



# Winchester House School

**FOR BOYS AND GIRLS AGED 3 TO 13**

## **WINCHESTER HOUSE SCHOOL**

### **Overview, Person Specification, Job Description and Application Form**

Thank you for your interest in Winchester House School and the role advertised. Below you will find some information about the School and the job specification but please do visit our website ([www.winchester-house.org](http://www.winchester-house.org)) where you can find more information and see our School video.

#### **The School:**



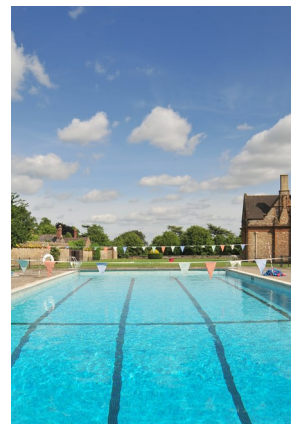
Winchester House School is a fully co-educational nursery, pre-prep and preparatory school offering outstanding education to children aged 3-13 with day, occasional and weekly-boarding available. We currently have approximately 300 children at the School with approximately 100 children opting to board, ranging from occasional boarding to weekly boarding.

The heart of the school is situated in the Manor House, an attractive building dating from the early 1800s with modern classrooms, facilities and boarding houses nearby.



The School sits on a total of 18 acres including a wide range of sports pitches, a newly built AstroTurf, swimming pool and gardens including our very own 'Secret Garden'.

Winchester House School is located in the heart of Brackley, an attractive market town, approx. 10 minutes from the M40 and 20 minutes from the M1 and within easy reach of Banbury, Oxford and surrounding villages.



We offer the perfect blend of the traditional and the innovative, the formal and the relaxed and have a deserved reputation for academic, sporting, musical and dramatic success within a happy, stimulating atmosphere.



## Academic:

Specialist teaching starts in Reception with music, sport and ICT and from Year 5, all classes are taught by specialist subject teachers with small tutor groups averaging 13 children.

We feed to all the top public schools in the country and achieve a wide range of scholarships every year.



## Community:

We have 2 boarding houses – Drayton for the girls and House for the boys. In addition, all children in Years 3-8 are allocated to one of the four houses: Bryant, Gascoigne, Leachman or Priestland and there are various house events across the year, such as the 'House Shout' (singing competition) or house hockey matches.



Winchester House School is a special place and pastoral care is very strong. Parents and children talk passionately about their love of the school and our children leave confident and prepared for life at their next school.



## The School's Aim:

Our aim is to give each child a thirst for life-long learning through a stimulating and innovative curriculum which pursues excellence.



**Our Boarding Community**

## The Head:



Emma Goldsmith became Head of Winchester House School in September 2014. She has had a close association with the School since the beginning of her teaching career having taught former Winchester House School pupils at Oakham, Rugby and at Bloxham School, where she was Deputy Head. She has also been a Governor and parent at Winchester House School.

Please go our website [www.winchester-house.org](http://www.winchester-house.org) to find out more and have a look at our School video [www.winchester-house.org/video-of-school](http://www.winchester-house.org/video-of-school)

Every child brings something unique to Winchester House and every child leaves uniquely confident for whatever lies ahead.

**Nominated for Best Prep School 2017 by Tatler Magazine**

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**An application form (found at the back of this pack) for this position must be completed and accompanied by a hand written letter of application and Curriculum Vitae.**

**Closing Date for applications: Friday 23rd February 2018**

**Interviews to be held on: Thursday 1st March 2018**

Application forms should be returned for the attention of :

Lesley Mansfield  
Winchester House School  
44 High Street  
Brackley  
Northants  
NN13 7AZ  
Email:

[lesleym@winchester-house.org](mailto:lesleym@winchester-house.org)

*Winchester House School is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to an enhanced disclosure through the Disclosure and Barring Service and be required to register with the DBS update.*



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## **TEACHER OF MATHS- JOB DESCRIPTION & PERSON SPECIFICATION**

### **Maths at Winchester House**

A strong team of Maths teachers and class teachers deliver high quality lessons incorporating a wide range of strategies and resources. We achieve great success in national and local maths challenges and are great believers in the importance of teaching traditional basic skills to enable confidence and proficiency in this subject while capitalising on every opportunity to integrate numeracy across the curriculum. The Maths Department has achieved great success in Common Entrance and Scholarship examinations and has always been highly regarded by parents and senior schools. Pupils are placed in sets according to ability and there are two, three or occasionally four sets per year group.

### **The Post**

The successful applicant will:

- Deliver outstanding teaching to children in years 3-8
- prepare CE and Scholarship candidates for examinations whilst supporting the school's aims to develop life-long learners with a spirit of resourcefulness and self-reliance within a warm and purposeful community.
- work in a cross curricular way within the Creative Curriculum and also through collaboration with other departments
- work closely with the Learning Development Department to tailor provision to meet the numeracy needs of individuals
- participate in the school's performance management process
- keep planning up to date and regularly reviewed
- write termly and end of year reports
- participate in/organise Maths trips and events
- be a pastoral and academic Tutor to a small group of pupils
- carry out a variety of supervision duties including lunch and break-time duties
- be involved in the activity and games programme
- attend Parent/Teacher Meetings
- attend 2 or 3 days professional development prior to the start of each term

### **Pay and conditions**

- According to the Winchester House salary scale, dependent on qualifications and experience
- Membership of the Teachers' Pension Scheme
- All meals during the teacher's day are provided free of charge





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## PERSON SPECIFICATION

### Education

#### Required

- Good degree
- Qualified Teacher status

#### Desirable

- Evidence of continuous professional improvement and commitment to further career development

### Experience

#### Required

- Experience of providing relevant, differentiated and inspired teaching for all pupils in assigned classes
- Proven track record in teaching Maths in an exciting way in order to inspire and challenge pupils

#### Desirable

- Preparing pupils for scholarship
- A desire to work closely with other departments in collaborative projects
- Proven experience of and interest in the development of cross curricular projects.
- Experience and ability to contribute to the Games programme.
- Working in partnership with parents and colleagues including the team, class teachers, Learning Development Team and Teaching Assistants.

### Knowledge & Understanding

Have a clear understanding of what is required to meet the teaching standards and produce excellent teaching and learning

#### Required

A knowledge and understanding of:

- how to provide effectively for the individual needs of all children – including both able and gifted and those with learning difficulties (e.g. classroom organisation and learning strategies);
- National Curriculum requirements, CE and Scholarship requirements
- methods for the monitoring, assessment, recording and reporting of pupils' progress
- the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection and the potential impact of various learning difficulties on numeracy
- the positive links necessary between school and parents



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- a range of effective teaching and learning strategies
- the use of a range of media to teach and assess children's progress
- ability to use ICT effectively to support teaching and learning and to monitor children's progress

### Desirable

- strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development of pupils
- curriculum development

## Skills

### Required

The Teacher will be able to:

- promote the school's aims and ethos positively
- inspire the children they teach in order that enjoy the subject and achieve their highest academic standards
- create a happy, challenging and effective learning environment
- place a strong emphasis on learning through practical experience for all children
- establish effective personal relationships with the subject team, school staff as a whole and parents
- communicate effectively both orally and in writing to a variety of audiences and in a variety of situations
- be reflective and learn from past experiences and be willing to accept advice and support from colleagues
- show resilience and an ability to work under pressure
- offer a range of extra-curricular activities

### Desirable

- promote interest in the subject through displays, competitions, shows, visits
- develop community links
- use the outdoor environment to good effect in teaching

## Personal Characteristics

### Required

The appointee should be:

- committed to the teaching post
- flexible, adaptable and able to use initiative
- have good attendance and excellent punctuality
- a good communicator and proactively engage with parents and colleagues
- a willing and supportive team member
- energetic and creative



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- have a good sense of humour
- keen to develop professionally
- resilient
- have a commitment to safeguarding and promoting the welfare of children

### Desirable

The appointee will have:

- Aspiration and ambition, with the potential to lead the department in future

### Terms and Conditions

Offers of employment are made subject to receipt of satisfactory references and DBS clearance.

The post-holder will be placed on the School's Upper School pay scale and the salary offered will be commensurate with qualifications and experience.



# WINCHESTER HOUSE SCHOOL – Application Form

**Position Applied For**

Title

Surname

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Previous  
Surname

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First Names (Underline those by which you like to be known)

[illegible]

Address

[illegible]

Previous  
Address  
(if less than 5  
years at above  
address)

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Work

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Home

Telephone

--	--

Mobile

--	--

e-mail

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Date of Birth

\_\_\_\_\_

D.F.E.S.  
Number

\_\_\_\_\_

Do you have  
qualified teacher  
status

Yes ☐

No ☐

National  
Insurance  
Number?

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### ○ Academic/Vocational Qualifications

[illegible]



**WINCHESTER HOUSE SCHOOL – Application Form – continued**  
**Education and Employment**

☐ **Present Employer**

Name	
Address	
Post Held	
Dates	
Salary or Hourly Rate	
Period of notice	

☐ **Previous Employment etc.**

Please supply a full history in chronological order with start and end dates of all training/further education, employment, self employment and any periods of unemployment since leaving secondary education. Provide where appropriate explanations for any periods not in employment, self employment or further education/training and in each case any reasons for leaving employment.

*(Continue on a separate sheet if necessary)*

Employer/training establishment/self employment/unemployment	Appointments held/Subjects taught or any other responsibilities	Reason for leaving	From Date	To Date

## WINCHESTER HOUSE SCHOOL – Application Form – continued

### ☐ Interests

<b>Any extracurricular involvement to date:</b>

### ☐ Medical

Please give details of any known medical condition which may be relevant or which may prevent you from giving effective, continuous service. If none, write none.

### ☐ References

Please provide the name, addresses, telephone numbers etc. of at least two referees and indicate your connection with them. Of these one should be your current or most recent employer. Where you are currently not working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. If invited for interview referees will be contacted beforehand so please indicate clearly if there is anybody we should not contact before interview.**

Name			
Address			
Telephone			
Fax			
E-mail			
Connection			

### ☐ Consent and Declaration

All applicants will be asked to be DBS checked and if successful will be asked to register with the DBS update service.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. *(The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.)*

I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council), and either (please delete as appropriate):

I have no convictions, cautions or bind-overs

**OR**

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential

Signature: .....

Date: .....