



Kimbolton School

Key Stage 2 Teacher

Required for September 2019

Kimbolton School is fully co-educational (4-18), with both day and boarding pupils, and has a delightful setting in the grounds of Kimbolton Castle. The School combines tradition and innovation in its educational and academic ethos. Kimbolton has high academic standards in terms of GCSE, A Level and university entrance, the result of the motivation and commitment of pupils and teachers alike. There is a forward-looking and highly supportive working environment.

At our Preparatory School, the class sizes are small and our year groups all have at least two classes so children have plenty of scope to establish a broad range of friendships while learning to integrate newcomers with ease. Specialist teaching from the youngest of ages brings an added dimension to learning and our enviable facilities are enhanced through regular access to the first class facilities at the Senior School.

Teaching at Kimbolton offers many opportunities from the academic, super curricular to a vast range of extra-curricular activities. The Common Room enjoys a reputation for its friendly and happy working atmosphere. This post pertains to the Preparatory School (ages 4-11).

Introduction:

An opportunity has arisen for a highly skilled, dedicated teacher to take responsibility for a class at the Preparatory School. **We are interested in appointing the right person to complement our staff team and will adapt the role to fit the strengths of the successful candidate.** The position offers the chance to teach a wide range of curriculum subjects whilst enjoying the support of specialist staff. The successful candidate will be experienced across KS2, with experience at KS1 considered an advantage. They will have day to day responsibility for their own class, including the pastoral and academic welfare of pupils. A willingness to contribute fully to the sporting/extracurricular life of the school is a key requirement of the role. The current post-holder is heavily involved in this aspect of school life, holds a key responsibility as the Educational Visits Coordinator

for Preparatory School and coordinates the Prep School's extra-curricular activities programme.

The role of the class teacher is to ensure that every pupil at Kimbolton Preparatory School benefits from high quality teaching, learning and first class pastoral care that promotes each pupil's academic and wider personal development. In short, to help every pupil to reach his or her personal best in all areas.

Commitment to safeguarding:

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

Main Duties:

- **to place safeguarding and pupil welfare at the heart of excellent practice**
- inspire pupils with an enthusiasm for and a love of learning
- promote effective learning and develop positive work habits and a range of learning skills
- provide high quality, timely and constructive oral/written feedback and clear 'next steps'
- make use of ICT and other technologies to promote learning and achievement
- set high expectations for pupils' including: pupil's learning, motivation, presentation of work, conduct and behaviour
- maintain accurate and detailed records regarding pupil progress
- plan, prepare and deliver high quality lessons for core and/or non-core subjects
- organise trips and other outings that complement and extend pupils' learning experiences
- contribute to the development of schemes of work
- work collaboratively to plan lesson activities and develop teaching materials and resources
- set appropriate homework tasks and set work for absent pupils when necessary
- maintain good discipline and take responsibility for initial sanctions (in accordance with School's policy)
- liaise with support colleagues, particularly the academic support team and teaching assistants
- keep abreast of current developments in your subject area(s) and attend relevant in-service training
- complete assessments, reports, grade cards etc in accordance with school guidelines

- attend appropriate parents' evenings to keep parents informed about their child's progress

Form Teacher Duties:

- be the first point of contact for pupils and parents and be available to parents from 8.30 a.m.
- be responsible in the first instance for the general welfare of the pupils in your class
- be responsible for overseeing each pupil's academic and social progress
- register the class each morning and afternoon (as required)
- maintain an ordered, attractive Form Room in which the pupils can take pride
- help the Form to develop a collective spirit of loyalty, trust and support
- prepare class assemblies as required
- accompanying the form on trips, some of which are residential

Wider Professional Duties and Expectations:

- support and promote the aims and ethos of the school
- treat all members of the community, colleagues (teaching and non-teaching) and pupils, with respect and consideration
- treat all pupils fairly, consistently and without prejudice
- organise and be responsible for at least one extra-curricular activity a week
- take responsibility for a specific subject (as required) and lead the development of that subject across KS1 and KS2
- liaise with the Head of Department of the subject in the Senior School
- purchase resources in accordance with the subject budget allocation
- set a good example to pupils in terms of dress and personal presentation
- arrive at school in good time and remain at school until the end of the working day, allowing enough time after this for further preparation
- carry out break and supervisory duties as designated
- promote the aims of the school when attending and participating in events such as assemblies, Open Days and sports, music and drama events
- take responsibility for your own professional development and participate in the School's CPD programme and other training as required
- contribute to the school's extra-curricular programme according to the needs of the school and own personal interests and expertise and/or participate in the games programme
- contribute to the corporate life of the school through effective participation in all meetings
- ensure all deadlines are met as published
- undertake professional duties as may be reasonably assigned
- be proactive and take responsibility for matters relating to health and safety and all other legislative requirements

- take on opportunities for additional roles and responsibilities
- attend school outings and take part in residential trips as needed
- drive a minibus and be first aid trained, if possible
- where absence is anticipated, appropriate work is to be set in accordance with the teacher's short, middle and long-term plans.
- Play a full and active part in the pastoral house system.

Whilst this job outline provides a summary of the post, it is not a definitive list and the job will evolve to meet changing circumstances.

Method of Application:

Applicants are asked to complete the Kimbolton School Application Form, supported by a letter of application and Curriculum Vitae. An emailed application is acceptable.

Applications should be returned to:

Jonathan Belbin, BA, FRSA,
The Headmaster
Kimbolton School
Kimbolton
Huntingdon
Cambridgeshire
PE28 0EA

Email: headmaster@kimbolton.cambs.sch.uk
Telephone: 01480 862204

The closing date for applications is: 9.00am Friday 22nd February 2019

Interviews will take place during the week commencing Monday 4th March 2019

Pre-arranged visits to the school, prior to the submission of an application are welcome. Please contact the Preparatory School Office on 01480 860281.

Notes:

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular

contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy is can be found on the website www.kimbolton.cambs.sch.uk/policies.