



Cranmore School
Independent Preparatory School
for girls and boys 2½ - 13

Appointment of

Class Teacher

Junior Department

(Reception – Year 3)

From September 2018

Information for Applicants



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About Cranmore



INTRODUCTION

Cranmore School is an independent Catholic school founded in 1968 and is one of Surrey's leading prep schools. Cranmore welcomes girls and boys from 2½ to 13 years. At present there are 460+ pupils on roll. It is located in a rural setting in the Surrey village of West Horsley, equidistant from Guildford and Leatherhead.

The school comprises a traditional Preparatory School (Senior Department), fed internally by a Pre-Prep (Junior Department) and a Nursery. Children from Nursery progress to the Junior Department.

The Junior and Senior Departments share modern teaching facilities with 35 classrooms. The self-contained Nursery is divided into four zones each with its own wet area. It has a dedicated outdoor learning area with a fenced-off safety-mat for adventure play equipment. In addition, the Nursery has full access to the main school facilities such as the Music School, swimming pool, sports hall, woodland area and sensory garden.

A wide curriculum including music and the creative arts is followed. In addition, more than 40 extra-curricular clubs operate and include many options which are unusual in a prep school e.g. rowing and skiing. Although the school is non-selective, academic, art, music and sporting results are all excellent.



Pupils are prepared for a range of senior schools which in a typical year include the Royal Grammar School Guildford, City of London Freeman's School, Epsom College, St George's College, St John's Leatherhead, KCS Wimbledon, Charterhouse, Cranleigh, Tonbridge, Wellington and Worth.

Cranmore has an impressive track record in both Common Entrance and Scholarships to senior schools.

GUIDING VISION & VALUES

We welcome children from all faiths and from all walks of life – each is valued equally and we work hard to ensure we discover their individual talents and passions during their time as part of the Cranmore community.

The School's mission is to be a Catholic School whose aim is to help all pupils fulfil their potential, to foster their individual talents and to provide for their needs within its caring Christian community, committed to the teachings of the Gospel.

About Cranmore

LOCATION AND FACILITIES

Cranmore comprises outstanding teaching and sporting facilities which are contained within a single attractive 25-acre site on either side of the A246, the Leatherhead to Guildford road.

There is a private wooden bridge for safe access between the main school site and 12 acres of playing fields. The school has three modern science laboratories, two air-conditioned ICT laboratories, a chapel and a Music School. The Music School contains a large auditorium, specialist teaching and practice rooms where a wide range of musical instruments are available for use by both juniors and seniors.

All classrooms and offices are linked by the school's internet and all teaching staff have voicemail. All classrooms have interactive whiteboards. External doors are coded and the site is monitored by CCTV.

Within the main school building we have a sprung-floored gymnasium, including an adventure boulder wall, and a Half-Olympic size indoor heated swimming pool. In addition, in a large separate building we have a sports hall marked out for badminton, basketball, cricket nets and volleyball. On its upper level there are sports staff offices, changing rooms and showers, three high quality glass backed squash courts and, for older pupils, a Fitness Room with a suite of low impact cardiovascular equipment. These facilities are also available to staff.

With the exceptions of rowing at nearby Walton-on-Thames and skiing at Sandown, all our sporting facilities are on site. The Henderson Playing Fields, Paddock and Main Square provide a mixture of football and rugby pitches in winter and running tracks, cricket pitches, outdoor cricket nets and a nine hole pitch-and-chip golf course in the summer. There is a pavilion between the cricket pitches with changing facilities for visiting teams. We are also fortunate to have two fenced all weather pitches. One is principally used as four tennis courts and is also equipped with goals to use for football and hockey. The other is set up for football and hockey and is mainly used by pupils in Years 7 and 8.

A 1,500 square metre playground with rubberised safety surface is available for the use of all children during their break times. Adjoining the playground are a fenced and rubberised adventure play area for younger children and a 750 square metre quiet area with benches for reading and playing board games.

A wooded area owned by the school adjacent to the main pitches on the Henderson Playing Fields is used for 'Forest School' as well as collecting data for geography and science projects. The pond is used for supervised science lessons.

A fleet of six minibuses is used during the week for bringing some children to school from outlying areas and transporting them to matches against local schools.



Michael Connolly
Headmaster



About the Primary Teacher Post



Teaching at Cranmore

We are looking for a vibrant and enthusiastic member of staff to contribute to the development of our successful and Junior department (Reception to Year 3). The department currently has over 30 staff teaching in the region of 250 pupils.

We are seeking someone who has experience of teaching this age range and is able to teach all subjects at least at Key Stage 1 with the ability to also teach at Key Stage 2 being desirable. Sport, Music and French are taught by specialist teachers but class teachers are expected to support teaching in these subjects as may reasonably be required by the Head of the Junior Department. Teachers also attend Forest School with their pupils on a weekly basis.

TEACHING REQUIREMENTS

Teaching

- Teach pupils in a class in Reception to Year 3. Class will be allocated dependent on experience
- Teach children according to their needs, utilising the syllabus and scheme of learning adopted by the school.
- Plan and prepare lessons
- Set targets for progression designed to secure good progress for all pupils.
- Assess children's progress and provide feedback through routine marking and more formal assessment procedures.
- Maintain records of pupils' achievements according to school policy.
- Integrate the use of ICT into the classroom.
- Provide evidence of planning to those responsible for monitoring.
- Promote good relationships amongst pupils.
- Participate in the wider life of the school including extra-curricular clubs.
- Carry out supervision duties

Classroom management and organisation

- Be responsible to the Head of the Junior Department
- Use displays of children's work and other materials to promote high standards.
- Attend departmental meetings
- Share professional and curriculum matters with staff members.

- Provide organisational information to children, parents, and other staff to ensure the smooth running of school.
- Cooperate with other professionals and outside agencies employed to work with school and/or pupils.
- Provide information about pupil performance to children, parents and other staff.
- Communicate effectively with parents of pupils.
- Deal with professional matters and sensitive issues diplomatically.
- Observe confidentiality.
- Develop and maintain excellent working relationships with colleagues.

Professional Development

- Keep up-to-date with educational initiatives and developments.
- Maintain an interest in school improvement by contributing to the School Development Plans and adopting recommendations as required.
- Make a positive contribution to whole school or team initiatives.
- Attend C.P.D. training either as part of a whole school initiative or as required and identified in appraisal.
- Ensure that school policies are observed.
- Uphold the reputation of the school.
- Undertake duties and tasks which may be reasonably requested by the Head of the Junior Department.

About the Primary Teacher Post

PERSON SPECIFICATION

Education (Required)

- Relevant degree
- Qualified Teacher status
- Evidence of continuous commitment to further professional development

Experience (Required)

- Experience of providing relevant, differentiated and inspired teaching for pupils
- Proven track record in teaching in Key Stage 1 and 2 in an exciting way in order to inspire and challenge pupils
- Working in partnership with parents, pupils and colleagues.

Knowledge & Understanding

- Have a clear understanding of what is required to meet the teaching standards and produce excellent teaching and learning
- Understand how to provide effectively for the individual needs of all children
- Have knowledge of the National Curriculum requirements
- Be able to Monitor, assess, record and report on pupils' progress
- Have the ability to use ICT effectively to support teaching and learning and to monitor children's progress
- Have an understanding of how to recognise and reward the efforts and achievements of pupils

Personal Characteristics

- Committed to the teaching post
- Flexible, adaptable and able to use initiative
- Have good attendance and excellent punctuality
- Be a good communicator and proactively engage with parents and colleagues
- A willing and supportive team member
- Energetic and creative
- Keen to develop professionally
- Resilient
- Have a commitment to safeguarding and promoting the welfare of children
- 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 religious ethos.
- Have 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).



How to Apply

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will not be put forward for consideration. A curriculum vitae will not be accepted in place of the completed application form. **The application form should be accompanied by a Letter of Application addressed to the Headmaster.**

The applicant may be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. Candidates selected for interview will also be observed teaching a lesson. The interview panel will consist of, at least one person trained in Safer Recruitment who will ask the appropriate questions. All applicants who are invited to interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

Key dates

Closing Date for Applications: Friday 16 March 2018, 9am

Interviews to be held on: Wednesday 21 & Thursday 22 March 2018