

Duke of Kent School
Peaslake Road
Ewhurst
Surrey GU6 7NS
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Application Pack: Prep School Teacher (Part-time)

- Prep School Teacher - Part Time – Monday to Friday
- 20 hours per week spread across 5 days
- Fixed Term Contract to commence January 2020 (Maternity Cover)

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Duke of Kent School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. Applicants must be willing to undergo Safeguarding compliance checks appropriate to the post, as detailed in our Recruitment policy, including satisfactory reference requests with past employers and an Enhanced Disclosure and Barring Service check.

Letter to Prospective Applicants:

Dear Applicant,

Thank you for your interest in applying for the above post at Duke of Kent School. The information attached is designed to inform you about our School and the above post and should be read in conjunction with our Safeguarding Policy, available on our website. All staff and volunteers at Duke of Kent School are responsible for the safeguarding of children and young people and for promoting their welfare.

All applications must be made via the School Application Form which can be obtained from the School website, under School Community, Vacancies or from rharris@dokschool.org or 01483 277313. Please enclose a letter supporting your application, addressed to Rachel Harris, Assistant Bursar (HR & Operations).

Please note that references will, where possible, be taken up prior to interview.

We look forward to receiving your completed application.

Please note the deadline for applications is *Tuesday 26th November 8am*.

Interviews will take place: *w/c 2nd December*

Start date: *6th January 2020*

Yours faithfully,

Rachel Harris
Assistant Bursar (HR & Operations)

School Information:

Please do take a look on our website to familiarise yourself with the School

www.dukeofkentschool.org.uk

The School: Duke of Kent School is a co-educational school with approximately 314 pupils from Nursery to Year 11. The School is organized into three sections: Pre-prep (Nursery –Year 2); Prep (Year 3 - Year 6) and Senior (Year 7 – Year 11).

Our core values are Kindness, Effort, Respect, Responsibility and Honesty and are core pillars of all we say and do.

The School has an inclusive ethos and we are proud of meeting the needs of pupils across a broad range of academic ability. We seek to enable each pupil to achieve his or her potential, to address challenges and to develop interests and aptitudes.

Our small size enables us to know each pupil as an individual and we aim to ensure that our programme of learning inside and beyond the classroom meets the needs of that individual: social, academic, spiritual, sporting, cultural. We place great value on personal progress and expect our pupils to strive for a series of personal bests. In all aspects of school life we pursue a dual strand of participation for all and the pursuit of excellence. We have a 'growth mindset' and expect pupils to invest considerable effort in all aspects of their school experience.

Our Extended Day model, with prep and activities available on site daily until 7.30pm, is staffed by teachers on a rota basis. The after school Activity Programme, offers clubs as diverse as Gardening, Photography, Film-making, and Football, providing opportunities for personal development for pupils. All teachers contribute to the programme and are encouraged to offer a course in an area of particular expertise or interest.

Form teachers take responsibility for the pastoral care of the pupils in their form and report to the Head of Senior, John Wilson, and Head of Pre-prep and Prep School, Rebecca Green. We enjoy excellent home-school partnerships with our families and the form teacher is the first point of contact with parents on pastoral or academic matters. Teachers throughout the School work with parents to encourage pupils to develop confidence, intellectual and social independence, and to reflect on, and take personal responsibility for, their learning. Where necessary all teachers and support staff work with the Head of Learning Development to ensure pupils' individual learning needs are met.

The School enjoys excellent facilities including large areas of forest, extensive sports pitches, an indoor swimming pool, sports hall, Performing Arts Hall, Prep and Senior library areas, laboratories and ICT facilities with both iPads and PCs.

We place great value on learning beyond the classroom and pupils enjoy frequent trips, including residential visits, and opportunities to camp on site. Forest School and Duke of Edinburgh activities are popular aspects of School life. We have a varied programme of visiting speakers at the school and arrange a wide variety of educational visits and experiences outside the classroom.

Sport is an important aspect of both the curriculum and the extra-curricular programme. Swimming, hockey, netball, rugby, football, tennis, cricket, athletics, rounders and cross-country are all taught and, in addition to house events, a busy fixture list brings regular opportunities for pupils to represent the School. A large proportion of our teachers are involved in the sport programme and suitably qualified candidates will have opportunities for coaching and supervision of sports.

Art is a striking and central activity at Duke of Kent School. Music and Drama are vital aspects of School life, with pupils participating in choir and annual productions and many taking individual music lessons; pupils have regular opportunities to perform.

Behaviour throughout the School is extremely good and the focus on moral, cultural and spiritual development of pupils is very strong. Duke of Kent School has a kind, caring and supportive ethos of which pupils and staff are proud and which we strive to maintain. Regular assemblies celebrate achievement and clarify expectations. Pupils are keenly involved in a range of environmental and charity activities, as well as a School Council. The House system and initiatives such as paired reading schemes bring together pupils of different ages across the School community.

All staff are expected to participate in Professional Development and to attend external and internal training relevant to their work.

Children of Duke of Kent School staff, subject to the standard admission requirements, are eligible for a 30% remission of fees, or pro-rata if part-time.



Job Description – Prep Teacher (Fixed Term Maternity Contract)

Job Purpose: To teach within the Prep School, providing a high quality educational experience for all pupils ensuring they make sustained progress.

Prep School Teacher - Part Time – Monday to Friday
20 hours per week spread across 5 days
Fixed Term Contract to commence January 2020 (Maternity Cover)

Job Title	Prep School Teacher (Part-time)
Job Purpose	To teach curriculum subjects to several KS2 classes, ensuring an interesting and engaging curriculum under the direction of the Head of Prep and Pre-prep, Mrs Rebecca Green and to contribute to the programme of duties and activities throughout the school.
Structure	All staff report to the Head, Mrs Sue Knox; Line Manager, Head of Prep & Pre-prep Mrs Rebecca Green.
Main Duties and Responsibilities:	<p><i>Duke of Kent School is committed to safeguarding and promoting the welfare of children and young people. All volunteers and employees should regard safeguarding and promoting the welfare of children and young people as a primary responsibility.</i></p> <ul style="list-style-type: none"> • Model at all times the high standards of behaviour, courtesy and respect required from our pupils • Make a positive contribution to the life of the community, working to maintain the kind, caring and supportive ethos of the School • Establish effective and positive working relationships with colleagues and support staff • Establish high expectations of pupil behaviour, managing behaviour effectively to ensure a good and safe learning environment • Model love of learning in and beyond the classroom, enthusing and inspiring pupils • Adopt a collaborative approach to teaching, sharing best practice formally and informally on a regular basis • Have proper and professional regard for the ethos, policies and practices of the School • Promote equality for all members of the community • Fulfil the role of form tutor, taking pastoral responsibility for pupil wellbeing and acting as first point of contact with parents in social or academic matters, communicating concerns and celebrating achievements • Work to build home-school partnership in support of pupil progress • Foster social and academic independence in pupils, establishing habits of excellence • Maintain individual pupil records, attendance registers and internal reports as required • Monitor progress, set and review targets, making accurate and productive use of assessment • Write pupil progress reports and hold parents' meetings to review pupil progress and development • Remain conversant both with general developments in education research and debate

<ul style="list-style-type: none"> • Create and maintain a stimulating teaching environment • Plan and organise lessons to support pupil engagement and progress • Liaise with Prep School Subject Co-ordinators and Senior School Heads of Department/subject specialists as necessary • Integrate the use of IT in subject teaching as appropriate • Understand, and differentiate for, individual learning differences of pupils, adapting teaching to respond to the strengths and needs of all pupils, liaising with the Head of Learning Development (SENCO) as necessary • Be aspirational in approach, selecting challenges which are achievable for pupils but which stretch them and enable them to improve • Provide reasonable cover in the event of colleague absence • Attend Staff Meetings, Department Meetings and training as required • Attend School events and functions, involving evening and occasional weekend attendance, including Open Mornings, Sports Day, concerts, plays • Undertake (on a rota basis) lunchtime, break-time and after school duties, as required • Participate (on a rota basis) in the After School Activity Programme, as required • Undertake any other duties reasonably requested by the Head or Head of Prep and Pre-prep 	
Note	This job description identifies the key responsibilities attached to the post described. It is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, after consultation.
Safeguarding Statement	Duke of Kent School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that successful applicants will require DBS clearance.

All Duke of Kent teachers are expected:

1. Teaching and Learning

- a. to remain conversant both with general developments in education research and debate relevant to the subject and key stage, undertaking any training necessary for the role and for professional development
- b. to assist in the development, review and maintenance of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area
- c. to create and maintain a stimulating teaching environment
- d. to plan and organise lessons to support pupil engagement and progress, submitting planning records to the Director of Studies
- e. to establish high expectations of pupil behaviour, managing behaviour effectively to ensure a good and safe learning environment
- f. to understand, and differentiate for, individual learning differences of pupils, adapting teaching to respond to the strengths and needs of all pupils, liaising with the Head of Learning Development as necessary
- g. to be aspirational in approach, selecting challenges which are achievable for pupils but which stretch them and enable them to improve to the best of their potential, working above and beyond curriculum requirements
- h. to integrate IT in teaching and learning
- i. to manage learning resources within the classroom including issue and return
- j. to foster social and academic independence in pupils, establishing habits of excellence
- k. to monitor progress, set and review targets, making accurate and productive use of assessment

2. Communications:

- a. to establish effective and positive working relationships with colleagues and support staff
- b. to attend Staff Meetings and INSET as required

- c. to adopt a collaborative approach to teaching, sharing best practice formally and informally on a regular basis
- d. to write pupil progress reports and attend parents' meetings to review pupil progress and development
- e. to liaise as necessary with form tutors who act as first point of contact with parents in social or academic matters, communicating concerns and celebrating achievements
- f. to contribute to home-school partnership in support of pupil progress

3. Professional Practice

- a. to be aware of and have a proper and professional regard for the School's policies and procedures
- b. to provide reasonable cover in the event of colleague absence
- c. to maintain individual pupil records, attendance registers and internal reports as required
- d. to attend and support School events and functions, involving evening and occasional weekend attendance, including Open Mornings, Sports Day, concerts, plays
- e. to undertake (on a rota basis) lunchtime, break-time and after school duties, as required
- f. to participate (on a rota basis) in the School Activity Programme, as required
- g. to model at all times the high standards of behaviour, courtesy and respect required from our pupils
- h. to make a positive contribution to the life of the community, working to maintain the kind, caring and supportive ethos of the School
- i. to promote equality for all members of the community
- j. to undertake any other reasonable duties as requested by the Head

Person Specification : Prep Teacher

Assessment Area	Essential	Desirable	Assessment Method
Safeguarding	Commitment to safeguarding and promoting the welfare of children and young people	Qualification in Safeguarding	Application Form, Interview, References
Academic Qualifications/ Professional Status	Qualified to degree level	QTS Experience of GCSE teaching	Application Form, Interview, References
Professional Skills	<p>Excellent classroom practitioner</p> <p>Ability to plan and teach inspiring and engaging lessons</p> <p>Ability to communicate love of learning, to establish classroom routines and develop habits of excellence</p> <p>Commitment to supporting pupils to achieve individual 'personal bests'</p> <p>Ability to work to deadlines</p> <p>Effective communicator with pupils, parents and colleagues</p> <p>Keen to contribute to extra-curricular programme</p> <p>Dedication to achievement of highest possible academic and personal outcomes for all pupils</p> <p>Passionate about the development and use of new technologies</p> <p>Able to lead, develop and enhance extra-curricular opportunities for students throughout the School</p>	<p>Experience of innovation in education;</p> <p>Experience of iPad use in teaching</p>	Application Form, Interview, References, Lesson Observation
Personal Qualities	<p>Collaborative approach</p> <p>Flexible and resilient</p> <p>Empathetic and imaginative</p> <p>Highly organised</p> <p>Capacity for initiative</p> <p>Open to new ideas or approaches</p> <p>Able to inspire pupils and communicate with Colleagues, parents and fellow professionals</p>		Application Form, Interview, References, Lesson Observation