



Sandroyd

Candidate Information

English Teacher

Introduction

Sandroyd is an independent, co-educational prep school for day and boarding pupils aged from 2-13 years. For 125 years Sandroyd has represented the very best in Prep School education. We aim to develop children through a combination of a caring and supportive environment with the provision of stimulating opportunities in and out of the classroom.

Sandroyd is very much a forward-looking Prep school with a firm grip on tradition. We are proud of our record of academic success at both Scholarship and Common Entrance level and our Honours Boards tell a consistent tale of excellence in examinations to all leading Public Schools.

Sandroyd has wonderful facilities and resources and is set in extensive grounds within 600 acres of the stunning Rushmore Estate. The School owns the freehold to Rushmore House and approximately 60 acres surrounding the main buildings. The school has enjoyed a high level of investment over the past few years with the addition of a new state of the art sports hall, new classrooms and laboratories and a purpose built Pre-Prep department. We are currently building a new art studio and dance studio and refurbishing our boarding accommodation.

Sandroyd currently has approximately 210 pupils on the roll with 40 in the pre-prep and 170 in the main school. The heart of the school is in boarding and whilst many country prep schools have dramatically reduced their boarding in recent years, Sandroyd has bucked this trend, with a thriving boarding community.

The school aims to produce academic, well-rounded children and to that end, operates a long day. The prep school day starts at 8.20am and finishes at 4.00pm or 6.30pm. All teaching staff are involved in boarding duties on one night a week.

Pastoral care is one of Sandroyd's great strengths. Each child has a personal tutor who is responsible for monitoring academic progress, seeing that out of class hours are spent profitably and productively and generally being a first port of call whenever needed.



Why Work at Sandroyd?

All of our staff are dedicated to going the extra mile to provide an exceptional education for each and every child at Sandroyd. This can only be achieved by working with outstanding team players who share our values; who care greatly about their colleagues, our children and their parents; and who are motivated by the importance of their work.

Sandroyd has an all-embracing staff culture, which sees us support and communicate with one another at all times. The staff at Sandroyd are undoubtedly our most important and valued asset, and we work hard to ensure they are rewarded appropriately. We work closely with everyone so that they have the correct training and support to be able to seek internal or external promotion as appropriate to their experience and skill level.

With increased demand for pupil places, we have benefited from significant investment in the school's facilities. The Governors, Headmaster and Senior Leadership team are ambitious to ensure that Sandroyd remains at the very forefront of boarding prep schools in the country, and the successful candidate will be joining the school at an exciting time in the next stage of the schools development.



The Post

The post becomes available from April 2018, or earlier if possible. The post has arisen due to a combination of maternity leave and an increase in pupil numbers. There is a degree of flexibility regarding the contract to ensure we attract the best candidate.

This would ideally be a full time position, but could suit a part time position as well. We would be willing to discuss options for both a temporary position as a more permanent role.

We are looking for a well-qualified, dynamic, innovative and forward-thinking teacher to maintain the reputation for excellence in the English Department. The successful candidate must be an outstanding classroom practitioner and should be passionate about English. He or she should be someone who is inspirational to children both in and out of the classroom. Previous experience of preparing pupils for Common Entrance exams in Year 8 is desirable, but not essential. Applicants should have high expectations of pupil achievement and behaviour, excellent organisational and time-management skills.

The successful candidate will be an excellent role model for pupils, and will set high standards of smartness, manners and general demeanour. Candidates for this post are likely to have a good university degree with a recognised teaching qualification, such as a PGCE. The ability to teach games would be a distinct advantage, but is not essential.

Job Description

The following points outline the job description for a teacher at Sandroyd. The selected candidate would be expected to be fully committed to working in a busy boarding school, as such, this is not necessarily a complete list of everything required for the full professional discharge of duties.



TEACHING AND LEARNING

1. Teach classes and subjects as assigned by the Director of Studies at the start of each term.
2. Ensure that a variety of teaching and learning strategies are employed during the course of a term.
3. Ensure that planning shows proper differentiation so that all pupils can make suitable progress.
4. Assess pupils regularly in accordance with the policy laid down in the Departmental Handbook for each subject and keep the relevant records. Use your assessments to plan future lessons.
5. Set preps as indicated by the prep timetable.
6. Set work for lessons when anticipated absence takes place.
7. Teach children according to their needs, including setting and marking of work. Regularly assess, record and report individual development, progress and attainment of pupils.
8. Prepare pupils for entry to Senior Schools as directed by the Head of Department.
9. Complete reports according to School guidelines.
10. Engage pupils to use ICT where appropriate, to enhance their skills.
11. Maintain notes on PASS via the School Administrator.

PASTORAL CARE

1. Communicate with the Deputy Head and relevant tutor to inform them of any significant occurrences or concerns that might affect the teaching, learning or wellbeing of any pupil.
2. Maintain good order and discipline of pupils at all times, being mindful of their health and safety.
3. Report accidents and any near misses to Sister/Bursar.

TUTORING

1. Be aware of the pastoral needs of the pupils in your tutor group or form. Attend to these needs as far as possible. If you or the child feels another member of the school community is in a better position to meet those needs then pass on all relevant information.
2. Introduce yourself by e-mail and, where possible, in person to the parents of new members of your tutor group. Keep regular contact via phone or e-mail and be prepared to act as the first port of call for any concerns.
3. Ensure that the Headmaster, Housemaster and Deputy Head (Pastoral) as well as other relevant staff, are informed if there are serious concerns regarding a member of your group.
4. Make sure that you are familiar with the information on the PASS system and pastoral and academic information for pupils in your group is kept up to date.
5. Be aware of sporting, musical and academic successes of members of your form and make a point of congratulating them. These should be recorded in the achievements section of the notes section in PASS.
6. Complete fortnightly and mid-term assessments for each pupil and ensure that they are entered on the sheets in the PASS system.
7. Check subject reports at the end of each term and write a tutor report on each pupil. Tutor reports should follow the whole school Guidelines for Report Writing.
8. Prepare the group to take an assembly once each academic year.
9. Invigilate and mark weekly General Knowledge tests. Pass scores on to the GK co-ordinator.
10. Lead tutor periods and take registration each morning.
11. Arrange for the election of a tutor group representative to the school council.
12. Set targets at the start of each term and consider them with the pupils at the end of term.
13. Monitor assessments and grades and discuss any particularly good or worrying results with the pupils concerned.
14. Be prepared to discuss general progress and behaviour with parents as required.
15. Help pupils as needed in co-ordinating different subjects and review files to ensure that they are properly maintained.
16. Check that lockers are kept tidy and that pupils take appropriate responsibility for looking after their possessions.
17. Check pupils' planners to ensure that they are being maintained in an appropriate manner.
18. The post holder is initially responsible to the Director of Studies and ultimately to the Headmaster for the fulfilment of these duties.



PROFESSIONAL STANDARDS

1. Periodically review own teaching methods, plans and outlines of work.
2. Undertake regular mutual lesson observations as directed by the Headmaster and Director of studies.
3. Attend daily Staff Briefing and all relevant staff meetings, as well as INSET.
4. Support and maintain loyalty to the School at all times both during and outside school hours.
5. Help develop the School's ethos, aims, values and standards.
6. Attend School functions as requested – including parent/teacher meetings.
7. Maintain suitable discipline in the classroom and enforce school rules.
8. Be punctual for all lessons and meetings and try to end lessons promptly as a consideration to other members of staff.
9. At all times set a good example to pupils by following the guidance in the Staff Handbook and reinforced in the Policy File.
10. Ensure that rooms are tidy and that chairs are pushed under desks at the end of each lesson.
11. Undertake non-teaching duties, including boarding duties, in accordance with posted duty rotas, daily notices or general expectations as outlined in the Staff Handbook and Policies File.
12. Read and understood the school's Child Protection Policy, Anti-Bullying Policy, Code of Conduct and Staff Handbook.
13. Ensure that all pupil activities are carried out in a safe manner, that all risk assessments are completed for identified hazards and control measures are put in place to reduce risks to an acceptable level.

The successful candidate will initially report to the Head of English and ultimately to the Director of Studies and Headmaster for the fulfilment of these duties.





Our Vision

We aim to provide an exceptional education that allows each individual to fulfil their academic, sporting, cultural and social potential. This is fostered through the provision of outstanding pastoral care which provides a happy, nurturing environment, and bestows children with the confidence and skills to challenge themselves, now and in the future. We seek to combine the best in modern educational methods with an emphasis on the timehonoured virtues of good manners, self-discipline and respect for others.

Sandroyd places a strong focus on developing a child's 'soft skills', including developing emotional intelligence. We focus on ensuring good learning habits, teaching mindfulness, developing pupils' character, and embedding 'grit'.

In practice, most of these soft skills are best developed outside of the classroom. By taking part in a daily sports program and activities such as drama and music, regularly, children are able to develop their confidence and self-esteem. Many of these activities inherently ensure that children will experience failure that in turn allows them to have the opportunity to build up their resilience and understand how to learn lessons from setbacks.

Further Information

Salary will be at the appropriate point on the Sandroyd pay scale which is above the national average and will reflect the experience and expertise of the applicant.

Any offer of appointment will be subject to satisfactory references and criminal record check via the Disclose and Barring Service. Letters of application should state what particular skills and attributes you can bring to Sandroyd School, brief details of how you fit the position, including specific details of experience and achievements, and any interests and hobbies.

The completed application form and your letter of application, should be sent as soon as possible to Mrs R Hill, Assistant Bursar at Sandroyd School, Rushmore Park, Tollard Royal, Salisbury, Wiltshire. SP5 5QD or by email to rhill@Sandroyd.com.

The closing date is midday on Thursday 19th October. Interviews will be held at Sandroyd on the morning of Wednesday 1st November 2017.



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Sandroyd School, Rushmore, Tollard Royal, Salisbury, Wiltshire SP5 5QD

www.Sandroyd.com