



ST HELEN &
ST KATHARINE

Candidate Pack

For the position of

Class Teacher –
Key Stage 2
(Maternity Cover)

The School

As one of the leading independent schools in the country, St Helen and St Katharine is an exciting place to work and appointing the very best staff is integral to our success.

St Helen's is a welcoming school where students feel able to be themselves and relationships between students and staff are highly valued. It is a happy place where fun and laughter are central elements of the school day.

Eager to learn, and motivated to do their best, our students take advantage of the many opportunities on offer. We encourage them to challenge themselves and to take risks, both academically and beyond the classroom; we are also committed to creating a secure and supportive environment in which students feel they can make mistakes as they learn.

St Helen's is a school where success is celebrated but not revered. Our students achieve excellent academic results and our goal is to ensure that every student achieves success as they define it, so that they can believe in themselves, their talents and abilities, and so that they will feel prepared and equipped for life beyond school.

The School was founded in 1903 to provide a Christian education for girls in the Abingdon area. It was joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a catchment area that includes Oxfordshire, Berkshire and Buckinghamshire.

The School is a thriving community of 712 students aged 9 to 18 years including 186 in the Sixth Form and a small Junior Department comprising one Year 5 and one Year 6 class. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of extracurricular clubs and societies.

Whilst there is a strong commitment to girls' education, close links with Abingdon School add a co-educational dimension. These links include some subjects taught jointly in the Sixth Form and much collaboration in music, drama, extracurricular activities and socially at all ages.



The site

School facilities are excellent. The original school buildings date from 1906 and over the last ten years a significant capital programme has been undertaken with many new additions to the campus including a superb library with lecture theatre and IT suites. A new £7 million Science Centre opened in September 2014 providing 12 new laboratories, breakout spaces and a three-storey glass atrium. A new 3D Design Workshop and Design Hub opened in 2015 and a new Sports Centre in 2016.



The staff

The School staff body comprises 200 plus employed staff (teaching and support), plus sports coaches, casuals, volunteers, governors and visiting music teachers. Staff are well-qualified, conscientious and share a strong belief in the School ethos. With a passion for their subjects and a real focus on teaching and learning, there is excellent rapport between the students and staff. Staff are strongly committed to the provision of academic, enrichment and extracurricular opportunities through clubs, societies, trips, lectures and other events. The School supports and celebrates the professional development of all of its staff.



Academic achievements

Our excellent academic record is the result of thought-provoking, committed teaching that brings subjects alive, encouraging students to extend themselves, whilst allowing them time and space to grow in confidence.

In 2020, St Helen's students achieved the following results:

A-level: 83.6% A*-A, 95.9% A*-B

I/GCSE: 46% 9 grades, 93% 9-7 grades

The role

We are seeking to appoint an enthusiastic, highly motivated and creative Key Stage 2 class teacher, with an emphasis on teaching English, in order to join our Junior Department to help cover two separate periods of maternity leave absence.

This is a part-time position teaching in the region of 8-10 periods out of a possible 30 per week. The timetable will be spread over three days. We have some flexibility with internal staff timetabling and therefore welcome applications from individuals who are interested in covering from September 2021 for either up to one academic year (until early July 2022), or just for one half term (until the end of October 2021).

All teaching staff are expected to contribute to the pastoral and enrichment programmes of the School. All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's safeguarding policies.

The department

The Junior Department at St Helen's directly reflects the ethos and values of the Senior School. It aims to provide an exciting and stimulating curriculum that prepares students for their learning journey through the School. The Department consists of a Year 5 class of up to 16 students and a Year 6 class of up to 24 students. The Junior Department teachers work alongside a team of teachers from the Senior School with specialist subject knowledge.

Facilities

The Department is well-resourced and also benefits from its own office with individual workspace and storage areas. The Junior Department classrooms and breakout room are located in the heart of our main school building. The rooms are bright and welcoming, reflecting the ethos of the Department and each is equipped with an interactive whiteboard. Lessons with the class teacher are mostly taught in these rooms. In addition, the whole school facilities such as computing rooms, Drama Studio, Lecture Theatre and the impressive Library are often used by the Department. Specialist facilities are used for specific subjects e.g. science laboratories, music technology studios, the sports hall and the Language Learning Centre. At breaks and lunchtimes, the Junior students play outside, where they have use of a climbing frame and additional playground equipment, supervised by their dedicated playtime supervisor. They also have an indoor space, where they can play board games, read and relax with their friends.

Pastoral care

The post-holder will be a support Tutor (to a main Class Teacher) and will help to provide pastoral care and support for students across the Junior Department. There is a structured induction process for students entering the Department in Year 5 or Year 6, and we work hard to ensure a smooth transition into Year 7. We maintain close contact with parents to ensure students settle in well and to provide information on their daughter's academic progress and social development. The Department benefits from the support of Sixth Form assistants during lunchtime, where older students act as valuable friendly faces, and effective role models, around the School. Junior assemblies take place throughout the week and are a valuable opportunity for the whole Department to meet to celebrate achievement.

Curriculum

Lessons are lively and challenging, broadly following the National Curriculum. Whilst great emphasis is placed on the core subjects of English, mathematics and science, the students benefit from a broad curriculum providing purposeful, relevant experiences and encouraging independent thinking. Students do not take the Key Stage 2 tests, but rigorous assessment strategies ensure students are well prepared to sit the Year 7 entrance assessments in mathematics and English, providing a baseline measure on entry to the Senior School. All Year 6 students automatically transfer to the Senior School.

Extra-curricular

There are a variety of clubs and activities open to Junior students at lunchtimes and after school and staff are encouraged to offer relevant clubs according to their own expertise and interests. Students have the opportunity to begin instrumental tuition; they may join the School orchestra and musical groups, and represent the School in sports teams. Whole School events such as St Kate's Day and the School House system encourage the students to mix with older students.

Every year, the Department organises a residential trip which fosters a growing sense of independence and responsibility in the students. Junior staff also help stage an annual summer production for both year groups, which takes place in Studio Theatre during the Trinity term.

Role details

St Helen and St Katharine values the highest level of professionalism in its teachers. It is expected that all teachers will display a high level of knowledge and understanding of their subject area, and communicate this enthusiastically to students. Teachers should have high expectations of their students and be able to display evidence of planning, preparation and monitoring of progress. It is the responsibility of all teachers to create a stimulating and positive learning environment, and to employ a range of teaching strategies, thus enabling all students to fulfil their academic potential. They should inspire trust and confidence.

Specific responsibilities include:

Curriculum delivery

- Planning, preparing and teaching the classes assigned to him/her, using a range of strategies for teaching and classroom management to ensure that individual learning needs are met.
- Ensuring that marking of students' work is both regular and thorough and that full records are kept.
- To regularly monitor the progress of all students in their teaching groups, taking account of individual learning needs to have a positive impact on student progress.
- Liaising with the Learning Support Co-ordinator on strategies to support the progress of students on the Learning Support register.
- Keeping abreast of current thinking and development in the subject area(s).
- Assisting the Head of Department with the development of appropriate syllabuses, schemes of work and teaching styles.
- Sharing resources and training materials with colleagues.
- Contributing to departmental activities, e.g. enrichment work, clubs, societies and trips.
- Taking responsibility for professional development and using the outcomes to improve teaching and learning.
- Attending whole school INSET sessions.

Physical resources and safety

- Meeting the health and safety requirements of the School.
- Working with the other members of the department to ensure that all resources are well looked after and that departmental areas provide a stimulating environment for teaching.

Communication

- Providing or contributing to oral and written assessments, reports and references relating to individual students.
- Attending Parents' Meetings.
- Attending regular departmental meetings and full staff meetings.
- Liaising with partner schools regarding performing arts activities.
- Attending Open Day.

Pastoral and whole school support

- Being a tutor or support tutor.
- Contributing to the pastoral care and personal development of students.
- Carrying out a share of supervisory duties in accordance with published schedules.
- Ensuring that a register of attendance in lessons is kept and taking appropriate action in cases of student absence.
- Supporting the ethos of the School through maintaining the highest standards of professionalism.
- Attending assembly or chapel and whole school services.
- Contributing to whole school activities, e.g. clubs and expeditions.

The person

Skills/abilities

- Ability to motivate and inspire students across upper Key Stage Two.
- Ability to relate well to young people.
- Ability to build students' confidence.
- Ability to work well on a day to day basis in a supportive and collaborative manner as part of a departmental team.
- Ability to contribute to the development and implementation of departmental policies and goals.
- Effective communication skills – oral and written.
- Effective IT skills.
- Excellent teaching and classroom management skills.

Knowledge

- Excellent subject and curriculum knowledge. A particular interest in science and/or mathematics would be welcomed.
- An awareness and understanding of the issues and current developments in primary teaching.

Qualifications and experience

- A good honours or higher degree in a relevant discipline.
- Qualified Teacher Status is desirable.

Personal attributes

- Enthusiasm and passion for teaching upper Key Stage 2 and the ability to convey this to students.
- A willingness to take an appropriate share of departmental responsibilities and participate in trips.
- High levels of personal and professional integrity.
- High degree of self-confidence, dynamism and personal warmth, to develop a good rapport with students, colleagues and parents.
- High expectations for student attainment, personal development and conduct.
- A commitment to involvement in an extracurricular programme which meets the needs of all students.
- A reflective practitioner; ability to self-appraise and manage continuous professional self-development.
- A commitment to safeguarding our students in line with the School's Safeguarding policies.



Salary and benefits

- Teachers are paid a salary that reflects their knowledge and experience. St Helen's offer competitive salary levels and has its own salary scale which offers scope for pay progression.
- Teachers are entitled to take the normal School holidays.
- Teachers are eligible to join the Teachers' Pension Scheme.
- The School currently operates a cycle to work scheme.
- Employees are entitled to free lunches when the kitchens are operating.
- There is free car parking on site.
- Employees may use the fully equipped gymnasium/sports facility on site.



St Helen's 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 Disclosure and Barring Service. Employment is subject to these checks.

The process

Before you apply for this post please ensure that you have read both our Safer Recruitment, and Safeguarding policies, as well as our Staff Privacy Notice, all of which can be accessed via the Working at St Helen's section of our website.

Please then complete an application form (available within the Working at St Helen's section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Rebecca Dougall, Headmistress**, should be submitted via email (recruitment@shsk.org.uk) in the first instance and then posted to:

Human Resources Department
St Helen and St Katharine
Faringdon Road
Abingdon
Oxfordshire
OX14 1BE



The closing date for this post is **Friday 21 May at noon**. Interviews will take place on **Thursday 27 May 2021**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who attend interview.

We look forward to receiving your completed application.



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