



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

Appointment of

**Maths and/or English
Teacher**

(Years 4 - 8)

From September 2018

Information for Applicants



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Registered Office at Cranmore School KT24 6AT

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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 (Bright Stars at Cranmore). Children from Bright Stars 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 Maths and/or English Teacher Post



Teaching at Cranmore

We are looking for a vibrant and innovative member of staff to contribute to the development of our successful and senior department. The department currently has over 30 staff teaching in the region of 230 pupils.

The new staff member will be responsible for teaching Maths and/or English throughout the Senior Department to pupils in Years 4 through to 8.

We are seeking someone who has experience of teaching this age range and has a working knowledge of practices at Key Stages 2 and 3. Applicants should have proven experience in teaching Maths and/or English to a high standard and be familiar with current opportunities for uses of ICT in lessons. The successful candidate must be able to develop and maintain excellent working relationships with colleagues.

Teacher Requirements

Teaching

- Teaching of Maths and/or English to pupils in Years 4-8.
- Teach children according to their needs, utilising the syllabus and Scheme of learning adopted by the school.
- Acknowledge the different learning styles of various pupils and use a variety of teaching methods to achieve understanding.
- 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.
- Ensure all required documentation is kept up-to-date and accessible.
- Integrate the use of ICT into the classroom.
- Plan a balanced, progressive and challenging curriculum, accessible to all pupils.
- Provide evidence of planning to those responsible for monitoring.
- Promote good relationships amongst pupils.

Classroom management and organisation

- Be responsible to the Deputy Head, Head of Maths and/or Head of English.
- Use displays of children's work and other materials to promote high standards.
- Attend departmental meetings
- Share professional and curriculum matters with staff members and the Head of Department.
- Maintain professional relationships with colleagues.
- Provide organisational information to children, parents, and other staff to ensure the smooth running of school and occasional events.
- 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.

About the Maths and/or English Teacher Post

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 Headmaster

General

- Be willing to participate in the wider life of the school.
- Contribute to the of after-school clubs and sporting programme in accordance with their interests and talents
- Take part in supervision rotas
- Be a Form Teacher if required
- Support and facilitate the promotion of their department and the school through different mediums such as the School Web Site and V.L.E.



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 all pupils in assigned classes
- Proven track record in teaching Maths and/or English in an exciting way in order to inspire and challenge pupils
- Ability to prepare pupils for Senior School entrance assessments.
- Experience of and interest in the development of cross curricular projects.
- 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

The teacher will be:

- 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

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: Monday 5 March 2018

Interviews to be held on: Wednesday 14 & Thursday 15 March 2018