



# The Old School Henstead

An Independent Prep School for Girls and Boys Aged 2½ - 11.



## Information Pack

### Exceptional Teacher KS1/KS2 (Maternity Cover)



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**The Application Form is downloadable as a separate document.**





## 1. The Role

### **Exceptional Teacher Required (Maternity Cover)**

“

The Old School Henstead seeks to appoint an exceptional teacher for a full-time (maternity cover) teaching position commencing September 2018. We are a rural preparatory school and nursery (ISA and IAPS accredited), offering a superb education to boys and girls aged 2 ½ - 11 years.

You will be an exceptional teacher with excellent Mathematics and English skills and a passion for reading. A willingness to play a full and active role in the daily life of a busy and vibrant prep school is a necessity, as is the desire to engage in regular professional development opportunities. Experience of teaching at Key Stage 2, Games and a good level of ICT skills are desirable attributes. There is opportunity to take on wider school responsibilities for the right applicant.

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#### Remuneration

An attractive remuneration package includes membership of the Teachers' Pension scheme and a generous remission of fees for any children attending the school.

#### Application

If you would like to apply, please download and complete the Application Form and return by email to [office@theoldschoolhenstead.co.uk](mailto:office@theoldschoolhenstead.co.uk)

Potential applicants are invited to speak to the Headmaster, for further information on the post and the school itself. (Please email your contact numbers to [office@theoldschoolhenstead.co.uk](mailto:office@theoldschoolhenstead.co.uk))

**CLOSING DATE FOR APPLICATIONS: 4.30 pm Monday 19 March 2018.** Early applications encouraged.

*The Old School Henstead is committed to the protection and safeguarding of children and young people, therefore, all candidates will be required to undergo an Enhanced DBS check. We may take up references before short-listing has taken place, which will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.*



## 2. Job Description

### Teacher

#### **Line Manager:**

The Headmaster

#### **Key Responsibilities:**

- To deliver the appropriate curriculum as outlined by the Headmaster or his Deputy.
- To contribute to the review, development and management of the curriculum as required by the Headmaster or his Deputy.
- To work in accordance with the role of teacher as defined from time to time by The Old School Henstead.
- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the aims and objectives of The Old School Henstead.
- To undertake such other duties as the Headmaster or his Deputy may reasonably request.

#### **Key Tasks:**

- To oversee and organise the resources for each group of pupils you teach within the financial parameters of the School.
- To deliver teaching of a high standard.
- To maintain outcomes of achievement from pupils taught.
- To maintain standards of discipline in line with school policies.
- To maintain an attractive and well-ordered classroom.
- To complete all pupil assessment requirements, including the regular marking of class work and homework as appropriate.
- To develop a continual updating of knowledge and understanding of the curriculum through personal reading, research and training.
- To attend required meetings with colleagues and parents relative to duties outlined in this job description and in line with our published schedule.
- To participate in School Evaluation and INSET, with particular regard to Safeguarding.
- To contribute to the development plan of the school as required.
- To advise the Headmaster on resources required to enable effective teaching of your subject.

#### **Pastoral Responsibilities:**

- Take a full part in the pastoral arrangements of The Old School Henstead including attendance at Assemblies.
- To perform the tasks and duties of a Form Teacher (where applicable) under the direction of the Headmaster or his Deputy.

#### **Other considerations:**

- To contribute to the co-curricular life of The Old School Henstead.
- To assist or lead in the organisation and management of school related events and co-curricular activities in consultation with the Head or his Deputy.
- To continue the roles outlined in this job description to the highest level.



### 3. About The Old School Henstead

#### 3.1 Aims & Values

In a secure and caring environment and as part of a happy childhood, The Old School Henstead seeks to provide the opportunity for every child to become a lifelong and resilient learner. We aim to do this by:

- encouraging our children to seek excellence in all that they do
- supporting them in developing their intellectual, aesthetic, creative, physical, spiritual and emotional capacities to the full
- nurturing the development of a sound moral framework
- providing a rigorous and appropriately challenging academic curriculum, complemented by regular opportunity for adventure and personal development
- encouraging each child to be mindful of the needs of others and of the world around them.

All that we do at The Old School is underpinned by a Christian ethos and we welcome children of all faiths and none. Our core values of confidence, resilience, empathy, adventure, teamwork and excellence guide us to be the best that we can be.



## 3.2 School Day

The school day starts with registration at 8.35am. Children may be pre-booked into the early morning Breakfast Club which opens at 7.45am. Children arriving early (at any time between 8.15am and 8.35am) may be looked after until 8.35am when they go to their classrooms.

- Morning break is from 10.50am to 11.10am
- Lunchtime starts at 12.00pm for the Early Years Foundation Stage, and 12.10pm for Years One and Two, followed by 12.40pm for the Upper School. Pupils can enjoy the remainder of their lunch break in lunch time clubs or play on the fields until Registration at 1.25pm.
- Afternoon break (lower school only) is from 2.30pm to 2.45pm.

The day ends at 3.35pm for children in Reception to Year 2 and at 4.10pm for Years 3 to 6. Children in Reception to Year 2 who need to wait until 4.10pm are cared for in a supervised activity or prep session. After this additional care is provided until 5.30pm Monday to Friday for children in all year groups.

Our term dates and calendar of events can be found on our website.

### **Prep**

Parents of pupils in Reception upwards have the option of an after school prep session every day until 5.30pm. Children complete their daily homework, under supervision, before having the option to complete independent work, reading or creative activities. A small fee is charged for this service.

### **After School Clubs**

A range of supervised activities takes place after school each day, from Monday to Thursday, for children in Reception upwards. The activities on offer vary from term to term. Examples include: Tennis, Pony Club, Wire Sculpture, Spy School, Arts & Crafts, Athletics, Archery, Debating, Rugby, Rounders, Cricket, Football, Lego Club, Netball, Hockey, Multi-Sports, Unihoc, Dodgeball and Scenery Construction.



### 3.3 Teaching & Learning

The Old School Henstead is driven by our determination to provide pupils with a tailor-made learning experience of the highest standard. The teaching at The Old School Henstead is committed to ensuring that every pupil maximises their potential through inspiring, motivating and enriching learning opportunities. Our curriculum is designed to inspire and challenge all pupils, with teaching adapted to meet the varying needs of our students.

We aim to teach children how to grow into positive, responsible people, who can work and co-operate with others, whilst developing knowledge and skills in order to achieve their true potential. Above all, we believe in making learning fun. We believe in engendering a love of lifelong learning in every child that passes through the school.

Small class sizes, excellent teaching and an insistence on traditional values of hard work and good manners help all pupils at The Old School Henstead to achieve high academic standards. We cater for pupils of all abilities, offering specialist support where needed at both ends of the ability spectrum.

Early Years and Key Stage 1 classes (Reception, Years 1 and 2) are taught in their class base by their class teacher for the majority of subjects. From Year 3 onwards (Key Stage 2) the majority of subjects are taught by subject specialist teachers.

Detailed Curriculum Maps for Years 1 to 6 can be found on the school's teaching and learning policy, published on the website.

#### **Assessment**

Assessment for Learning plays a vital role in ensuring that every pupil makes excellent progress. We encourage pupils to take responsibility for their own learning, to be involved as far as possible in reviewing the way they learn, and to reflect on how they learn – what helps them learn and what makes it difficult for them to learn.

We ensure that every child knows where they currently are in their learning and what they need to do in order to improve. Assessment takes many forms at The Old School Henstead: from informal classroom discussions and the marking of pupils' work to the data provided by thorough standardised assessments. We believe that to really assess children, you must first try to understand them for who they are – individuals.



## 3.4 Pastoral

### Assemblies

Assemblies are an important starting point of the day at The Old School Henstead. Our assemblies are designed to inspire pupils to appreciate all that life has to offer and to settle for nothing less than their very best. Every morning children from Reception upwards attend assemblies which are themed – on a termly basis – around the Christian ethos and core values of the school. In addition to whole school assemblies, there are also House assemblies, Show and Tell assemblies and pupil-led form assemblies.

### Forms

The form teacher plays a vital role in the daily life of each pupil. The form teacher is the first point of contact for any queries or concerns. Pupils are registered by the form teacher every morning and spend time together at the end of each day. Contact with form teachers is encouraged and can be arranged through the homework diary (Years 3 to 6), message book (Reception to Year 2), via email or in person at the beginning or end of day. Regular form updates are posted on the form's Schoology page. Each form has a mascot that is awarded weekly to the pupil who best demonstrates the core values of the school.

### Houses

The school has an active house system that encourages pupils to interact and collaborate with pupils outside their own year group. Weekly house assemblies form a basis for a wide range of house activities including sports competitions, artistic and cultural pursuits. House points are awarded for good work and behaviour, which contribute to the end of year award of the Inter-house Cup.

### School Council

The School Council has two representatives from every year from Reception to Year 6, with Reception electing their representatives in the Summer Term. New representatives are elected every term. Designed to give all the children in the school a voice, class representatives meet weekly to inform the Council of any issues or ideas generated by their classes. There are often good suggestions for improvements around the school and in the classrooms, plus some wonderful ideas for learning. Minutes are taken, which are communicated to the Headmaster. It is a real opportunity for the boys and girls to contribute to the development of the life of the school.





## 4. Contact Details

### The Old School Henstead

Toad Row  
Henstead  
Near Beccles  
Suffolk  
NR34 7 LG

T. 01502 741150

[www.theoldschoolhenstead.co.uk](http://www.theoldschoolhenstead.co.uk)

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