



CHAFYN GROVE SCHOOL
SALISBURY

HEAD OF HISTORY
from September 2024



CHAFYN GROVE SCHOOL

Chafyn Grove is a thriving day and boarding prep school having approximately 200 boys and girls aged between three and thirteen years.

Chafyn Grove School is situated on the edge of Salisbury within 10 acres of land. The site has excellent academic facilities, with two large Science Labs, a superb Creative Arts Centre, impressive sports hall, heated outdoor pool, large astro hockey pitch and two all-weather tennis/netball courts.

The school provides a first class and broad-based education in which excellent teaching in the classroom is combined with the opportunity for children to develop their talents in music, art, drama, sport and outdoor pursuits. Academic standards are high across the ability range of the children; the School has a strong record of scholarship and Common Entrance success, as well as sending several pupils to Salisbury's grammar schools at 11. Cricket, tennis, athletics and swimming are the principal summer sports. Rugby, hockey, netball and squash are played in the winter terms. We are particularly strong at Hockey, with many teams regularly making the national prep school finals. Regular plays, concerts and art exhibitions confirm our commitment to the creative side of the children.

Our aim is to provide a relaxed but purposeful environment in which children can flourish, and in which each child is valued as an individual, yet can also experience the invaluable lessons of teamwork and community life. The school takes pride in the good manners and politeness of the children. Discipline is firm but kind, and is based on mutual respect between children and staff.

HISTORY AT CHAFYN

The History Department consists of one key member of staff, the Head of History, who teaches History KS2/3 to Year 5 – 8 pupils. In the younger years, KS1 history is taught by form teachers but there is opportunity for input by the History Department. The ethos of the department is to bring history to life and inspire pupils across the school to want to learn more. There are also plenty of opportunities to teach history out of the classroom. Teachers work together to develop resources, discuss teaching strategies and review lessons.

We are fortunate to be well equipped and resourced. Each teacher has their own classroom with a PC, data projector and interactive white board. In addition to this, all pupils and teachers have access to iPads and a set of commonly used apps.

THE ROLE

Chafyn Grove wishes to appoint a full or part time Head of History from September 2024 to join this friendly, forward-looking and well-resourced school. The successful candidate will have a genuine passion for History and a desire to inspire this in others. The ideal candidate will also be able to contribute to the wider needs of the school whether teaching a secondary subject, taking on the duties of a Form tutor or assisting with weekly Games sessions.

BENEFITS OF SERVICE

Chafyn Grove Prep School is a vibrant, exciting and fulfilling place in which to work. The teaching staff are highly professional and enthusiastic and all members of staff value the breadth of education offered by the school and enrich their teaching contributions with their own personal interests and experiences offered through activities twice a week.

The school is characterised by a warm, friendly and welcoming atmosphere. Members of staff support one another and this ethos is reflected in the ease of access that all members of staff have to the senior management team. Relationships with pupils are respectful, purposeful and warm. All new colleagues are supported through a personalised induction programme and are appointed a mentor to help them settle in upon arrival.

All teachers are currently offered membership of an Aviva Pension Scheme and have longer holidays than the maintained sector. Class sizes are small (typical class sizes of 8-16) and most teachers have their own classroom. A wide range of opportunities for professional development exist and staff are encouraged to develop their skills and consider career options at all levels. There is opportunity to take on additional responsibilities for which there are allowances.

All staff enjoy free on-site parking. Free lunches (of outstanding quality), fruit, biscuits and a wide selection of refreshments throughout the day, during term time.

JOB PURPOSE

Ensure that all pupils have the best possible care, have access to a broad and balanced curriculum and achieve the highest standards in line with the ethos of the school.

KEY RESPONSIBILITIES

Teaching and learning

1. To plan work for the class in accordance with school policies and to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure each child has an opportunity to achieve to the maximum of their capacity. To be flexible, creative and adept at designing learning sequences and access to lessons.
3. Build on the prior knowledge and attainment of those you teach in order to meet learning objectives and make sustained progress.
4. To work closely with the Headmaster and Heads of Department and colleagues to undertake medium and short-term planning to ensure consistency and progression.
5. To make appropriate educational provision for children with additional educational needs and communicate with Learning Support on pupil welfare, when needed.
6. Design opportunities for learners to develop their ICT and thinking and learning skills, where appropriate.
7. Plan, set, mark and assess homework to extend and consolidate their learning.
8. To provide children with opportunities to manage their own learning and become independent learners.
9. To ensure that the schools aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
10. Offer support, cover and advice for colleagues.
11. If the role of Tutor is offered and as detailed in the Staff Handbook, this includes delivery of PSHE and timely communication with parents.
12. Set appropriate examinations in line with the Chafyn Grove Assessment Policy.
13. Attend parents' evening to discuss pupils' progress with parents.
14. Provide written reports on pupils on request e.g. for school transfers.

Assessing and monitoring

15. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
16. To communicate and consult with parents and carers regarding children's progress and attainment.
17. Support and guide learners so that they can reflect on their learning and identify the progress they have made.
18. Mark work in accordance with the school's policy and maintain and update pupil records accordingly.

Learning environment

19. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline.
20. Be aware of and comply with policies relating to child protection, confidentiality and data collection reporting all concerns to SMT.

Extra-curricular activities

21. Attend staff meetings and Monday Curriculum meetings to discuss curriculum, pastoral and other matters as required.
22. Promote the school extra-curricular activities and events through attending and helping, where required.
23. Participate in extra-curricular activities each week.
24. Carry out supervision and playtimes duties as required.
25. Supervise or cover classes/duties for colleagues on short-term absence, as requested by the Deputy Head.
26. To attend and participate in meetings which relate to the curriculum or subject including pastoral arrangements.
27. Share in pastoral duties on a rota basis including weekend boarding house duties, as required.
28. Participate in the school's appraisal process.
29. Attend courses to develop professional skills.

General

- Ensure that the safety and welfare of the pupils is paramount. Follow rigorously the advice given by the DSL (Designated Safeguarding Leader) and the instructions in the Chafyn Grove Safeguarding Policy.
- Work in a co-operative, diplomatic and flexible manner.
- Uphold the school policies and rules.
- Attend all school inset days and training.
- Undertake such additional duties as might be reasonably requested by the Headmaster or other authorised person.

Elements of this job description may be re-negotiated from time to time at the request of either party and with the agreement of both.

All members of staff are required to comply with the school's code of conduct agreement – 'The interaction with pupils' policy'.

Person Specification

Head of History

	Essential	Desirable
Qualifications	Qualified to degree level or above Qualified to teach in the UK	Qualified Teacher Status (or pending)
Experience	Experience of teaching within Prep age range, 8 -13 years old	Experience of teaching History to KS3 Head of Department
Knowledge and Skills	The ability to plan and facilitate good teaching and learning to meet the needs of the school and students. The ability to develop good working relationships with colleagues and students.	Good IT skills and experience in teaching and learning systems.
Personal requirements	Good interpersonal and communication skills. Commitment to promoting and safeguarding the welfare of children and young persons. A good sense of humour A flexible approach and willingness to work as part of a team.	

HOW TO APPLY

Please contact the school office on 01722 333423, download an application pack from the school website: www.chafyngrove.co.uk or email Mrs Katie Straker, HR Officer: recruitment@chafyngrove.co.uk who can send you an application pack and answer any questions about the position.

The application should be returned with a short covering letter addressed to the Headmaster, Mr Simon Head stating the reason why you are applying for the position.

The closing date for all applications is 9am on Monday 29th January 2024. Interviews will be held on Friday 2nd and Monday 5th February 2024.