



# Old Palace of John Whitgift School

Independent Girls' School

Pre School to Sixth Form



## Prep Teacher Application Pack

April 2023



# Letter from the Head

Dear applicant,

Thank you for your interest in the position of Prep Teacher at Old Palace of John Whitgift School, Croydon. The vacancy is a full time, permanent position from September 2023 and is likely to be a position within lower Key Stage 2. We welcome applications from teachers at the start of their career or those with more experience. Old Palace provides an excellent education for girls aged 3 to 18 across our Senior and Prep School sites.

In this pack you will find a wealth of information about Old Palace, the John Whitgift Foundation and the requirements for the role. Additional information about the School can also be found on our website which can be found using this [link](#). Interested candidates may want to take a look at our bi-weekly Bulletins which give a flavour of what goes on each and every day across the school. These can be found [here](#).

I hope that after reading this information you will be interested in applying for the post of Prep Teacher at Old Palace of John Whitgift School. We are offering prospective applicants the chance to have a tour of the school in advance of the deadline and if you would like to visit us, please get in touch with the Prep Office to arrange. This is a good way to get an insight into the Prep School, everything it has to offer and the culture, vision and values staff are aligned with that help the Prep team to provide the best possible education experience for all Prep pupils.

I hope you enjoy reading the pack and I look forward to receiving your application.

**Jane Burton**  
Head

# Introduction to Old Palace School

Old Palace is a very special, unique and stimulating environment for both students and colleagues alike. We have high expectations for every student at Old Palace who enjoy a first class, academic education and are able to experience a wealth of opportunities to enable them to develop as an individual through an outstanding extra-curricular and enrichment provision. We are very proud of the wide range of different clubs, activities, trips and events that the school provides across a whole range of areas including music, sport, dance, drama and so much more.



**Mrs Jodene Panteli**  
Head of Preparatory



Old Palace encourages and nurtures the special qualities of each and every individual entrusted to the school. The superb pastoral care is one of the foundations of our provision and ensures that every student is well supported as they move through the school. Our aim is that our students leave us as capable, confident and connected individuals ready to be successful in their future lives. The Old Palace community is vibrant and diverse. We are a multi-cultural and multi-faith school united by common values and high expectations.

We have two sites; Our Prep School is based in South Croydon (and includes Pre Prep provision from age 3) and our Senior School in Central Croydon. The Prep School enjoys a mixture of heritage and modern buildings alongside greenspaces and modern teaching facilities. The Senior School has the unique benefit of Grade 1 historical buildings coupled with modern facilities. In total we have just over 600 students at the school, with around 125 of these at the Prep School.

## Old Palace Prep

The Prep School is based at our Melville Avenue site in South Croydon and educates girls from Pre-School through to year 6. The school is a place where learning is both exciting and provides academic stretch and challenge.

In 2020, the Cornerstones curriculum was introduced alongside Maths Mastery and these have proved to be very successful and popular with pupils, staff and parents. Alongside this sits a wealth of extra-curricular and enrichment activities; a wide range of different sports including swimming, a rich and diverse musical education, drama, dance and many other exciting opportunities. We also offer a well-regarded Character Education

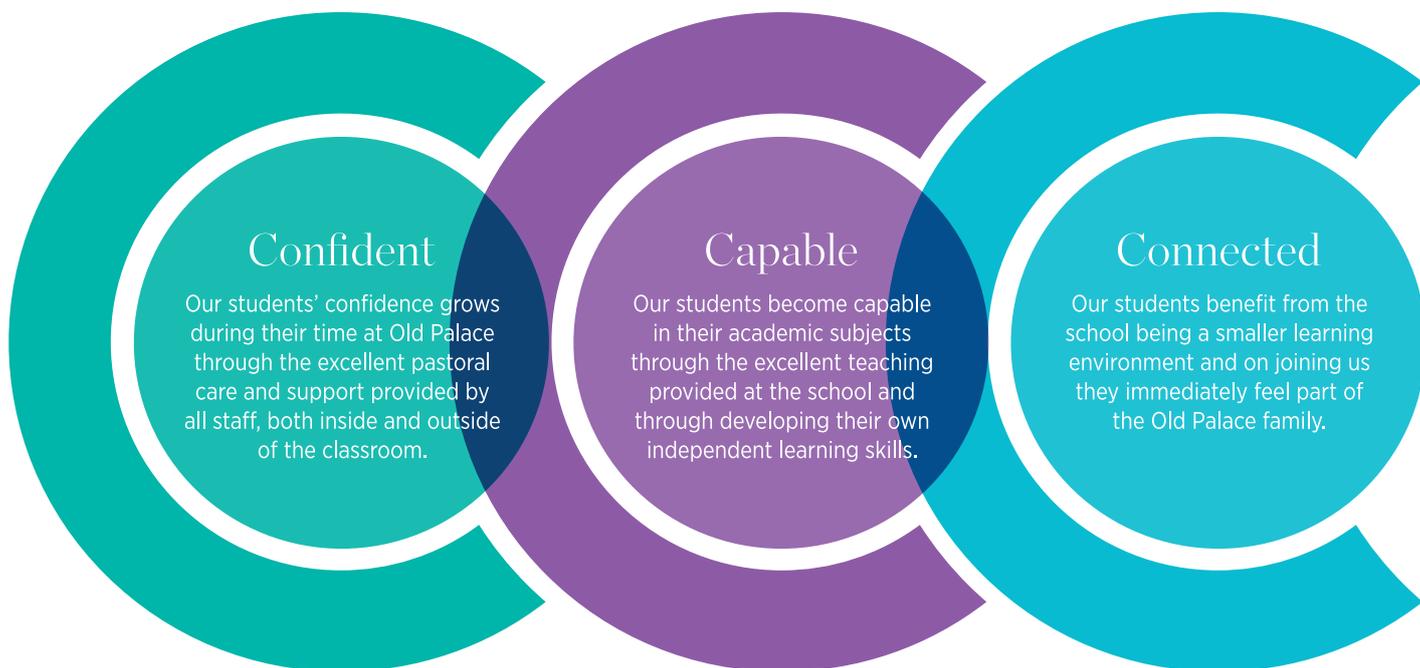
programme for all pupils in the school. Our Pre-School provision sits alongside the rest of the Prep school and allows pupils to benefit from weekly swimming lessons, specialist PE, French and music lessons alongside a wide range of after school clubs including yoga, photography, outdoor learning, ballet and mindfulness colouring.

The facilities at Prep support the strong curriculum and include a sports hall and field, a science lab, DT and Art rooms, cookery room, IT suite and a very well stocked library. The school hall is well-sized and plays host to drama productions and musical performances as well as being the venue for school assemblies.

In most year groups at Prep we have one form of entry but since September 2022 we have introduced a second form in Year 6 to cope with the increase in demand for places. The average class size in the school is around 15 and we have an upper limit of 22 in any one class. At the end of year 6 around 80% of the Prep School pupils move to the Senior School to complete their education. During their time at the Senior School the pupils continue to excel. The 2021 Sunday Times Parent Power rankings saw the school ranked as the highest girls' independent school in the local area and also in 2021 our A Level results placed us in the top 1% of schools in the country. When students leave us, they go on to study a range of courses at well-regarded universities including Oxford and Cambridge.

# The Three Cs

An Old Palace education allows our students to become confident, capable and connected individuals, well positioned for a successful and meaningful future.



## How do we do this?

**Confident** - our students' confidence grows during their time at Old Palace through the excellent pastoral care and support provided by all staff, both inside and outside of the classroom. Old Palace provides a safe, supportive environment with small class sizes so that no student is over-looked. A wealth of different development opportunities can be experienced by every student through the wide range of extra-curricular activities such as dance, debating, drama, music, sport and much more and these also contribute to developing confidence in our students.

**Capable** - our students become capable in their academic subjects through the excellent teaching provided at the school and through developing their own independent learning skills. Through this capability, Old Palace students develop a love of learning and this allows them to fulfil their academic potential and succeed at the highest level. Capability is also developed through students building their skills in communication, teamwork and resilience through the developmental opportunities provided by the wealth of extra-curricular activities and events.

**Connected** - our students benefit from the school being a smaller learning environment and on joining us they immediately feel part of the Old Palace family. Further opportunities to feel connected within the school are provided by the various form and House activities and extra-curricular activities. Our students also connect to the local community through projects, volunteering and charity work, to the John Whitgift Foundation through links with the other schools and care homes and also connect on an international level with the work the school does to ensure they have a global outlook.



# The John Whitgift Foundation



There are three schools in the John Whitgift Foundation: Old Palace, Trinity and Whitgift. The Foundation provides support to Old Palace in a variety of ways and being part of a family of high performing schools brings many benefits in terms of collaboration and staff development opportunities.

The Foundation also supports the schools through its generous means tested bursary scheme for pupils in year 7 and above where around 48% of students benefit from fee assistance, which is demonstrated at Old Palace by the diverse student community representing all backgrounds and faiths.

All staff at Old Palace are employed by the John Whitgift Foundation and receive a number of benefits including fee discounts for any child accepted into one of its schools.

## Governance at Old Palace

The Court of the John Whitgift Foundation are the over-arching governing body for the school. They delegate powers to the Old Palace School Committee who carry out their duties as governors providing both support and challenge to the Head and the senior leadership team.





# Job Description

The primary responsibility of a classroom teacher at Old Palace is to provide an excellent standard of education for all students in their care. The teacher reports to, and is supported by, the Head of Prep.

To achieve this, the successful candidate must be an excellent classroom practitioner with the ability to work with emotional intelligence, energy and integrity. The post holder will also reflect the values and strategic vision of Old Palace through their own practice and decision making.

## Main Responsibilities

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### Core Purpose

- Provide an excellent standard of education to all pupils.
- Ensure pupils derive as much enjoyment and discovery as possible from lessons and make the maximum progress possible.
- Teach pupils according to their educational needs, to maximise the learning opportunities for each individual.
- Promote a positive learning climate through praise and encouragement.
- Maintain a commitment to safeguarding and to promoting the welfare of children and young people.
- Contribute to the wider life of the school.

### Teaching

- Up to date working knowledge of the KS2 National Curriculum and assessment framework.
- Take responsibility for academic progress over time.
- Take responsibility for implementing school policies and practice, including those relating to equality, diversity and inclusion.
- Be a reflective and effective classroom teacher, willing and able to demonstrate and share good practice.
- Plan, prepare and deliver, interesting, stimulating and well-structured lessons that engage all pupils.
- Develop and maintain an exciting and well organised classroom environment.
- Liaise with staff responsible for leading the curriculum and subject areas as required.
- Undertake specific tasks related to the development of curriculum areas as delegated
- Identify differing needs of the pupils and meet their needs with appropriate intervention and teaching strategies.
- Set tasks that challenge all pupils and are well matched to their learning needs.
- Use assessment data to plan lessons based on a thorough understanding of what children can do and use a range of assessment techniques to assess pupils progress and attainment within lessons.
- Set homework according to the policy, the homework timetable and agreed syllabus, mark it in such a way that it is formative and helpful to the students, and follow up late work.
- Plan and prepare schemes of work, individual lessons and homework assignments.
- Marking and monitoring pupils' work and setting challenging and aspirational learning targets.
- Attend Parents' Consultation Evenings and write reports in accordance with the reporting schedule of the school.
- Prepare and develop teaching and examination materials.
- Participate in arrangements for preparing students for examinations, invigilate the examinations and assess performance as required.
- Keep informed of current curricular and syllabus developments.
- Offer support to the learning of individual students through the pastoral system.
- Consult and update student records and profiles, and provide relevant information for references.
- Monitor the overall academic progress of each individual member of the teaching group including homework and lesson attendance and liaise with appropriate colleagues regarding concerns.

# Job Description

- Maintain an awareness of individual student needs by adopting strategies outlined in ISAPs (Individual Student Action Plans).
- Effectively deploy additional adults within the classroom to support teaching and learning.

## Professional Contribution

- Attend staff meetings, subject meetings and other relevant meetings as required.
- Assist with and attend official functions e.g. examinations, celebrations, open events and formal occasions, including church services.
- Attend and support assemblies and house events, assisting with general supervision as required.
- Register attendance of pupils in lessons and support pupils through and upon return from absence.
- Supervise pupils when requested i.e. undertake duties and cover for colleagues and when appropriate, teach pupils when their teacher is not available.
- Have an awareness of and follow the school health and safety policy and codes of behaviour.
- Maintain good order at all times and safeguard pupils' health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- To participate in (and, where appropriate, contribute to) the general well-being and professional development of the staff and school for the benefit of all students.
- Keep up to date with school policies and remain sufficiently aware of the personal circumstances and problems of individual students taught to act confidently and consistently with colleagues, whilst respecting confidentiality.
- Support the ethos of the school by being a visible presence.
- Adopt professional standards of behaviour and appearance at all times.
- Work as a supportive member of the teaching staff.
- Consult colleagues for guidance and share best practice.
- Participate in the School's professional review procedures.
- Familiarise themselves with all the relevant documentation and policies.
- Take responsibility for the development of their professional portfolio.

## Other

- Carry out the duties of Form Tutor and support the Pastoral Team as required.
- Promote the general progress and well-being of individual students and of any class or group of pupils assigned to him/her, so that pupils may reach their full potential.
- Keep records and write reports as required, meeting deadlines.
- Provide guidance and advice to students as appropriate.
- Contribute to the high quality extra-curricular provision at the school.
- Undertake such other duties as the Head may reasonably request from time to time.

## Payscale

As a guide, the salary offered will be between £35,000 and £42,000 pa.

As an employee of the John Whitgift Foundation, the post holder will be entitled to a range of benefits.

These will include:

- Membership of the Teachers' Pension Scheme
- A generous discount at any one of the three Foundation Schools (maximum of 50% of salary)
- Membership of the BUPA healthcare cashback scheme
- Free, high quality lunch each day
- Opportunity to apply for the Cycle to Work Scheme
- Season Ticket Loan
- Various other discounts on goods and services

# Person Specification

The following criteria will be used when assessing the suitability of applicants:

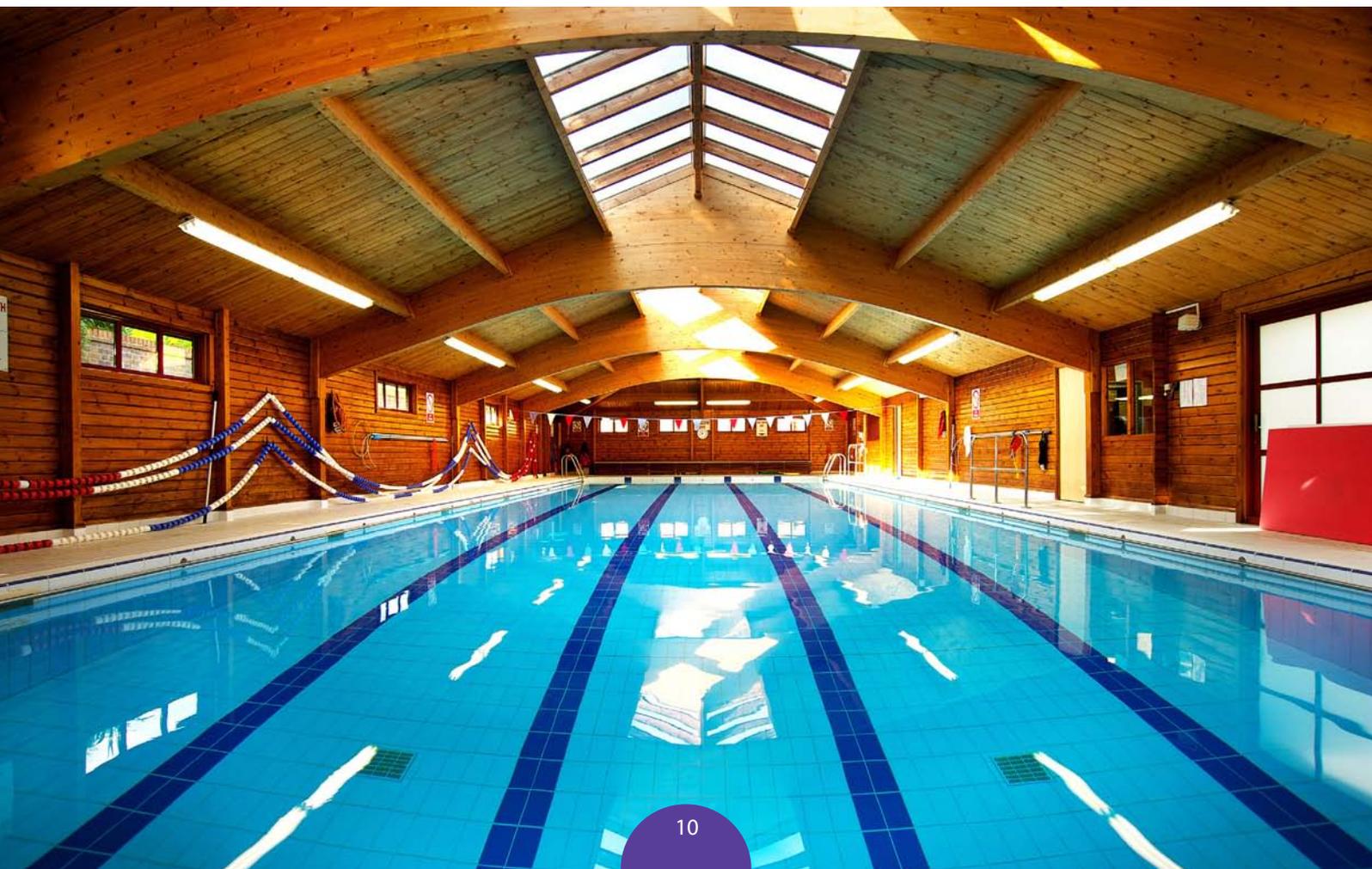
**Essential: without which candidates will be rejected**

**Desirable: useful for choosing between two strong candidates**

Essential	Desirable	Evidenced by
<b>Qualifications</b>		
Good Honours Degree. PGCE or equivalent. Qualified Teacher Status.		Application form.
<b>Experience</b>		
Track record of successful teaching at Primary School level in either the independent school or state school sectors.  KS2 teaching experience.  Proven track record of raising standards of pupil achievement in KS2.  A portfolio of relevant training and CPD.	Experience of teaching across the key stages Experience of preparing students for 11+ examinations.  Experience of supporting curriculum development.	Application form.  Interview process.  References.
<b>Knowledge, Skills and Abilities</b>		
Understanding of the current curriculum developments.  Excellent classroom practice and experience of working in KS2.  Effective communication skills and a commitment to a collaborative team approach.  High professional standards and expectations.  Effective communication skills, both written and verbal, with a wide range of internal and external audiences.  Ability to work effectively as part of a wider team and with governors, staff, parents, students and others in the local community.  Personal enthusiasm for, and commitment to, the learning process supporting research and debate about effective learning and teaching.  Commitment to the academic, social, emotional and cultural development of all pupils including their understanding of British values.  Ability to recognise and take account of the diversity of the school community.  Ability to personalise provision to meet the learning needs of students with a range of needs.  Comprehensive understanding of the principles of effective safeguarding and commitment to developing a safe, secure and healthy school environment.	Knowledge of the ISI framework for school inspection and self-evaluation.	Application form.  Interview process.  References.

# Person Specification

Essential	Desirable	Evidenced by
<b>Personal Qualities</b>		
<p>Possesses a passion for educating young people.</p> <p>Energy, loyalty, passion and integrity.</p> <p>An ambition to develop leadership skills and qualities.</p> <p>Able to form highly effective working relationships.</p> <p>Excited by working as part of the larger Old Palace school community.</p> <p>Committed to the principles of independent and single sex education.</p> <p>Demonstrates high levels of emotional intelligence.</p> <p>Possesses personal presence and impact.</p> <p>Able to inspire and motivate pupils and retain the trust of parents.</p> <p>Able to show sensitivity and flexibility as circumstances demand.</p> <p>Resilient and able to work under pressure when faced with complex and demanding situations.</p> <p>Willing to be involved in all aspects of school life including outside of normal school hours and days, and is adaptable to meet the needs of the school.</p> <p>Demonstrates a portfolio of professional development to date and is ambitious for their future career development.</p> <p>Excellent and unequivocal references.</p>		<p>Application form.</p> <p>Interview process.</p> <p>References.</p>



# Notes to Application



## Safeguarding

Old Palace School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of, and contribution to, a safeguarding environment.

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction. The School may also conduct an online search as part of the due diligence process during recruitment. This will include any publicly available social media material.

The Old Palace Safeguarding Policy can be found [here](#).

## Your application

If you would like to apply for the position of Prep Teacher at Old Palace Prep School, please complete the application form, which can be found on the Old Palace website vacancies page:

<https://www.oldpalace.croydon.sch.uk/about/vacancies>

## Timescales

<b>Closing date:</b>	<b>Thursday 11th May 2023 at 9am</b>
<b>Shortlisting:</b>	<b>Thursday 11th May 2023</b>
<b>Interview dates</b>	<b>Monday 15th May 2023</b>

If you are shortlisted, we will take up references prior to your interview unless otherwise specified.

## School visit

If you would like to visit the Prep School, please contact the Prep Office to arrange: [prepoffice@oldpalace.croydon.sch.uk](mailto:prepoffice@oldpalace.croydon.sch.uk)

## Contact Details

Further enquiries about this position or application process are welcome.

Please contact:  
Mrs Jane Thomas  
Head's PA  
[hmsec@oldpalace.croydon.sch.uk](mailto:hmsec@oldpalace.croydon.sch.uk)  
020 8256 1881





# Old Palace *of* John Whitgift School

Independent Girls' School

Pre School to Sixth Form



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