



# Feltonfleet

PREPARATORY SCHOOL

## Teacher of Science

Required for **September 2018**

### Science Teacher

The following post is advertised:

*Feltonfleet School seeks an enthusiastic and inspirational teacher of Science to Common Entrance and Scholarship, to join the excellent team in this thriving, dynamic, day and boarding prep school. We would welcome applications from NQT's and more experienced candidates alike.*

Closing date: **Wednesday 31<sup>st</sup> January 2018 at 9.00am**

Ideally, the successful candidate is:

- An NQT or a more experienced KS3 qualified teacher looking, eager, willing and able to teach Science to classes in Years 5 to 8.
- Capable of working as part of a strong team, but also able to show initiative, work independently, and support the continued development of the Science Department.
- Willing and able to coach games and/or contribute strongly to other extra-curricular activities.
- Committed to the busy day and weekly/flexi boarding ethos.
- Good fun, inspirational, brilliant with children, and completely at ease with parents.

### Feltonfleet School

Feltonfleet is a thriving, co-educational day and weekly/flexi-boarding prep school located near the A3 in Cobham, Surrey. There are 400 pupils on roll, of which 80 are in the Pre-Prep, Calvi House. The School is set in 30 acres of woodland and grounds, and presents a marvellous working environment. It has charitable status and there is a board of Governors.

The Headmistress is Mrs Shelley Lance, who commenced leadership of the school in January 2018. There are 45 full-time teaching staff and a large support team. Approximately 60 boys and girls are weekly or flexible boarders. We follow a Monday to Friday routine, with matches for prep school pupils on Saturday mornings.

Feltonfleet enjoyed a highly successful ISI Inspection in November 2012 and an outstanding judgement from ISI for our boarding provision in November 2015. All areas of the School have been refurbished and the Lower School classrooms (Years 3 and 4) were completely re-shaped in 2014. A state of the art Theatre and Dance Studio were opened in May 2015, transforming the front of the School.

The approach to teaching and learning at Feltonfleet is exciting and challenging, with an emphasis on growth mind-set. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things, consequently standards are high. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach.

Staff are well supported through a Professional Development Review programme which encourages colleagues to seek appropriate courses. The School has a strong internal programme of INSET and is constantly seeking to raise standards.

Demand for places in the School is considerable.

## **The Science Department at Feltonfleet**

Feltonfleet is a stimulating place in which to teach, where effective learning is impressively pursued, and the Science Department is no exception.

The Science Department is a model of best practice.

## **Job Specification – Science Teacher**

The successful candidate for this post will be KS3 Science specialist with QTS or post graduate training relevant to the post, either experienced in teaching or trained to teach Science to classes in Years 5 to 8. This incorporates preparation for Common Entrance and Scholarship.

### **a. Accountable**

- To the Subject Leader in Science and the Assistant Head (Teaching & Learning)

### **b. Responsible**

- For teaching as full as possible a timetable of classes in Years 5 to 8

### **c. Key areas of responsibility**

- To carry out all the usual duties of a KS3 Science teacher.
- To promote high quality teaching and learning of the National Curriculum.
- To ensure that the classroom is an invigorating environment for effective learning, embracing pupils' work on paper, display and in the general atmosphere created in the classroom.
- To write academic reports, and monitor and evaluate pupils' learning, liaising closely with the Science Leader and the Assistant Head (Teaching & Learning).
- To be accessible and amenable to regular parental contact, and develop open, easy and professional relationships with parents.
- To maintain and manage the physical resources in the learning area.

- To undertake supervisory duties.
- To run an assigned weekly club and to help with Senior Games.
- To attend staff meetings, School INSET, and attend professional courses to enhance teaching effectiveness and qualifications.
- To support and contribute strongly to the corporate life of the school (eg contributing material to newsletters, the school magazine, the web site, attending events etc).

**d. Person specification**

A sense of humour, adaptability, a commitment to team work, and a strong desire to make a difference are vital to our philosophy. A can do, will do attitude must be the driving intent of the successful teacher, allied to a sensitive and sympathetic approach to the overall role.

In addition to candidate's ability to perform the duties of the post, the interview will also explore the issues relating to safeguarding and promoting the welfare of children including;

- Motivation to work with children and young people
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to the use of authority and maintaining discipline

For an appropriately qualified candidate there is an opportunity to be centrally involved with the Games programme, coaching U10 – U13 teams.

The Feltonfleet day is long and busy, and we shall certainly look for, and reward, a strong commitment to the whole life of the school.

We would be delighted to welcome applications from colleagues currently working in the maintained sector. However, understanding our high expectations, a commitment to working very hard, and clear evidence that you are going to get fully involved in the life of this excellent school, is paramount. You need not have worked in a prep school before, but you do need to understand and have empathy with the ethos and spirit of prep schools and independent education. You need to be in full sympathy with all that we are about.

**General responsibilities for a teacher at Feltonfleet**

- To promote high quality teaching and learning
- To ensure the classroom is an invigorating environment for effective learning, embracing pupils work on paper, display and in the general atmosphere created in the classroom
- To write academic reports, and monitor and evaluate pupils' learning,
- To develop open, easy and professional relationships with parents and colleagues
- To maintain and manage the physical resources in the learning area

- To undertake supervisory duties, attend assemblies, and school lunch
- To attend staff meetings, School INSET, and attend professional courses to enhance teaching effectiveness and qualifications
- To comply with Health and Safety requirements
- To play a full part in the life of the School
- To ensure the best possible practice.

## Other areas of School life

All teachers appointed to Feltonfleet are expected to contribute fully to the extra-curricular and pastoral life of the School.

**Pastoral care** is a strong feature of Feltonfleet life. An interest and involvement in boarding as a House Tutor is a requirement for residential staff (ie those occupying school accommodation). Weekly boarding for boys and girls is an important element in the life of the School. Non-residential staff are not expected or required to support boarding as a boarding tutor.

**Games and the wider life** - An involvement in games would be well received, and there could be opportunities to coach front line teams. The School expects its teachers to contribute wholeheartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the school depends upon teachers who, for example, coach games, direct plays, support and organise clubs and society meetings, or take children on trips and residential expeditions.

## Salary and support

The School is strongly committed to on-going training and development. We offer a formal induction programme, and follow the Government's mentoring scheme for NQTs.

The seven point salary structure is based on the maintained sector pay scales plus a Feltonfleet allowance. Salaries are paid according to a seven point scale. An NQT would be placed on point 1 which at current rates is £26,875; a teacher at the top of the scale, point 7, is paid £42,550.

The successful appointee will also be entitled to the following:

- The children of full-time staff are educated at a reduced rate
- Use of a staff laptop/iPad
- Use of corporate games clothing for games coaching
- Free school meals

This post offers an exciting opportunity to work in a well established, developing and ambitious school. At a time when interest in the School, and demand for places is considerable, the future is very exciting.

## **Safeguarding and Child Protection**

The successful candidate will be expected to commit to the following;

The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons' for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmistress.

The successful candidate will be required to provide an enhanced CRB Disclosure. In seeking references on short-listed candidates, the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

## **Applications**

A brief letter of application, and a completed and signed application form should be addressed to the Headmistress, Mrs Shelley Lance, as soon as possible.

The Assistant Head (teaching & learning) and the Science Leader would be delighted to talk on the phone to any candidate who would like to know more about the post. They can be contacted at the School (01932 862 264), or by email: [simon.pomeroy@feltonfleet.co.uk](mailto:simon.pomeroy@feltonfleet.co.uk) or [steve.falconi@feltonfleet.co.uk](mailto:steve.falconi@feltonfleet.co.uk).

Full details of the post and application forms are available on the school website - [www.feltonfleet.co.uk](http://www.feltonfleet.co.uk) - or from the Headmistress's PA, Mrs Heidi Tripp: [hmpa@feltonfleet.co.uk](mailto:hmpa@feltonfleet.co.uk) or 01932 862 264.

Interviews will take place on **Monday 5<sup>th</sup> February 2018**.

Shelley Lance  
January 2018