

# HATHEROP CASTLE

## THE ADVENTURE OF CHILDHOOD



## KS1 Teacher

### Candidate Pack



## **INTRODUCTION**

The opportunity has arisen for an experienced, inspiring KS1 Teacher to join this highly regarded co-ed day and boarding prep school, located in the heart of the Cotswolds. The school is enjoying a period of significant investment and development since joining the Wishford Schools group in 2014, and a recent ISI inspection found the school to be 'Excellent' in all categories.

## **THE SCHOOL**

Hatherop Castle School is a co-educational day and boarding prep school for pupils aged 2 to 13, located in a stunning rural setting in the heart of the Cotswolds. Set in 21 acres of beautiful landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment.

Children are prepared for entry to a wide range of selective independent secondary schools including Marlborough, Abingdon, Cheltenham College, Dean Close, King's Gloucester and Malvern St James, as well as Gloucestershire's highly sought-after grammar schools. The school has a 100% track record of achieving school of first choice and great care and consideration is given to ensure each child enters the senior school best suited to their needs.

Children at Hatherop Castle benefit from a full and challenging curriculum with expert teaching and wide-ranging extra-curricular activities. Here they build skills, techniques and a love of learning that will serve them throughout their school career. The Castle and grounds themselves play an enormous role in the children's experience, providing a wonderful and exciting place in which to spend their childhood, where they can play, explore, build confidence and take risks in a safe environment.

The school operates a very flexible boarding provision and has ambitions for growth and development in this area, including the launch of a weekly accompanied train service from London and further development of international links.

Since joining the Wishford Schools group, the school has begun an extensive programme of investment and refurbishment, with improvements to classrooms, boarding accommodation and the common parts of the school, as well as upgraded IT facilities and investment in staff. In June 2016 a new Performing Arts Centre was completed, providing an outstanding rehearsal and performance space for music, drama and dance. The school has recently secured control of a large walled garden which is to be developed to provide additional play space for the Nursery and Pre-Prep, for horticultural use and sports facilities. The coming years will see significant further investment and the successful candidate will play an important role in setting and delivering this vision.

Last inspected by ISI in March 2016, the school was found to be 'Excellent' in all categories.

For more information on Hatherop Castle School, please visit: [www.hatheropcastle.co.uk](http://www.hatheropcastle.co.uk)

## **THE OPPORTUNITY**

Candidates are invited to apply for the position of KS1 Teacher for September 2018.

Candidates are sought who can demonstrate a track record of high quality teaching.

A full job description and person specification can be found below.

### **Boarding**

Candidates with an interest in taking a role within the Boarding House should note this in their covering letter. Accommodation may be available for candidates willing to play a meaningful role in the boarding house.

## **REMUNERATION**

An excellent salary and benefits package will be provided including access to the Teachers' Pension scheme and school fees remission.

## **APPLICATION PROCESS & IMPORTANT DATES**

Applicants should complete the school's application form and submit this by email. The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is noon on 9<sup>th</sup> February 2018.

## **CONTACT DETAILS**

If you have any queries or would like further information, please do not hesitate to contact Loren Taylor, Head's PA, on 01285 750206 or [loren.taylor@hatheropcastle.co.uk](mailto:loren.taylor@hatheropcastle.co.uk)

## Job Description

### KS1 Teacher

Responsible to:	Headmaster Deputy Head (Pastoral), Deputy Head (Academic), Head of Pre-Prep
Purpose of the job:	KS1 Teachers share the responsibility for the efficient running of the school and the provision of successful pastoral care and academic progress of all pupils.
Relationships:	The post holder is directly responsible to the Leadership Team and works closely with fellow teachers, the Learning Support Coordinator and Teaching Assistants
Responsibilities:	<p><b>Teaching and Learning</b></p> <ol style="list-style-type: none"> <li>1. To teach inspiring differentiated lessons with high expectations of all pupils.</li> <li>2. To follow the curriculum, to promote the development of the abilities and aptitudes of the pupils in any class or group assigned.</li> <li>3. To prepare termly plans according to the schemes of work and to upload them into the relevant folder on the school network.</li> <li>4. To prepare weekly and daily plans in accordance with the schemes of work and to teach lessons to pupils according to the prepared plans.</li> <li>5. To evaluate lessons retrospectively in order to inform future planning.</li> <li>6. To assist in any review of schemes of work.</li> <li>7. To ensure that work is regularly and promptly marked following the school marking policy.</li> <li>8. To set and mark homework according to requirements and in line with the children's targets.</li> <li>9. To administer tests and examinations as appropriate to the year group, recording results as requested.</li> <li>10. To assess and record pupils' progress; provide or contribute to oral and written assessments, reports, and references.</li> <li>11. To liaise with the Learning Support Coordinator and Learning Support Assistants regarding any children with specific needs. As required, liaise with parents and other schools/agencies involved.</li> <li>12. To complete regular Performance Management Reviews through the school's appraisal system.</li> <li>13. To participate in 'Inset' Days and training courses.</li> <li>14. To be responsible for creating a stimulating, productive learning environment in the classroom and shared areas. Each Teacher has responsibility for the presentation of their classroom, cloakroom area and the school's communal spaces. Displays will be changed routinely at least once a term and preferably every half term. Cloakroom areas will be checked regularly by Teachers and measures introduced to maintain their tidiness.</li> <li>15. To utilise a variety of teaching methods and strategies to enthuse pupils and take their learning forward.</li> <li>16. To consult with specialist subject teachers to ensure the children in your class are progressing in all areas of learning.</li> <li>17. To lead and co-ordinate a specific subject as agreed with the Headmaster.</li> </ol> <p><b>Pastoral</b></p> <ol style="list-style-type: none"> <li>18. To take shared responsibility for the pastoral care of all pupils in the school with specific responsibility for pupils within your allocated form.</li> <li>19. To develop good relationships and regular communication with parents and to report to the Headmaster and/or Head of Department any significant aspects. Teachers are responsible for maintaining the strong links between home and school. Teachers should encourage a regular constructive</li> </ol>

	<p>dialogue between parents and teacher through informal conversations, telephone calls, e-mails and more formal meetings scheduled throughout the school year. Notes should be kept in the pupil's file regarding conversations that prompted action or where any concerns were expressed.</p> <p>20. To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned, maintaining good order and behaviour in line with the school's policies and expectations.</p> <p>21. To maintain an accurate daily marked register, to maintain the accuracy of data held, to distribute information as required, to receive letters from parents, to report any absences to the School Office in line with school policies.</p> <p>22. To maintain the high standards of dress and behaviour for their pupils.</p> <p>23. To act upon, record and file day book entries following incidents or when concerns arise. To adhere fully to all school policies including; Anti-Bullying, Safeguarding and Behaviour policies.</p> <p>24. In addition to attending all assemblies with their forms, Teachers are responsible for coordinating form assemblies, ensuring that the pupils are prepared and that parents are invited to attend.</p> <p><b>Administration and other responsibilities</b></p> <p>25. To attend Parents' Evenings, informal meetings with parents and extra-curricular activities as required, including Open Mornings if required.</p> <p>26. To undertake break/lunchtime supervision duties as required.</p> <p>27. To organise/assist with after-school activities as required.</p> <p>28. To attend staff meetings and briefings in accordance with the calendar of meetings and routines published at the start of each term.</p> <p>29. To report any concerns regarding their pupils at staff briefings so that other staff are kept informed.</p> <p>30. To plan/supervise/assist with off-site day and residential trips if requested.</p> <p>31. To maintain high standards of professionalism at all times.</p> <p>32. To ensure good and effective liaison across the school and to promote positive relationships with senior school colleagues.</p> <p>33. To supervise, and as far as practicable, teach for a reasonable time any pupils whose teacher is not available to teach them.</p> <p>34. To use the allocated non-contact time productively to include activities such as planning and preparing lessons, assessing children's work and attending meetings, recording and reporting on the development, progress and attainment of pupils.</p> <p>35. To follow and support all school policies and procedures.</p> <p>36. To complete records, grade cards and reports within the published deadlines and to ensure all are filed appropriately.</p>
Annual Review:	<p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.</p>

# Person Specification

## KS1 Teacher

The successful candidate will have the following skills, experience and qualities:

### Skills

- Be an outstanding classroom practitioner.
- Excellent communication skills and ability to build relationships with pupils, parents and colleagues
- Excellent planning, administration, time management skills.
- The ability to work to deadlines.

### Experience

- Educated to degree level with qualified teacher status and a track record of success.
- Departmental leadership experience in a similar setting.
- Evidence of a commitment to continuing professional development.
- Experience of working in a boarding environment.

### Personal Qualities

- Leading by example in honesty and integrity.
- A 'can do' attitude and the willingness to work hard to get things done.
- Ambition, energy, enthusiasm and commitment.
- Drive and determination.
- A confident and outgoing personality that will be able to maintain the support of colleagues, parents and pupils.
- Be able to take the initiative and able to take an idea and develop it through to completion.
- Be observant, have an eye for detail, spot problems and develop solutions.
- Have a good sense of humour and be flexible and adaptable.