



Chigwell School

Mr M.E. Punt, M.A. M.Sc. P.G.C.E.
Headmaster

mpunt@chigwell-school.org

D: +44 (0)20 8501 5701

T: +44 (0)20 8501 5700

High Road, Chigwell, Essex IG7 6QF

www.chigwell-school.org

KS2 Teacher Job Description



Introduction

Chigwell School is seeking a well-qualified, energetic and committed KS2 teacher to join our highly successful School from September 2021. It is anticipated that the successful candidate will have had experience in a similar role, in another maintained or independent school. Our children are nurtured in small classes with inspirational teachers and together they create the very happy atmosphere for which Chigwell is renowned.

Background

Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, coeducational independent school of 990 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the Capital. Most pupils are day pupils but in the Sixth Form, there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.

As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the Good Schools Guide reports: *Academically, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure and stress. "Anyone who wants to do well here, will do well" said one student, "and I can't think of a nicer place to succeed."*



The School Development Programme

Over recent years, the School's facilities have been extensively developed in order to enhance the educational experience that pupils receive. The development programme has included the following additions:

- 2008 Wilson Building teaching block
- 2008 Floodlit AstroTurf pitch
- 2009 Junior School library extension
- 2010 Complete redevelopment of catering facilities
- 2010 Harsnett's and Church House converted into boys' boarding houses
- 2012 The Old Chigwellian Club and land was incorporated into the school estate
- 2013 Pre Prep School completed and opened
- 2013 Two new science labs created
- 2014 Drama Centre balcony extended to provide additional music and drama rehearsal space
- 2016 The Risham Sarao Sixth Form Centre completed and opened
- 2017 Extension of Dining Hall
- 2018 Renovation of the Chapel
- 2019 Extension of Junior School
- 2020 3G football pitch constructed

The Governors have recently agreed a development masterplan and the next priorities on the School's development plan are to:

- Develop a new Sports Centre with an indoor swimming pool
- Further expand our provision of bursaries
- Expand the facilities for music





The School

Some pupils join Chigwell School in Reception and there are two classes in each of the three Pre Prep year groups. A small number of children join the Junior School at 7+ (Year 3) and there are three classes in each of the KS2 year groups. At 11+ (Year 7), there is a further entry with four or five classes making up Years 7 to 11. Again, there is a small entry into the Sixth Form. Entry at each stage is selective and although there are three main sections to the School (Pre Prep, Junior School and Senior School) these sections work closely together and there is a common ethos running throughout.

There are over a hundred teachers and together with the support staff, there is a friendly, mutually-supportive atmosphere. We place considerable emphasis on life outside the classroom and believe that the opportunities that we provide help to fulfil our Vision: To inspire our pupils to fulfil their potential and forge their path to success. The School Values are:

- **Happiness First**
We create a nurturing space where happiness underpins our achievements and drives us forward.
- **Courageous and Resilient**
We seize opportunities all around us and have the confidence to embrace them wholeheartedly.
- **Innovative Approach**
We adapt and evolve, influencing our changing world.
- **Community of Kindness**
We support and collaborate with each other, making a positive contribution to the community.
- **Lifelong Learning**
We cultivate curiosity, keeping the passion for learning alive beyond the school gates.





The Junior School

Pupils join the Junior School as day pupils from the Chigwell Pre Prep or from a wide range of primary or preparatory schools. All pupils have a class teacher who is responsible for their academic and pastoral welfare and who teaches the class for most subjects. He or she will get to know the children well, will help monitor their progress, their extra-curricular involvement and work to ensure that they are happy and fully involved in school life.

The Head and Deputy Head of the Junior School, together with all staff, are responsible for the pastoral care of Junior School pupils and there are available for consultation at almost anytime

Both the Senior and Junior School share the same educational philosophy as well as many facilities and teaching staff. Everyone has access to the School's extensive facilities, particularly in the areas of art, music, drama, physical education, games and ICT.

The Chigwell ethos pervades all that we do in the Junior School: our pupils have high aspirations, are encouraged to be curious, creative, and most importantly, to enjoy everything that school life has to offer.



The Role

The successful applicant will be:

- A class teacher, able to teach across the range of subjects in KS2 to a high level.
- Able to work well with children, parents, carers, colleagues and other professionals.

- Possessed of the ability to motivate and enthuse young children to achieve high academic and personal standards.
- Able to show empathy and to create a structured, caring and stimulating environment for children to develop their potential.
- Involved in the successful, well-established extra-curricular programme.
- A team player with excellent communication, organisational and time management skills.
- Energetic, patient and able to show a sense of humour and a spirit of adventure.
- A contributor to school life as a whole.

More specifically, a KS2 teacher will:

- Promote high quality teaching and learning across a range of subjects.
- Keep clear records and monitoring the academic progress of pupils in the class.
- Assess pupil work providing appropriate feedback.
- Be an enthusiast in the classroom.
- Plan and present lessons in a variety of teaching styles.
- Provide a positive, safe and stimulating environment for pupils to learn in.
- Help, guide and advise pupils on a day to day basis.
- Deal with general classroom issues, communicating with colleagues when necessary.
- Maintain good order and set standards of discipline in line with the School ethos and rules.
- Communicate with parents as and when necessary.
- Write subject and pastoral reports and follow up any comments.
- Contribute to the extra-curricular life of the School.
- Deal with general classroom administration.
- Attend meetings of KS2 staff and other bodies to contribute to discussions on the academic, pastoral and co-curricular life of the School.

In addition

- There may well be the opportunity to co-ordinate and lead a subject at KS2

Hours of Work

This is a full time position.



Benefits

Chigwell School is a very happy place to work and the School provides a supportive working environment. There is a well-developed programme of professional development. Pupils are enthusiastic, well-behaved and eager to learn, and colleagues are supportive, dedicated and get on well together. There is a strong sense of community.

Other benefits of working at Chigwell School include:

- A competitive salary
- Strong commitment to professional development
- Membership of the Pension Scheme
- Fee remission for eligible children
- Personal Accident Cover
- Employee Assistance Support Programme
- Complimentary lunch and break time refreshments during term time
- Free use of school sports facilities outside of the school day
- On site free parking and cycle racks
- Medical Centre on site
- Use of School Library
- A beautiful working environment – 100 acre site, beautifully landscaped with a number of listed buildings
- Good transport links by tube (Central Line), road and local bus route
- A supportive community of highly motivated students and staff

Applications

Applicants should complete the teaching staff application form which can be accessed directly from our website: www.chigwell-school.org (Vacancies) and sent to the HR department at: hr@chigwell-school.org

The Head of Junior School, Mr Andrew Stubbs, will be happy to answer any questions; he can be contacted at the School by telephone 020 8501 5721 or email astubbs@chigwell-school.org

Closing date: Monday April 26th – early applications are welcome.

Applications will be considered upon receipt. Candidates will be contacted by telephone or email to attend interview if required. The School reserves the right to interview and appoint before the closing date.

Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.

