>17:00 to 19:45 Timetabled</b>  Y5-8 Shooting	
Evening Activity 18.30-20.00	Senior Dodgeball Yr 5 -8  Boarders Musical Theatre Improv night Y3-8	Rugby Yr 5-8  Musical Theatre Club Y5-8  <b>17:00 to 19:45 Timetabled</b>  Y5-8 Shooting  Y7/8 Art club  Y7/8 DT club	TABLE TENNIS Yr 3 -8  <b>EQUIPMENT REQUIRED</b>	Football Yr 3 - 8  <b>17:00 to 19:45 Timetabled</b>  Y5-8 Shooting	



## *Teacher job description*

### *Reporting responsibilities:*

An Early Years Teacher reports to the Head of Early Years.

A Junior Prep Teacher reports to the Head of Junior Prep.

A Senior Prep Teacher reports to the Head of Senior Prep.

This job description is not necessarily a comprehensive definition of the post. It can be reviewed and may be subject to modification or amendment at any time after consultation with the holder of the post.

### *In the classroom*

- To provide a secure environment in which the children's natural curiosity leads into a learning situation and their physical and social needs are met and developed.
- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- To carefully plan and implement the curriculum and to plan and provide opportunities to develop the children's academic and creative skills.
- Carefully to monitor, track and record the children's attainment and progress, development and welfare, and report this to the Head of Section.
- To write reports on the children, meet parents to discuss the children's progress, and to attend parent/teacher discussion evenings.
- To stimulate, inspire and encourage children to achieve their potential. Their happiness and overall self confidence are key priorities.
- To organise and accompany any outings or visits.
- To meet regularly and take an active role in meetings and participate in Inset days.
- To present a professional, presentable image at all times.

### *Teaching*

- Fundamentally the job of a teacher is to enthuse and inspire students.
- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils you teach.
- Be aware of pupils' capabilities and their prior knowledge, and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy whatever your specialist subject.

- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.
- Give pupils regular effective feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs, and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.

### *Behaviour & safety*

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and tolerance, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self control and independence of all learners.
- Carry out playground and other duties as directed.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

### *Team working & collaboration*

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- To engage in shared deep reflection on practice.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues as necessary and within reason.

### *Administration*

- Register the attendance of, and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document Professional development.
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your team.

### *Fulfil wider professional responsibilities*

- Work collaboratively with others to develop effective professional relationships.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Make a positive contribution to the wider life and ethos of the school.

### *Professional development*

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches.
- Where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively seek to develop yourself in your own time.
- Actively engage in professional learning communities; challenging both yourself and others.

### *Other*

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the headteacher.



### *Profile of a Terra Nova teacher*

- Terra Nova School is seeking to appoint inspirational teachers with an absolute passion for their craft and drive to continually improve. You should be a reflective practitioner who meticulously questions what you are doing, why you are doing it and the impact on students' learning and holistic development. Our students should be at the centre of all decision making and guide everything you do.
- Your teaching should be devised from well-founded research into how children learn best; ensuring you remain at the forefront of educational research, pedagogy and debate is essential.
- We want our students to be well-rounded deep thinkers who never stop questioning. Teachers should create exceptional learning experiences with real relevance, purpose and authenticity.
- At Terra Nova, we refuse to stand still. We are a forward-thinking school with a growing reputation for innovation and internationalism. We have high expectations and a genuine drive to become the leading Prep school in the country. We are looking for staff who bring fresh-thinking, dynamic ideas and be keen to embrace change, rethinking how we deliver education in a fast-changing, highly competitive world.
- Although we encourage staff to challenge each other professionally, the environment in which this is conducted is positive, respectful and nurturing. Staff are supported and professional learning opportunities are in abundance. Being a member of our school is being a member of our family. We care.
- This is an incredibly exciting time to be joining Terra Nova. It is wonderful place to work with an environment that is the envy of many. Glorious grounds, friendly and supportive parents coupled with engaged students make working here a delight.

### *Terra Nova School - as described by pupils*

- 'I know all my teachers and they know me. They make learning fun.'  
**Year 1 pupil**
- 'I really like that we get to do so many different things at Terra Nova, I really enjoy the sport, we play in matches against other schools, we can go to circuit training and running club before school. The food is brilliant too.'  
**Year 5 pupil**
- 'My favourite thing about Terra Nova is the fact that we feel like a family. I know lots of the younger children by name and in my year we are all really good friends. In terms of senior schools, I plan to go to Repton with a CB Fry Scholarship which I have already been awarded. I have learnt what I am good at being at Terra Nova and I will miss it.'  
**Head Girl, Year 8 pupil**

## Personal specification

- Degree level educated with relevant teaching qualification.
- QTS status.
- Strong team player and leader.
- Highly organised and hardworking.
- Positive and energetic.
- Motivated by a desire for quality and excellence.
- Evidence of being a good and outstanding teaching practitioner as a role model to others demonstrating innovative pedagogical practice.
- Understanding current developments and challenges in the independent education sector.
- Excellent ICT skills to enhance learning.
- Emotional resilience in working within a busy weekly schedule.
- Willingness to engage in boarding life.

## Application process

The application process will consist of:

- Interview
- Teaching a lesson
- School tour
- Student interviews

An application form is available to download from our website: [www.tnschool.co.uk](http://www.tnschool.co.uk) - search under Vacancies.

Once you have completed your application form, please email it, along with a short covering letter of no more than two sides of A4 to:

[melanie.machin@tnschool.co.uk](mailto:melanie.machin@tnschool.co.uk)

