

Candidate Information Pack

Prep Classroom Teacher

Radnor House Sevenoaks

January 2024



Radnor House
— SEVENOAKS —
celebrating every individual



Radnor House Sevenoaks Information

Radnor House Sevenoaks is a fast growing independent co-educational day school educating up to 650 pupils aged 2-18. Located on a beautiful and historic site close to the town of Sevenoaks, Kent, the school was originally founded in 1924 as Combe Bank School before joining the Radnor House Group in 2015, becoming fully co-educational from Nursery to Sixth Form. The school is a member of Round Square, IAPS and ISA.

Structure

Radnor House Sevenoaks is divided into two sections: Prep School (2-11) and Senior School (11-18) although the emphasis is on providing a 2--18 continuum as pupils progress through each stage of their education.

Co-Curricular

Learning at Radnor House Sevenoaks is not restricted to the classroom and pupils benefit from an extensive range of co-curricular activities designed to engage, broaden and test students both mentally and physically.

Curriculum enrichment activities at Radnor House Sevenoaks include coding, sport, debating, film studies, photography, and Performing Arts and pupils additionally often participate in external events such as Young Enterprise, The Duke of Edinburgh Award, Maths Challenge and Young Engineers.

Vision and Values

The vision is for Radnor House Sevenoaks to become a school which truly celebrates active and responsible young people equipped to thrive in the world of tomorrow.

Fostering intellectual curiosity in every individual is at the heart of teaching and learning at Radnor House Sevenoaks. The school offers academic excellence and tailor-made, individual support in the classroom, in the sports arena and throughout an extensive co-curricular programme.

This personal approach to the needs of each student is central to Radnor and at the heart of all strategic

planning and decision making. Radnor House Sevenoaks challenges the idea of limits in all areas of student development and its pastoral care is second to none. The result of this provision is confident, articulate and caring pupils who will be perfectly placed for high levels of achievement whatever their chosen path.

This vision is underpinned by four values:

- **Excellence:** To expect the very best of ourselves in everything we put our hand to. Excellence is a habit.
- **Respect:** To treat others as we would expect to be treated ourselves.
- **Courage:** To always do the right thing, not the easy thing. To be proud of one's decisions.
- **Perseverance:** To pursue the difficult meaningful goal with rigour and passion.

The values of Radnor House Sevenoaks permeate every aspect of school life. They are celebrated in assemblies and delivered in lessons and the wider curriculum. These values will serve as the guiding principles for young people after they leave school.

In addition, the values underpin the strategic human resource function and colleagues are encouraged to live the values throughout their working career in the form of an extensive professional development



Prep School Information



A child's first school experience is an incredibly important one, they are learning about the world around them and will be excited to make new friends and experience new adventures.

We believe strongly in building character through a set of common principles. Along with our school values of Excellence, Perseverance, Respect and Courage we also have a wide range of experienced staff who are dedicated to bringing out the very best in every child.

We pride ourselves on having a genuine family feel which guarantees that children feel valued and cared for from the first day they join our school all the way through their Radnor journey.

We are extremely proud of all our pupils, their enthusiasm for life and learning, their concern for others and their many achievements, both academic and co-curricular.

We recognise the importance of continued development to the highest possible standards without losing sight of the individual needs of every child in our care. We aim to inspire a love of learning within an atmosphere of happiness and warmth which motivates children to work and play to the best of their abilities.



The Role - Prep Classroom Teacher

Key role as a Prep Classroom Teacher:

- Helping each KS1/KS2 pupil to achieve their full potential and encouraging them to develop their strengths or talents. Encouraging the pupil to set and strive for high standards and to value their own and those of others.
- Modelling the school's core values of Respect, Courage, Perseverance and Excellence in their own interactions with pupils, staff and parents.
- Promoting good standards of behaviour both in class and around the school.
- Work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks

Prep Classroom Teacher Responsibilities:

- Insisting on good class routine and discipline and safeguarding health and safety during school activities on and off the premises.
- Ensuring that information is passed on promptly and that any returns to the school office are completed on time.
- Alerting the Head of the Prep to any pupil absence, which may cause anxiety, and ensuring that absences are followed up and accounted for.
- Organising and planning work in line with the school's policies and schemes of work outlined for the year group and taking into account the differing abilities and learning preferences the class.
- Monitoring and keeping records of the child's progress and attainment to inform parents and others, and to inform their own future planning.
- Writing and collating all reports and assessments at the appropriate times and making them available to the Head of the Prep within the calendar timetable.
- Recognising children who are having difficulties and supporting them in the normal classroom situation. Keeping the Head of the Prep aware of any matters of concern.
- The teacher may be responsible for the supervision of the work of classroom assistants relevant to their responsibilities.
- Keeping the classroom well organised and in order. Creating an interesting and stimulating classroom.



Job Description - Prep Classroom Teacher

Pastoral

- The class teacher has an important pastoral role. They are expected to strike up a warm and friendly relationship with children, who should be able to look upon them as their guide and mentor.
- The teacher liaises closely with the parent(s) with regard to the child's progress and overall well-being. They set and monitors homework in accordance with the Homework Policy, and give guidance to parents regarding this.

Productions & Assemblies

- The teacher attends assembly with their class and is expected to plan and deliver an annual class assembly. In addition they may be required to contribute and prepare children for other events and productions as are organised.

Duties

- The teacher is expected to carry out duties (e.g. break duty, lunch duty) punctually and responsibly. A duty rota is organised at the beginning of the year and all staff receive a copy. Teachers may be expected to cover homework club after school on a rotational basis.

Clubs

- The teacher is expected to contribute to the extra-curricular activities of the school. Staff are expected to run a club each term.

Staff Meetings

- The teacher is expected to attend weekly staff meetings. Attendance on Curriculum Development Days and Twilight Development sessions is expected. Attendance is expected at Open Days and the annual Summer Celebration. The teacher is also expected to be available for parent consultation evenings.



The Person - Prep Classroom Teacher

We are seeking to appoint an inspirational and enthusiastic KS1/KS2 Prep School Teacher who will engage and motivate students to realise their full potential and maintain the core values of our school, both inside and outside the classroom. This is an exciting opportunity to join the school at a time of growth and development.

The Prep Classroom Teacher will have:

- Teaching qualifications or NQT
- Experience as a school teacher and experience of building successful relationships with parents, pupils and staff
- Clear understanding of, and a desire to achieve, excellence in all areas of academic activity, within and outside the timetable
- Demonstrable excellence in teaching
- Clear understanding of the independent school sector, and its opportunities and challenges is desirable
- Experience teaching highly able pupils, providing ample opportunities for stretch and challenge is desirable
- Inspiring and collaborative leadership and/or management
- Ability to build and lead a strong and committed team
- Ability to promote good working relationships across teams
- A strong moral compass and personal ethos fitting with that of the School
- High level of personal and professional integrity



Working with us

Celebrating Every Individual

Radnor House Sevenoaks' ultimate purpose is to prepare pupils for life. As life-long learners, our staff model the ambitions we have for our pupils and, consequently, enjoy worthwhile and satisfying employment in a vibrant and growing community. We are all dedicated to supporting our pupils in achieving their full potential.

Our Staff Community

As a staff member at Radnor House Sevenoaks, you are part of a community that works together to achieve the best for each of its pupils. There are 150 highly dedicated teaching and support staff. The culture of Radnor House Sevenoaks is founded on the following principles:

Our Vision

To develop active and responsible young people equipped to thrive in the world of tomorrow.

Our Values

Excellence — Respect — Courage — Perseverance

We aim to create a secure, happy and active learning environment of the highest quality which celebrates every individual. Teachers provide outstanding pastoral care alongside teaching of the highest standard and deliver a wide range of co-curricular opportunities.



Radnor House Sevenoaks also has a highly professional support staff creating and maintaining the structures and environment for teachers to help pupils achieve their best.

We actively support colleagues in seeking to improve their professional practice and work in partnership with parents to enhance opportunities for students. This includes helping them to develop an awareness of and contribution to both the local and broader community and wider field of education.

Providing an active learning environment is at the heart of Radnor House Sevenoaks. We want every colleague to fulfil their potential at work through ongoing development opportunities and by taking on new challenges to develop their career. Colleagues receive regular feedback on performance and are appraised each term against key performance indicators.

We also offer a wide range of benefits to staff including free breakfast, lunches and complimentary refreshments from our café throughout the day, on-site parking, private pension scheme, Life Assurance, 24/7 Employee Assistance Programme and use of the fitness suite.



How to Apply - Prep Classroom Teacher



Candidates are encouraged to contact the school with additional questions prior to submitting an application.

Application forms can be found on our website at:
[Working at Radnor House Sevenoaks \(radnor-sevenoaks.org\)](http://radnor-sevenoaks.org)

If you wish to apply for the role please send a completed application form including details of two referees to Aadibah Hussain, HR Administrator, at ahussain@radnor-sevenoaks.org

Start date for the role will be **1st January 2024**

The closing date for all applications is **29th September 2023**

Interviews will take place during the week of **2nd October 2023**

We reserve the right to interview candidates and appoint before the closing date therefore early applications are recommended.

Radnor House Sevenoaks is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. Applicants must be willing to undergo child protection screening appropriate to the post, including checks on past employers and the Disclosure and Barring Service (DBS)