

APPLICANT PACK

Prep School Teacher (part time)

Celebrating Every Individual



WELCOME TO RADNOR

Thank you for your interest in working at Radnor House Sevenoaks. We are delighted that you are considering joining our vibrant and dynamic school community.

Radnor House Sevenoaks is a co-educational independent day school, set in the picturesque surroundings of Kent. We pride ourselves on providing a supportive, inclusive, and inspiring educational environment for students aged 2 to 18. Our ethos is built on the core values of Excellence, Respect, Perseverance and Courage which we instil in our students from the earliest years through to their final days with us.

Our school is renowned for its commitment to academic excellence, pastoral care, and a broad co-curricular program. We believe that education extends far beyond the classroom, and we encourage our students to engage in a diverse range of activities that develop their talents and interests. Whether it is through sports, music, drama, or community service, we strive to nurture well-rounded individuals who are prepared to make a positive impact in the world.

As a member of our staff, you will be joining a team of dedicated and passionate professionals who share a common goal of delivering the highest quality education. We offer a supportive and collaborative working environment where every staff member is valued and encouraged to contribute to the ongoing success and development of the school. Professional development is a key focus at Radnor House Sevenoaks, and we are committed to providing opportunities for growth and advancement for all our staff.

We look forward to the possibility of welcoming you to our school and working together to continue to provide an outstanding education for our students. Should you have any questions or require further information, please do not hesitate to contact us.

David Paton
Head

“An intimate setting that focuses on individual care and attention.”

MUDDY STILETTOS





ABOUT THE SCHOOL

Radnor House Sevenoaks was established in 2016, building on the rich heritage of Combe Bank School, which it acquired. Situated in Sundridge, near Sevenoaks, the school is set in 27 acres of beautiful countryside, providing a tranquil and inspiring environment for learning. Radnor House Sevenoaks is an independent, co-educational day school for pupils aged 2 to 18, with a strong emphasis on celebrating every individual and nurturing personal growth.

The school's ethos is built on four core values: **Excellence, Perseverance, Courage and Respect**, which permeate every aspect of its educational approach. Our strapline, "Celebrating every individual", underlines our commitment to recognising and fostering the unique talents and potential of every student.

The school grounds combines the charm of historic architecture with modern facilities to create a well-resourced learning environment. Alongside traditional classrooms, there are specialist facilities for science, art, music, drama and sports. The extensive grounds include playing fields, outdoor learning spaces, and areas dedicated to outdoor adventurous education, offering pupils a diverse range of opportunities to grow both academically and personally.

Pupils at Radnor House Sevenoaks benefit from a broad and balanced curriculum, designed to develop intellectual curiosity and equip them with the skills they need for a rapidly evolving world. The Prep School provides a solid foundation, with a focus on key academic subjects alongside creative and physical activities. In the Senior School, students continue to thrive with a diverse curriculum and extensive preparation for their future pathways.

The school offers an impressive co-curricular programme, reflecting its belief in holistic education. Major sports are coached to a high standard, and teams regularly achieve success at local and national levels. Performing arts play a central role in school life, with regular drama productions, music concerts, and dance showcases. Pupils also have the opportunity to participate in initiatives such as the Duke of Edinburgh Award, Young Enterprise, and community service projects. Radnor House Sevenoaks is a proud member of the Round Square network, which promotes global understanding through the IDEALS framework: Internationalism, Democracy, Environmentalism, Adventure, Leadership, and Service.

Pastoral care is a cornerstone of the school's philosophy. Staff take pride in fostering a nurturing and inclusive environment where every pupil feels valued and supported. Relationships between staff and pupils are characterised by mutual respect, and individuality is celebrated alongside academic and co-curricular achievements.

Radnor House Sevenoaks draws its pupils from Sevenoaks, Kent, and the surrounding areas, creating a vibrant and diverse community. Known for its high standards in academics, pastoral care, and co-curricular offerings, the school is dedicated to helping every pupil discover their unique talents and grow into confident, compassionate and capable young adults.

“A traditional setting with a *global eye*,
the school is *bursting with potential*.”

GOOD SCHOOLS GUIDE



JOB DESCRIPTION

Prep School Class Teacher (Part-Time)

Line Manager: Appropriate member of the Prep School Leadership Team

Key Responsibilities

A Prep School class teacher is expected to work as a member of a team with their colleagues, always treating them with courtesy and consideration as fellow professionals. Their primary responsibility is to ensure the excellent attainment and positive progress of every child in their class through the development and delivery of excellent learning experiences. This is accompanied by being the predominant pastoral support for each child in their class.

Main Responsibilities

- Insisting on effective class routines and disciplines whilst safeguarding health and safety during school activities on and off the premises.
- Promoting excellent standards of behaviour both in class and around the school.
- In line with the Model of Excellence ensure all lessons are well planned and deliver high quality learning and outcomes for all.
- Use adaptive teaching to ensure all learners are challenged in their thinking and learning.
- Keeping the classroom well organised whilst creating a stimulating and productive classroom environment.
- Organising and planning work in line with the school's policies and schemes of work outlined for the year group and considering the differing abilities and learning preferences the class.
- Where applicable, take responsibility for additional adults who work within the classroom.
- Ensure that each pupil achieves their full potential by encouraging them to develop their strengths or talents. Encouraging the pupil to set and strive for high standards and to value their own and other's achievements.
- Monitoring and keeping records of the child's progress and attainment to inform parents and others, and to inform their own future planning.
- Writing and collating all reports and assessments at the appropriate time.
- Recognising children who are having difficulties and supporting them in the normal classroom situation. Keeping the Head of the Prep aware of any matters of concern.
- Communicating with parents to develop a partnership between home and school.
- Registering pupils ensuring that each pupil's personal details are accurate and updated.
- Alerting the Head of the Prep to any pupil absence, which may cause concern, and ensuring that absences are followed up and accounted for.
- Teachers are required to support Games lessons and attend fixtures, both home and away, as required.
- Exemplifying good practice as outlined in the Teachers' Standards at all times.
- Modelling the school's core values of Respect, Courage, Perseverance and Excellence in their own interactions with pupils, staff and parents.

JOB DESCRIPTION

Pastoral Care

- The class teacher has an important pastoral role. They are expected to strike up a warm and friendly relationship with children, who should be able to look upon them as their guide and mentor.
- The class teacher will be expected to use the internal systems for recording concerns related to wellbeing and safeguarding in a timely manner.
- The teacher liaises closely with the parent(s) regarding the child's progress and overall well-being. They set and monitor homework in accordance with the Homework Policy and give guidance to parents regarding this.

Production & Assemblies

The teacher attends assembly with their class and is expected to plan and deliver an annual class assembly. In addition, they may be required to contribute and prepare children for other events and productions as are organised.

Duties

The teacher is expected to carry out duties (e.g. break duty, lunch duty) punctually and responsibly. A duty rota is organised at the beginning of the term and all staff receive a copy. Teachers are expected to cover homework club after school on a rotational basis.

Clubs

The teacher is expected to contribute to the extra-curricular activities of the school. Full time staff are expected to run an hour and a half of clubs per week each term unless they have remission for additional responsibilities.

Staff Meetings

The teacher is expected to attend weekly staff meetings. Attendance on Curriculum Development Days and Twilight Development sessions is expected. Attendance is expected at Open Days and the annual prize giving. The teacher is also expected to be available for parent consultation evenings.

The above Statement of Responsibilities is agreed to be an accurate Job Description and should be seen as enabling rather than restrictive and will be subject to regular review.

“

This is a *great* place to work - working with *incredible staff* helping to *build futures* together.

”

SUPPORT STAFF



JOIN OUR TEAM AT RADNOR

Radnor House Sevenoaks offers a competitive salary along with enrollment in a generous contributory pension scheme. Employees with children attending the School may also benefit from a percentage remission of fees. Additionally, lunch is provided free of charge during term time, and all staff have access to the School's exceptional sports facilities.

We are dedicated to creating a supportive work environment for our staff. All employees have access to an Employee Assistance Programme, ensuring well-being and support when needed.

How to Apply

For more information and to apply for this role, please visit our website: www.radnor-sevenoaks.org/careers.

If you have any questions about the position, please contact our HR department at hr@radnor-sevenoaks.org.

Key Dates

- **Application Deadline:** Thursday 24 April 2025
- **Interviews will take place:** Wednesday 30 April 2025
- Applications will be reviewed as they are received, and interviews may be conducted before the closing date. We reserve the right to close the vacancy early if a suitable candidate is found.

Diversity and Inclusion

Radnor House Sevenoaks welcomes applications from candidates of all backgrounds who meet the requirements for the role. We celebrate diversity and value the unique perspectives it brings to our community.

Safeguarding Commitment

We are committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo child protection screening, including checks with previous employers and an Enhanced Criminal Records Check for Regulated Activity.



Radnor House
— SEVENOAKS —
celebrating every individual

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