



ST BENEDICT'S SCHOOL  
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## **KS1/KS2 Form Teacher (Maternity Cover 1 September-31 December 2017)**

### **The School**

St Benedict's is London's leading independent Catholic co-educational school, situated in leafy Ealing. The school is a successful blend of the traditional and the progressive; proud of its heritage but also forward thinking and innovative. Within a caring, happy community, our pupils thrive, benefiting from a seamless education which can begin at the age of 3 and continue through to the Sixth Form.

St Benedict's has strong academic standards, with considerable ambition for future academic success. The school is committed to supporting all children to develop their full potential, by treating them as individuals, and catering for their particular needs and talents at every stage. Inspirational teaching, tutorial guidance and exceptional pastoral care are at the heart of the education we offer.

The Junior School and Nursery provide a supportive and vibrant environment in which to learn. Sharing excellent facilities with the Senior School and a programme of cross-curricular activities help ease the transition at 11+ to the Senior School, which is on the same site.

At St Benedict's, there is a vital focus on personal development, and our outstanding co-curricular programme helps pupils to thrive by enabling them to find and develop their unique gifts and talents. St Benedict's has a distinguished sporting tradition: while many Senior School boys and girls train and compete at county and national level, everyone is encouraged to enjoy sport, teamwork and fitness. Music and Drama are both excellent; there is a strong choral tradition, renowned Abbey Choir and many instrumental ensembles. Drama productions have recently included *Romeo and Juliet* and *Peter Pan*.

We encourage principled leadership, resilience and character in our pupils, and promote the Christian values of integrity, fairness and generosity to others. This is a hallmark of the School, informed by the 1500 year-old Rule of St Benedict, and there could be no better way of equipping young people for the future.

Recent developments include a fine new Sixth Form Centre and Art Department, opened in 2015. A new wing in the Junior School - *The Ark* - will open in September 2017, providing our pupils with additional space in a first-rate learning environment.

The number on roll is currently 1095. The Senior School has 820 pupils. The Junior School and Nursery has 276 pupils. The School has been liP (*Investor in People*) accredited since 2004 and was awarded Gold status in 2014.

The School had a full integrated inspection by Independent Schools' Inspectorate (*ISI*) in November 2012 and a Section 48 Inspection by the Diocese of Westminster in September 2013. The two highly complimentary reports are available on the school website. There was an ISI Regulatory Compliance Inspection in December 2015 and the report confirming full compliance was published in February 2016.

The School's academic results are consistently high. In 2016 the A level the pass rate at A\*/B grades was 73.7% - of which 38.8% were A/A\* - and at GCSE the pass rate at A\*/B grades was 77.5%, of which 45.8% were A/A\* grades.

Our website is regularly updated: [www.stbenedicts.org.uk](http://www.stbenedicts.org.uk)

### **The Post**

A full-time Form Tutor with experience is sought to teach at Key Stage 1/Key Stage 2 for the Michaelmas Term (1 September – 31 December 2017). The successful applicant will be a graduate with appropriate teaching qualifications.

The post offers opportunities for the successful candidate to participate fully in the further development of this lively and forward-looking School. S/he must have a clear philosophy of education and must be prepared to offer energy and commitment.

### **Responsibilities include**

#### **Specific**

- To be a Form Tutor and to teach the curriculum and syllabus laid down by the School.
- To maintain high standards of teaching and learning by following the policies and practices of the School, within the agreed guidelines and directives.
- To inspire pupils with a love of learning, to introduce and maintain good learning and working habits, by setting examples and good practices.
- To see to the pastoral care of the pupils.
- To maintain an attractive, stimulating learning environment.
- To ensure that appropriate assessment and reporting are carried out in accordance with School policies for each pupil at the designated time.
- To monitor the fabric of the teaching environment and to report appropriately any defects or deterioration to the Junior School Headmaster.
- To carry out a share of supervisory duties in accordance with published rosters.
- To follow procedures for communicating with the Curriculum Co-ordinators, Deputy Heads, Junior School Headmaster and others, information concerning pupils whose academic progress gives cause either for concern or celebration.
- Parental liaison including parent / teacher consultation meetings.

- Organisation of some assemblies including the organisation of collective worship.
- To monitor the personal appearance and behaviour of pupils, both in and out of the classroom setting, so as to ensure the maintenance of discipline and good order in the school.
- To work closely with, and accept guidance from, the Curriculum Co-ordinators, Heads of the Key Stages, the Deputy Head/Director of Studies, the Junior School Headmaster and others.
- To organise recreational, cultural, or educational trips for the benefit of the pupils.
- To ensure that children who are his/her responsibility are never left unsupervised either in the classroom or in the playground.

### **General**

- To be a member of a team of Teachers which protects and nurtures the Catholicity of the School in order to promote the spiritual, intellectual, moral, cultural, physical and social development of the pupils.
- To observe the conventions with regard to dress and decorum enunciated and published by the School.
- To communicate and liaise with colleagues as required regarding important events, updates, deadlines and matters that may affect the day-to-day running of the school.
- To assist in the administration of special events as determined by the Junior School Headmaster including: School Productions, Open Days, major sporting events and Parents' Evenings.
- To assist and support colleagues in presenting co-curricular events, in which the talents or activities of the pupils may be highlighted.
- To willingly co-operate in the Performance Review (appraisal) process.
- To have regard for personal, professional development and to attend and participate in professional development days which the Junior School Headmaster or Deputy Head may advise and/or organise.
- To attend and participate in in-service training days
- To account for all notes and / or communications from parents and see to it that these are given to the Junior School Headmaster through established channels.
- To attend all Staff Meetings called by the Junior School Headmaster.
- To actively co-operate in the development of the School policies by participating in working parties or co-operating with these in their work.

### **School Times and Co-Curricular Commitment**

For pupils, the day begins at 8.40am and classes end at 3.30pm and 3.45pm for the Pre-Prep department and the Junior department respectively. There is a staff meeting on Mondays after School that all teachers attend.

The teacher appointed will be expected to make a full contribution to the co-curricular life of the School. As well as providing a rigorous curriculum the children have many co-curricular opportunities in Sport, Music, Drama and Art. Music and Drama are particular strengths of the School and both schools are renowned for their sport. We feel that these opportunities help to

develop confident pupils and personalities where the individuals value themselves and, most importantly, learn to value others.

Both the Junior and the Senior Schools are renowned for their care and commitment to personal development and formation. In the Junior School we aim to provide a home from home, one that prepares the children for secondary education at the Senior School.

### **Remuneration**

The salary will depend on experience and qualifications and will reflect the importance of the post. The salary will be reviewed annually.

The successful candidate will be required to sign a St Benedict's School Contract. He/she will also be subject to the new Criminal Disclosure Regulations; a criminal record will not necessarily be a bar to obtaining the position.

### **Applications and Timetable**

Candidates must apply using the enclosed application form. This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

**Closing Date for completed applications: Wednesday 26<sup>th</sup> April 2017 at 12 noon.**

Interviews are planned for **w/c 1<sup>st</sup> May 2017** - if you have not heard by that time, you may assume your application has been unsuccessful.

The successful applicant will take up the post on **1<sup>st</sup> September 2017**

***A visit to the School is welcome either before or after application. It can be arranged by phoning Miss Lucy Hodge, the HM's PA on 0208 862 2054.***

Person Specification			
	<b>Essential</b>  <i>These are qualities without which the applicant could not be appointed.</i>	<b>Desirable</b>  <i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.</i>	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A degree (e.g. BA, BSc, BEd, PGCE) and QTS</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of additional courses attended and certificates attained</li> <li>• Catholic Teachers' Certificate</li> </ul>	Production of the applicant's certificates
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Evidence of teaching experience at Key Stage 1/Key Stage 2</li> </ul>	<ul style="list-style-type: none"> <li>• At least two years' experience as a teacher at Key Stage 1/Key Stage 2</li> </ul>	Contents of the Application Form.  Interview  Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Good people skills</li> <li>• The ability to be proactive</li> <li>• A team player</li> </ul>	<ul style="list-style-type: none"> <li>• ICT skills, especially knowledge and understanding of ActivInspire</li> </ul>	Contents of the Application Form  Interview  Professional references
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good understanding of the needs of children in Key Stage 1/ Key Stage 2</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of the needs of children at Key Stage 1 / Key Stage 2</li> </ul>	Contents of the Application Form  Interview  Professional references
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• A willingness to play a full part in every aspect of life at St Benedict's School and Nursery</li> <li>• A willingness to be fully supportive of the Catholic ethos of the School</li> <li>• Positive attitude toward meeting the needs of the children and their Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Musical and/or Artistic Talent / Performing Arts</li> </ul>	Contents of the Application Form  Interview  Professional references