



*Working at*  
**St Andrew's  
Prep School  
Turi**

## Applications welcome EYFS & Key Stage 1 Coordinator



St Andrew's, Turi, is one of the most prominent international schools in Kenya and has an outstanding reputation throughout Africa. Founded as a Preparatory School for the children of expatriates in 1931, it has grown to comprise both Preparatory and Senior Schools and to welcome children of over 25 nationalities, the majority of whom are now African.

St Andrew's has a strong Christian foundation and ethos, which define and govern the nature and work of the School today. While children from all faith backgrounds are welcome, the School's Christian character is clearly evident in its underlying educational philosophy and practice.

The School's vision is to be the leading school in East Africa, preparing self-disciplined, confident and compassionate pupils who live and lead with integrity.

It is fully coeducational and boarding, teaches the British curriculum and sends pupils to universities in the UK, America, Australia and many other parts of the world. Specifically at the Prep School, the British curriculum is taught throughout the School. The majority of pupils move from the Prep School to the Senior School, though a significant minority also go on to leading Independent schools in the UK and South Africa.

St Andrew's is characterised by the highest professional standards, and offers a vibrant and industrious community, ensuring excellent professional development within the context of a committed full boarding school.

The School is situated on a beautiful 400-acre site on the western slopes of the Rift Valley some 200km NW of Nairobi. All members of staff are housed on the campus in School accommodation and receive domestic help. Near the Equator and at 2600m, the climate is temperate. It is malaria free.

Applicants should send a completed application form together with a brief covering letter and a CV to the Director of HR at the School (HRDirector@turimail.co.ke) by Wednesday 23rd January. Preliminary online interviews will be held later that week, with interviews in Kenya or the UK following. The application form and further information about the School can be found on the School website.

The 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 DBS Disclosure and Barring Service.

## The Role

St Andrew's Prep School is seeking to appoint a EYFS & Key Stage 1 Coordinator, who is responsible to the Deputy Heads, Academic and Pastoral, for the academic and pastoral leadership of EYFS and Years 1 and 2.

Their chief responsibility will be to promote the highest possible standards of teaching and learning, and pastoral care, in Key Stage 1 and EYFS. The successful applicant will also be required to teach full time in either Key Stage 1 or EYFS.

St Andrew's Prep School follows the British Curriculum from EYFS to Key Stage 2. The School has a Pre-Nursery provision, known as Turitots, Nursery and Reception classes, as well as a Year 1 and 2 class.

The Key Stage 1 and EYFS Coordinator is also a member of the Prep School Academic Management team.

St. Andrew's Prep School is committed to providing a vibrant co-curricular and boarding program to which all staff contribute.

## Person Specification

Working at St Andrew's Prep School is an exciting and dynamic experience. We look to recruit committed and resourceful staff, who are looking to not only develop their skills and leadership capacities, but also embrace new experiences and challenges.

There are some things that are essential to working with us. The successful candidate will need to be able to support the School's aims and Christian ethos. They will have to have a good degree as well as a recognised teaching qualification, such as a PGCE, and of course, the relevant experience.

Beyond that we want to have staff who love working as part of a team; who are first-class communicators and who are passionate about the subjects and pupils they teach; who are creative and diligent in their planning; who are adaptable, energetic and resilient.

This post would suit a current Head of Year or Section looking for a new challenge and looking to develop their leadership skills. Alternatively, the role might suit an exceptional individual with experience gained as a Key Stage 1 or EYFS teacher, and who has a desire for greater challenge and responsibility.

Experience of working in a Prep School, or in boarding, would be desirable, but not essential. Above all, what matters is a commitment to help us provide a world-class education for our children.

## Knowledge and Experience

<i>Essential</i>	<i>Desirable</i>
Qualifications	
A good degree A recognised teaching qualification e.g. PGCE	A demonstrable commitment to professional self-improvement
Experience	
Experience of teaching KS1 and/or EYFS in the British Curriculum for at least 3 years A proven track record of excellent teaching ability and classroom management skills Successful experience in raising student achievement and adding value	Current Head of Year / Section Experience of boarding
Skills	
Excellent communication and interpersonal skills Well-developed ICT skills Ability to use a range of teaching strategies to enthuse the full range of abilities	Evidence of being able to lead, manage and be responsible for initiatives/ developments. Knowledge of current generic developments in teaching and learning.
Personal Attributes	
Support the School's Christian ethos Excellent organisational skills Enthusiasm for the subject and a desire to communicate that to others. Willing to work within the context of a busy boarding school, which includes some evening and weekend duties.	An ability to offer co-curricular expertise, e.g. coach games



## Terms and Conditions

### Remuneration

There is a generous overall remuneration package as detailed below (the cost of living in Kenya is significantly lower than in the UK):

- **Salary:** The successful applicant will be placed on the Main Pay Scale, with a Key Stage Coordinator's Allowance.
- **Accommodation:** suitable rent free accommodation will be provided as a taxable benefit. Domestic and gardening help is arranged by the School, but paid for, at local rates, by the appointee.
- **School fees** (where applicable): there is a 100% fee remission for staff children throughout the School; places are subject to the School's normal entry requirements. Fee remission is a taxable benefit.
- **Medical care:** all members of staff and their families are covered under a thorough insurance scheme; the costs of insurance are fully covered by the School.
- **Pension:** the School operates a defined contribution pension scheme in which the employer and employee each contribute 6% of monthly salary. For employees emigrating from Kenya at the end of their contract, the full value of the contributions, plus accumulated interest, can be withdrawn from the scheme.
- **Relocation:** outward and return flights for the appointee, and for his/her spouse and dependent children [up to the age of 18] as applicable, together with a freight allowance, at the beginning and end of the contract period, are paid for by the School. Applicable to staff recruited from outside the country.
- **Meals:** these are provided during term time as a taxable benefit.
- **Facilities:** extensive sports facilities are open to use by staff and their families

### Hours of work and holiday entitlement

The role is full-time and includes working in the evening and at weekends as required. The successful applicant will be expected to take a full and active part in the boarding life of the school.

[standrewsturi.com](http://standrewsturi.com)

## Safeguarding

St Andrew's School, Turi is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The successful applicant will undertake their role and responsibilities in accordance with St Andrew's School's Safeguarding and Child Protection Policy and will be required to undergo all checks relevant to the post.

## Application Procedure

To find out more please contact the HR Director, Ms Janet Ndiho.

Tel: +254 (0) 734288501  
Email: [HRDirector@turimail.co.ke](mailto:HRDirector@turimail.co.ke)

Applications are encouraged as early as possible. These should be submitted by email to the HR Director at [HRDirector@turimail.co.ke](mailto:HRDirector@turimail.co.ke) and include: a completed application form, a brief covering letter and a CV. Application forms are available on the School website, or from the HR Director.

- **Closing date for applications: Wednesday 23rd January, 2019**
- **Preliminary online interviews: Starting 23rd January, 2019**
- **Start Date: 1st September 2019**

