

RECRUITMENT PACK



REQUIRED FROM SEPTEMBER 2020

Key Stage 2/3 Teacher of English

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Prep School
Application Closing Date	Midday Tuesday 18 th February 2020
Interviews Week Commencing	Monday 2 nd March 2020

IMPORTANT INFORMATION

Framlingham College 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.



FRAMLINGHAM COLLEGE PREP SCHOOL
 BRANDESTON
 SUFFOLK
 IP13 7AH

T: 01728 685331
 E: hr@framlinghamcollege.co.uk

FRAMLINGHAMCOLLEGE.CO.UK/EMPLOYMENT



Framlingham
 COLLEGE
Prep School





Welcome

Dear Applicant,

Thank you for your interest in the position of Key Stage 2/3 Teacher of Science at Framlingham College Prep School.

Framlingham College is a co-educational day and boarding school comprising of the Prep School, led day-to-day by Matthew King, in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

We are seeking to appoint an outstanding and dynamic teacher to join our successful English Department from September 2020.

A willingness to make a full contribution to life in this busy boarding school is important. In return, we offer excellent ongoing professional development and a highly supportive working environment.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We welcome all applications especially from independent thinkers, creative minds and inspirational teachers and very much look forward to receiving your application.

Best wishes,

Louise North
PRINCIPAL OF FRAMLINGHAM COLLEGE

Matthew King
HEAD OF THE PREP SCHOOL

How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. Applications will only be accepted from candidates completing an application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason. CVs may be submitted **in addition** to the application form in order to supply additional background information. Applications should be received no later than **Midday Tuesday 18th February 2020**. Interviews will be held week commencing Monday 2nd March 2020. You will receive an exact date if you are shortlisted for interview. As a busy school, it is not possible for us to offer visits to candidates prior to application. A full tour is included as part of the interview process.

Please send your completed application form to:
The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY. You can also email your application to: **hr@framlinghamcollege.co.uk**. All information within your application will be treated confidentially.

References

All successful appointments are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the DBS. Further information can be found within the Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- We offer a generous fee remission for permanent teaching staff. Further details are given at interview.
- Possible accommodation in the first year of employment in order to assist with relocation.
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into the Teachers' Pension Scheme including free financial advice from an adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Fram Leisure, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Fram Leisure.

Job Information

Reports To

Head of Department, Deputy Head (Academic) and Head of the Prep School

Job Location

Framlingham College Prep School

Duration

Permanent

Pension

Teachers' Pension Scheme

Job Description

JOB PURPOSE

To teach English in Key Stages 2 and 3, up to Common Entrance and Scholarship level.

KEY RESPONSIBILITIES

1. Knowledge and Understanding

- Show good knowledge of the updated strategies for Literacy.
- To have a good understanding of the National Curriculum for English in KS 2&3.
- Be able to plan and assess pupils to ensure progress.
- A good understanding of ICT and a high level of computer literacy..

2. Planning

- To ensure appropriate long term and medium terms are adhered to.
- To plan lessons in-line with departmental requirements and set targets for individual pupils.

3. Teaching and Managing Pupil Learning

- To enable cognitive skills development by providing appropriate tasks.
- To support problem solving skills by providing opportunities for developing investigative skills and encouraging pupils to seek a range of solutions.
- To support the development of metacognitive skills to enable pupils to become more aware of their own thinking as an active process.
- To support for increased self-esteem and self confidence / emotional skills development, by encouraging pupils to build on existing effective relationships in order to share ideas and opinions with peers and adults.
- To encourage the use of collaborative skills by assisting pupils to learn to work with others.
- To encourage pupils to take responsibility for their own learning and take a pride in their work.
- To provide the support and framework for learning by giving assistance with prompts, suggestions and hints to enable the learner to



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complete tasks.

- To respond quickly to the opportunity to reinforce a concept or discuss a query raised by a pupil.
- To reinforce key concepts and vocabulary to enable pupils to understand materials.
- To provide opportunities for developing essential skills, reminding pupils to use a wide variety of resources for sources of information.
- To encourage pupils to use the most effective learning approach for themselves and to have a knowledge of resources which support this process.
- To provide emotional security for pupils by giving time to listen to their concerns, to enable pupils to feel valued and respected.
- To translate tasks at pupil level; to restructure the task into graded, achievable steps and provide appropriate resources to enable the pupil to turn potential into success.
- To work with pupils to ensure they understand and follow the roles expected in group situations.
- To seek opportunities for active involvement and help develop pupils' time management skills.

4. Assessment and Evaluation

- To encourage pupils to explain their thought processes and to check work to show understanding.
- To assess work in accordance with the school's marking, presentation and handwriting policies.
- To undertake any formal assessment tests set down by the school.
- To use both formative and summative assessment tasks in class to ensure pupils make the progress they are capable of.
- To follow the Schools Assessment for Learning Policy.

5. Pupil Achievement

- To ensure pupils make good progress and reach their full potential.
- To ensure pupils exhibit consistently high standards of discipline and behaviour.

6. Relationship with parents and the wider community

- To establish and develop a good relationship with parents and carers encouraging dialogue, co-operation and partnership.
- To share with the parents and carers information about their child, both through informal discussion and formal reporting processes.

7. Managing and Developing staff and other adults

- To actively support the approach of the Head of Department in behaviour management and reinforce agreed rules in working with pupils.
- To act as part of the team with teaching and other support staff for the benefit of all pupils.

8. Managing resources

- To be familiar with a range of resources suitable for individual or small group needs and to use them to ensure pupil motivation.
- To organise resources for activities



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9. Strategic Leadership

- Provide a role model for pupils.
- To work with other members of the staff room to organise events such as School Productions, Sports Days etc.

10. Professional Development

- Be prepared to attend any course considered of use and interest and be prepared to suggest any of interest for consideration.
- To work within the performance management process of the School, to evaluate performance and take full advantage of training and development available.

11. Health and Safety

- To understand the needs of children with specific health problems and support other staff in looking after them.
- To be responsible for reporting any defects to the fabric of the school including the playground, which may not be safe.

12. Staff Meetings

- Attend all staff meetings both departmental and whole school.

13. Cover and additional duties

- To cover for other teachers if they are absent.
- To undertake break and lunchtime supervision duties as directed.
- To contribute to the after-school activities programme.
- To attend school events as expected by the Head of the Prep School.
- To embrace the seven-day week ethos which includes Saturday and Sunday teaching and duties as reasonably required.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

	E	D
Educated to degree level or equivalent	✓	
Relevant teaching qualification	✓	
English degree		✓

PROFESSIONAL EXPERIENCE

	E	D
Experience of teaching English classes in Years 7 - 8	✓	
Experience of teaching English classes in Years 3 - 6		✓

PROFESSIONAL COMPETENCIES & SKILLS

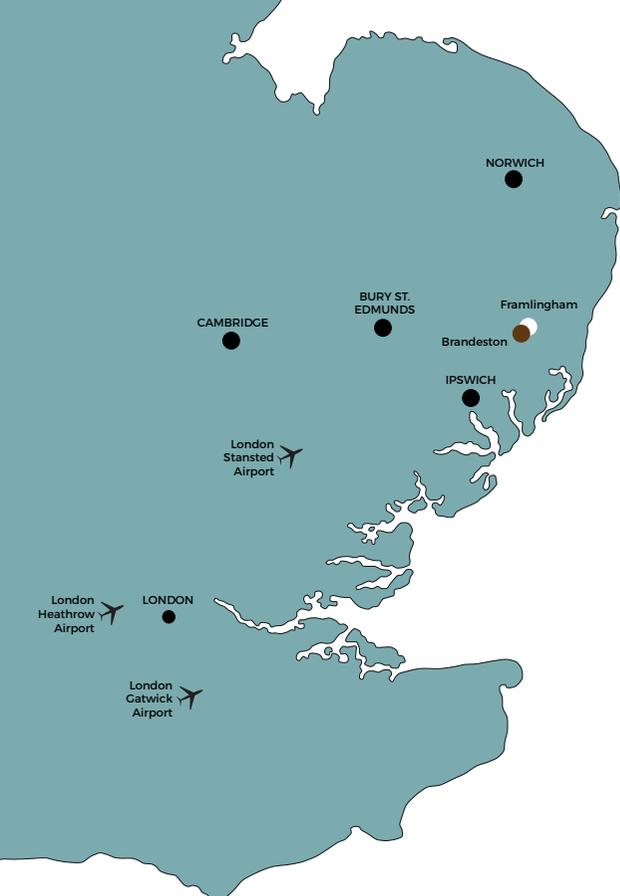
	E	D
Knowledge of the National Curriculum and awareness of the demands of the KS 2/3 curriculum in independent schools	✓	
Once or more specialisms/interests in order to contribute to the school's co-curricular programme	✓	
Ability to take children beyond the expected Year 8 level and/or to teach an additional subject		✓
An understanding or experience of the Common Entrance syllabus or AQA English KS3		✓
Ability to stretch gifted pupils at scholarship level		✓
Sports coaching ability		✓

PERSONAL ATTRIBUTES

	E	D
Willingness, flair, creativity and infectious enthusiasm	✓	
A team player with a robust sense of humour	✓	
Effective organisational and time management skills	✓	
Ability to prioritise, plan, monitor and evaluate	✓	

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues.	✓	
Knowledge of safeguarding children legislation and good practice.		✓



Our Location

Framlingham College Prep School is located in the idyllic neo-Tudor Hall beside the River Deben, approximately 3 miles from the Senior School at Framlingham in the village of Brandeston.

Just a few miles from Suffolk's Heritage Coast – embracing Aldeburgh and Southwold, amongst many other seaside locations – Framlingham College Prep School is about 30 minutes by car from the county town of Ipswich, 45 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk. There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3-18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to equip our young people with the habits and knowledge they need to thrive in their future adult world.