



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

Applications welcome
Head of English –Prep School



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 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 students 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. The majority of pupils move from the Prep School to 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 450-acre site on the western slopes of the Rift Valley some 200 km NW of Nairobi. All members of staff are housed on the campus in School accommodation and enjoy significant domestic help. Near the Equator and at 2600m, the climate is temperate and 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 3rd February, 2021 at the latest. 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 Head of English who will be responsible to the Deputy Head Academic for the provision of English throughout the Preparatory School, as well as contributing across all areas of school life.

Their chief responsibility will be to provide the highest standards of English with the aim of achieving excellent learning outcomes for each child, across the school, through outstanding teaching and learning within the department. The successful candidate will be expected to teach Years 7 & 8 with the aim of providing the best academic teaching and learning opportunities.

The School follows the British Curriculum.

A suitable candidate may also be offered one of the following responsibilities: Girls boarding houseparent, Assistant Head Pastoral, and Equestrian Manager.

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 recognized teaching qualification, such as 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 the 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 Department 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 Teacher of English 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

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • A good degree • Recognized teaching qualification e.g. PGCE 	<ul style="list-style-type: none"> • A demonstrable commitment to professional self-improvement
EXPERIENCE	<ul style="list-style-type: none"> • Experience of teaching English in KS3 • A proven track record of excellent teaching and classroom management skills • Successful experience in raising student achievement and adding value. 	<ul style="list-style-type: none"> • Current Head of Department • Experience of teaching English in KS2/KS3. • Experience of boarding
Skills	<ul style="list-style-type: none"> • Excellent communication and inter-personal skills • Well developed ICT Skills • Ability to use a range of teaching strategies to support the full range of educational needs. 	<ul style="list-style-type: none"> • Evidence of being able to lead, manage and be responsible for initiatives/developments. • Knowledge of current generic developments in teaching and learning.
Safeguarding	<ul style="list-style-type: none"> • 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 including evening and weekend duties. 	<ul style="list-style-type: none"> • An ability to offer co-curricular expertise, e.g. Coach games • Knowledge of child protection procedures • Commitment to the safeguarding and protection of children and to personal development of our pupils.

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.
- **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 (below 18 years) are covered under a comprehensive insurance scheme.
- **Pension:** the School operates a defined contribution pension scheme in which the employer and employee each contributes 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 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 provision of the school.

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 Guidelines. The successful applicant will be required to undergo all checks relevant to post.

Application Procedure

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

Tel: +254 (0) 734288501
Email: 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 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 3rd February, 2021
- **Preliminary online interviews:** Starting 6th February, 2021
- **Final online interviews:** Starting 15th February, 2021
- **Start Date:** 1st September 2021

