

# RECRUITMENT PACK

Employment at Culford School



## Preparatory School

Independent boarding and day school for boys and girls aged 1 to 18 years



## Welcome

Culford is a jewel of a school set in a remarkable location. Just three miles from Bury St Edmunds, we are blessed with a 480 acre park that makes working here a wonderful experience. We are deliberately small with around 900 children in the Pre-Prep, Prep and Senior Schools, but our facilities match or exceed those of much bigger schools. Our size means we know our pupils well and visitors remark upon our family feel time and again.

Life at Culford Prep School is an exciting and enriching time, full of challenge and fun. Our teachers work hard to ensure lessons inspire children to be curious and inquisitive, tapping into their imagination and creativity. As they move through the school, pupils start to make things happen for themselves and revel in the opportunities to be adventurous. Our rich and varied co-curricular programme is stimulating and exciting, and as the pupils note, there is something for everyone.

Culford is an exciting place to work with colleagues who are warm, welcoming and highly supportive. You will work alongside a Common Room of highly experienced teachers who believe in academic success for all pupils, whatever their abilities, with excellent pastoral care and outstanding facilities. This ensures that children are encouraged to make the most of the exciting array of opportunities on offer.

Culford has an outstanding reputation for individual and team sports: tennis, swimming, golf, cricket and hockey have outstanding facilities and high performance programmes. Regular national success may seem remarkable for a small school that is determined to stay small, but we see our ability to focus on individuals as a key part of their success.

We want our children to be flexible, innovative, dynamic and resilient in their future lives, so we seek to model those values as leaders, teachers and a community. The information in this pack outlines what life is like as a Culford pupil and what we can offer families who join us. So if you are a highly motivated educator with a passion for teaching and learning and you want to be part of our happy and successful team, I would be delighted to receive your application to join us.

**Jonny Spowart** BSc  
Head of Prep School

## Our Approach to Teaching and Learning

Even before the pandemic hit, Culford had adopted Google Classroom and the Google Suite as our learning platform. We were, therefore, very well placed to support our pupils' online during this challenging time and parents were delighted with the education pupils received.

We have continued to develop our blended learning approach, and remain committed to preparing our pupils for working life in the digital age, while acknowledging the part that more traditional approaches have to play in successful classroom practice. We actively encourage staff to be research-based and innovative in their lesson and curriculum design, and look to appoint candidates who are continually seeking to improve.



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Culford is not only an incredibly beautiful place to work, there is a real sense of community that makes you feel part of a family.

**David Venables** Head of Science

### IMPORTANT INFORMATION

Culford 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, including checks with past employers and the Disclosure and Barring Service.

## The Benefits of Working at Culford

We are blessed with a low turnover of teachers at Culford and it is easy to see why. We are a small, friendly staff, with the community and sense of family that pupils feel reflected in our professional relationships. Staff join us from a range of teaching backgrounds, with many having taught overseas and we actively welcome candidates who have state school experience: you certainly do not have to have taught in the independent sector before to fit in here.

Culford is committed to each staff member's professional development and one afternoon each week in the Senior School is dedicated to CPD as testament to our commitment to investing in the growth of all of our teachers. All teaching staff are also provided with a new laptop or tablet of their choice, up to a certain value.

We work in beautiful grounds and many staff take advantage of this, going for a walk at lunchtime or a run after school. Culford also boasts superb sports facilities, including a pool, gym and tennis courts, all of which are available for staff use. Our dining hall provides a varied range of food, from hot meals to salad and soup, all of which is free to staff every day. While there is no doubt that the boarding schedule of a five-and-a-half day week and evening events makes for an enriching and busy term time, we are rewarded with longer summer holidays, a two week October half-term and over three weeks of holiday at Christmas and Easter.



### Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay
- School fee remission
- A free lunch each day during term time
- Free parking for all employees
- Auto-enrolment into a contributory pension scheme
- Access to a pensions adviser
- Professional development and ongoing CPD
- 24/7 access to our Employee Assistance Programme
- Complimentary membership of our Sports Centre, which includes access to the swimming pool, strength and conditioning gym and fitness suite
- Employee discount in Paddy & Scott's cafe
- A range of discounts with local businesses

## The Location

Suffolk is a wonderful place to live and Bury St Edmunds is a special town. Small enough to feel like a community, it boasts its own Cathedral and Abbey Gardens and its medieval heart gives it a charming feel. It is also a modern shopping centre, however, with a retail development, the Arc. As well as the normal retail outlets, the area contains the Apex Centre, a venue that offers theatre and live music of all sorts regularly.

The town is home to a number of independent retailers, craft pubs, breweries and restaurants. As well as a multiplex cinema, there is also an Art House cinema that shows an eclectic range of movies which can be watched with wine or beer and from the comfort of a sofa; and the town also

boasts a lovingly restored Regency theatre. Suffolk has low crime rates and high sunshine levels compared to the rest of the UK; and accommodation around Bury St Edmunds is relatively affordable. It is, however, centrally located on the A14 with Norwich and Cambridge both 40 minutes away for a wider range of shops, museums, restaurants and theatres. The coast is less than an hour away with Aldeburgh and Southwold well known for their beauty.

London is a 90 minute drive down the A11/M11, or under two hours by train. Further flung destinations are equally close: Stansted airport is 45 minutes away and Gatwick and Heathrow are both within 2.5 hours drive.





# Culford

## How to Apply

Please submit a cover letter outlining your suitability for the role together with an application form via the website. CVs will not be accepted in substitution for completed application forms in the absence of good reason. CVs may be submitted in addition to the application form in order to supply additional background information.

Applications will be viewed upon receipt, you are therefore advised to apply at your earliest convenience. The interview date is to be confirmed. You will be notified of a date if you are shortlisted for interview.

If you have any questions regarding your application please contact [HR@culford.co.uk](mailto:HR@culford.co.uk). All information within your application will be treated confidentially.

### References

All successful appointments at Culford School are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes on our website.

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