



Peponi House
Nairobi, Kenya

www.peponischool.org/house

VACANCIES FOR INSPIRATIONAL AND EXCITING TEACHERS

FOR SEPTEMBER 2020

BRIEFING FOR CANDIDATES

Simon Shneerson is assisting Peponi House with these appointments and will be delighted to answer any questions. Please contact him via email at peponihead@btinternet.com.



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KEY DATES

February 18 at 11 am	Closing date – but early applications welcomed
Week of February 24	Interviews (Nairobi, for Africa candidates)
Week of March 2	Interviews (UK, for UK candidates)
By arrangement	Skype interviews (other candidates)
Start date	September 2020



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WELCOME

I am joining Peponi House in September and I'm really excited about the move back to Africa. I grew up in Zambia and Malawi and one of my earliest teaching posts was at another prep school in Nairobi. My wife and I love Kenya and the Kenyan people and, after thirteen years as Head of one of the largest prep schools in the UK's Midlands, I'm more than ready for the new opportunities that Peponi is offering.

This is a tremendous time to be joining the School. It's a fabulous place with the happiest, bubbliest children, and the motto "A school of many nations, a family of one" sums it up perfectly. Peponi is busy, energetic, successful and fun, with enthusiastic staff, delighted parents and an extremely supportive Board of Directors. The present Head, Robert Blake, is retiring after fourteen years and has overseen a long period of steady growth and development. In fact he is currently managing the almost complete rebuilding of the school, now starting the second phase of a huge construction project that, with substantial investment, is giving us state-of-the art classrooms and additional first-class facilities.

The new premises are just part of the school's vision to be "the best prep school in sub-Saharan Africa", an ambitious goal that means we want to constantly aim higher, to give the children a great education with the best experiences, and to equip them for happiness and success whatever they do and wherever they go.

Kenya is noted for its quality of life and its forward-thinking education, and Peponi House is at the forefront of a lively group of IAPS member schools that lead the primary sector. We are serious about aiming as high as possible, but whatever we do will be balanced by the family style that makes Peponi special. We have various vacancies for September and I'm looking for really enthusiastic people who are ready for new opportunities. We can be flexible about using your experience and more than one of the posts might suit you. If appointed, I'm sure you will enjoy working with me and our colleagues, and I'm sure you will enjoy life in Nairobi and at Peponi.

I very much hope you will apply.

Neil Price, Headmaster-elect



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BACKGROUND BRIEFING

Overview

Peponi House is one of the leading prep schools in East Africa and was rated “Outstanding” in its most recent inspection in 2018. It is one of 11 schools in the Kenyan IAPS “district” which together provide a vibrant prep school sector.

There are currently around 370 children from Years 2 to 8 (age 6 to 13), representing a rich diversity of 32 nationalities and coming from Kenyan and expatriate families. With a very strong family ethos, the atmosphere is cheerful and friendly, with a real sense of community and excellent relationships with happy and supportive parents.

The school is located in Lower Kabete, a leafy suburb of Nairobi, on a spacious campus that is currently being almost completely rebuilt. The “new” school will have bright, well equipped classrooms, dedicated facilities for specialist teaching departments, and a new school hall, library, and drama studio. This is all part of an overall strategy to make the school “the best in sub-Saharan Africa”, an ambitious goal that has also seen much work on re-designing and enhancing the curriculum, teaching and learning, extra-curricular activities, and other aspects of school life.

Peponi House has a sister senior school, Peponi, situated some 30km outside Nairobi. The majority of the prep school children continue their education at Peponi, while others go to leading boarding schools in the UK and elsewhere. The two schools are independent of one another, but obviously there is much collaboration. Another close partner is nearby Kabete International School, which runs from Nursery to Year 1, and most of the KIS children move on to Peponi House. There are medium-term plans to move this pre-prep onto the main school site.

The outgoing Head, Robert Blake, joined in 2006 and has enjoyed outstanding success as only the third Head in the 33-year history of Peponi House. Robert is retiring in summer 2020 and his successor is Neil Price, currently Head of Bablake Junior School in Coventry, UK.



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Ethos

The overall ethos is strongly child-focussed and everything the school does is aimed at caring for the children and giving them the best possible education and care. Academic teaching, skills development and individual encouragement are taken extremely seriously, and the atmosphere is happy to the point of being visibly bubbly. The children have a real love of learning and enjoying exploring new things and new ideas.

The second key element of the school's ethos is that of family. The immensely diverse nature of the school community makes for one very big and happy family, something that everyone is hugely proud of. There is an open door policy for parents and they and the staff interact and collaborate closely, both on school matters and socially.

The school's religious affiliation is Christian, but with so many nationalities and faiths within the community the children, staff and parents appreciate and celebrate the beliefs, practices and cultures of others.

In overall terms the school maintains traditional values, though with a modern slant. The education is forward-thinking, preparing the children for success and happiness in the future world, not the world of the past. Values such as integrity, reliability, resilience, and "can do" are important, along with care for others, sensitivity, and enjoying childhood.



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The education

Peponi House aims to offer an exciting and enjoyable education that develops children in the broadest sense of the word. The emphasis has moved way beyond entrance to senior schools and is now very much on giving the children an excellent grounding for life. The school goes beyond the British National Curriculum, adding a distinctly Kenyan feel which includes teaching Kiswahili from Year 2 and field trips to a range of places, making the most of what Kenya has to offer.

In line with the Kenyan education system generally, “soft skills” and an understanding of how and why things happen are now much more important than knowledge of obscure facts and figures. Thinking skills, learning skills and leadership skills have long been among the strengths of a Peponi education and the school has been working to enhance these areas, along with developing self-directed learning, creativity and innovation, and problem-solving abilities. Pastoral care is also an area of strength.

The school caters for a wide range of abilities and is very good at helping expatriate children settle in when they arrive. Teaching is excellent and the strongest children gain numerous scholarships at senior schools, while those who struggle are given expert support.

The BSO (British Schools Overseas) inspection report in 2018 achieved the highest possible grading of ‘outstanding’ in every area.

Class sizes and teaching

As mentioned, the school has 372 pupils from Years 2 to 8. In broad terms there are three forms for each year group, with a maximum of 20 children per class.

The Junior Department consists of Years 2 to 4 and most subjects are taught by form teachers, using specialist staff for ICT, music, swimming, Kiswahili and, from Year 3, Spanish.

From Year 5, the Senior Department makes much greater use of specialist teachers, with children placed in sets in some subjects from Year 6 onwards.

All the children have access to iPads or Learn Pads.



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Curriculum

This is based on the UK National Curriculum but goes very much further and wider. For historical reasons it has also reflected the requirements of the ISEB's 13+ Common Entrance, but these have become increasingly irrelevant. The arts, sport and drama sit alongside the traditional academic subjects, as well as design and computing. Modern languages include Spanish, French and Kiswahili, and Latin is also an option.

Music is very strong at Peponi House, with nearly all pupils learning an instrument in addition to class music lessons. There are junior and senior choirs, a large school orchestra and various ensembles, and children regularly perform at "Teatime Concerts". Art lessons are provided in a specialist studio, and the new Drama Studio will give even more opportunities for keen thespians.

It is central to Peponi's philosophy that education is not limited to the classroom, and the sports programme is extensive, using several specialist coaches. It includes all the usual team and individual sports and, of course, numerous matches and events with other schools. The school's location encourages outdoor learning, and there are many trips and outings.

Finally, there is a comprehensive extra-curricular programme, with every child taking part in sports, cultural and creative activities. The older children also have the HOTS programme (Higher Order Thinking Skills), which challenges them to think outside the box.

Senior schools

Most pupils leave at the end of Year 8 and most go on to the sister school, Peponi, which is located some 30 km outside Nairobi. Others take Common Entrance or alternative exams and transfer to schools in Kenya or to boarding schools, mainly in the UK. Peponi House has a long and successful track record of gaining places and scholarships at leading UK senior schools.



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Staff

Peponi House has a larger staff team than one would find at a comparable prep school in the UK, which gives everyone more scope and more support. In total there are 41 teaching staff, 11 teaching assistants, and specialist technicians for IT, Science and Art. A very strong Music department includes 15 peripatetic music teachers, while the Sports and PE team has nine specialist coaches and two interns. Swimming is very strong, with a dedicated team of coaches. There is a very capable support team, covering admin, catering and maintenance.

Facilities and resources

Peponi House has a spacious 11-acre site and, as mentioned, almost the entire school is currently being rebuilt in a two-phase programme. The first phase is nearing completion and the second phase is due to start in the middle of this year.

The photograph above, whilst not the best quality, shows the scale of development and investment that is being made. And this is just the first phase.

The new buildings will give excellent classrooms and a host of other specialist teaching facilities, together with a new school hall, a drama suite, and office areas. Teaching rooms already include dedicated science, art, music and DT areas.

The school has very good IT, with all children having access to iPads or Learn pads.

For sports, there are grass pitches, a swimming pool and all-weather tennis courts.



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Governance and Direction

The school is owned and run through a limited company, School Operators Limited. There are three Directors, each bringing considerable personal and professional ability.

The two schools in the group run separately, but clearly with a lot of collaboration. The Board provides overall direction and oversight, and the two Heads and the two schools each have one Director as their key link with the Board. There are strong partnerships between the two Heads and between the Heads and the Directors, and both schools have flourished as a result of this high-level teamwork.

Rounding off this top team, the two schools share a very good Bursar who provides specialist financial input to all parties and reports directly to the Directors. He is highly regarded as an expert friend and facilitator, and also manages day-to-day finances and business administration.

The SLT consists of the Head along with the Academic and Pastoral Deputies and the Head of Juniors, an energetic and enthusiastic team.



Life in Kenya

Kenya is a beautiful country that is full of rich experiences, and as a member of our teaching staff you would enjoy an excellent quality of life, not least the satisfaction of seeing the difference you can make to the happiness, development and achievements of the children at the school.

Nairobi is a cosmopolitan city with all that entails, the climate is pleasantly warm but not too hot, and you would enjoy a very good lifestyle and access to world-class healthcare. You'd work hard but could also play hard, and the Mombasa coast is a world-class destination for time off in school holidays.

But life in Kenya can also have its frustrations. Power cuts do happen, there can be government bureaucracy, and goods imported from abroad can take a few days to arrive. Real poverty exists in many areas and the contrast with prep school life can be upsetting. Personal security requires a degree of caution in some areas, as it does in almost every country. The roads are busy and inevitably dangerous, and driving can be challenging.

All this is not for everybody, but Kenya and Nairobi offer a dramatically more pleasant living and working environment than many other countries and many other cities. At Peponi you would be part of a large and friendly ex-pat community, with excellent opportunities for family life and, if you have children, for their own education and growth.

The school has prepared a separate briefing document on life in Kenya, which can be downloaded from the TES advert.



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Teaching vacancies

We have several vacancies for September and for most of them we can be flexible about how we use your previous experience. This could give you the chance to do something slightly different, as well as moving to a new school, an exciting environment, and perhaps to a new country.

The essentials are that you are a first-rate teacher with enthusiasm and passion, someone who can inspire young children and make lessons interesting and exciting. You must be ambitious for your children to enjoy school and enjoy discovery, you must be keen to stretch and develop their thinking, and you must enjoy having your own thinking challenged.

The following job descriptions include – by necessity – some fairly dry and formal language, but the actual style of the school is friendly, bubbly and rather more fun. Whatever role you are appointed to, you'll have plenty of scope to develop your teaching content and your teaching and communication styles. We want enthusiasts and we want to make the most of your energy, not stifle it.

In summary, we are looking for teachers who can

- inspire the staff, children and parents
- help us make the most of the marvellous new buildings and facilities
- enjoy life in Kenya, even when things go wrong
- and smile as much as the children do!

For a more comprehensive overview of the school please visit our website at www.peponischool.org/house



PERSON PROFILE

Essential

- An enthusiastic and passionate classroom practitioner who enjoys being in a busy, bubbly school
- The experience necessary to teach [your specialist subject/s] to children in Years 6 to 8
- Vision, drive and energy, and a can-do attitude
- Strong empathy with young children and a commitment to giving them an exciting, stimulating education filled with inspirational experiences
- The ability to relate to all ages at Peponi House (6 to 13), even if mainly working with particular age groups
- Willingness and ability to take a full and active part in a busy independent school. This might include games, drama, extra-curricular activities, and the willingness to accompany children on field trips
- Team player
- Good IT skills
- A commitment to the family ethos of Peponi House, to its aim of being “the best prep school in sub-Saharan Africa”, and to safeguarding and promoting the welfare of children

Desirable

- Experience of working in a preparatory school would be a distinct advantage, but is not necessary. We do however look for empathy with the expectations of paying parents
- Boundless dynamism and passion, and the energy to enthuse children and colleagues

Peponi House is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening, including checks with past employers, the UK Disclosure and Barring Service and/or authorities in other countries.



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JOB DESCRIPTION FOR ALL TEACHING STAFF

This job description is not exhaustive; it is designed to give teachers an outline of their main duties and responsibilities. It should be read in conjunction with the school's staff handbook and the academic policies document.

General

At all times, members of the teaching staff are expected to work to and demonstrate the highest standards in terms of teaching, learning, marking, planning and preparation.

There is more about our high standards and expectations in the Staff Handbook. These cover personal professionalism, giving an excellent personal example for pupils, support for colleagues and a strong commitment to the school's ethos and ideals.

All teachers have a responsibility in every circumstance to promote and safeguard the welfare of pupils at Peponi House and to ensure that all aspects of the Safeguarding Policy are implemented.



The role of the teacher

Working with other teaching colleagues, all teachers are expected:

- To teach all pupils enthusiastically and to a high standard, according to the educational needs and abilities of each individual child
- To monitor, assess and report on pupils in accordance with appropriate Peponi House policies
- To mark and record all marks where appropriate for each child, in line with the marking policy
- To contribute to the continuous cycle of improvement of aims, objectives and policies in the curriculum, within the school's overall aims and policies
- To assist in the development of materials and schemes of work for pupils; and from time to time to review, with other colleagues, methods of teaching, to ensure implementation of any new requirements, maintenance of standards and new technologies
- To maintain to a high standard a stimulating learning environment, including wall displays, and to supervise the use and care of the classroom and resource areas
- To participate in and contribute to the general management of the school by promoting the ethos of the school, as well as its aims and values
- To contribute, when appropriate, to discussions in staff meetings on aspects of school policy, curriculum and organisation
- To contribute - in accordance with personal interests and talents - to all aspects of the school's extra-curricular programme
- To participate in school events, such as open mornings, drama and musical performances, the carol service, the sports tournaments, the school fête etc.
- To take part in the development and consolidation of cross-curricular developments and partnerships
- To carry out a number of assigned supervisory duties
- To adhere to and carry out all relevant aspects of the school's health and safety policy
- To undertake, where appropriate, other roles, which may arise either in the classroom or in the wider school environment
- To ensure that all communication with parents is timely, professional and appropriate



SPECIFIC RESPONSIBILITIES FOR INDIVIDUAL POSTS

Head of Geography

Main areas of responsibility:

- Teaching Geography to Years 6 to 8, but also to other year groups
- Curriculum development for Geography and Humanities from Year 2 to Year 8
- Supporting colleagues in the Junior School (Years 2 to 4)
- Preparing an annual budget and inventory for the department and ordering resources

English Teacher

Main areas of responsibility:

- Primarily teaching English to Years 6 to 8, but also to other year groups
- Taking an active role in games, senior activities and HOTS (higher order thinking skills)

PSHE/RE Teacher

Main areas of responsibility:

- Teaching to Years 5 to 8, but also to other year groups
- Taking an active role in games, senior activities and HOTS (higher order thinking skills)



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Science Teacher

Main areas of responsibility:

- Teaching to Years 5 to 8, but also to other year groups
- Taking an active role in games, senior activities and HOTS (higher order thinking skills)

Head of Computing

Main areas of responsibility:

- Oversight of the school's use of IT, liaising with the Headmaster, the Bursar, the Head of IT at our sister school (Peponi School), and other colleagues
- Maintain good awareness of the use and potential use of IT in education, advising the Headmaster, Board and colleagues as appropriate
- Teaching IT skills to children and, as required, staff colleagues
- Supervision of IT technician(s) and external contractors

Head of Year 3

Main areas of responsibility:

- Leadership of staff, children, teaching and learning in Year 3
- Planning and monitoring lessons and activities
- Pastoral and academic supervision of children and liaison with their parents
- Some personal classroom teaching

Candidates for this post do NOT have to be able to teach children in Years 6 to 8 (see page 12)



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REMUNERATION, TERMS AND CONDITIONS

The initial contract is for two years, renewable thereafter.

New members of the teaching staff will report to the incoming Headmaster, Neil Price, who takes over from Robert Blake in September 2020. Robert Blake is retiring after fourteen years in post.

All members of the academic staff are well remunerated, taking into account a qualified teacher's years of full-time experience and their responsibilities.

Benefits include:

- subsidised housing where available
- membership of school pension scheme
- medical insurance
- interest-free car loan
- generous educational concessions (for teachers with children of prep/secondary school age)
- flights for expatriate teachers at the beginning and end of a two year contract and annually thereafter

Employment offers and appointments will be dependent on:

- two satisfactory references including one from your current or most recent employer
- an ICPS and/or UK DBS Enhanced Clearance and barred list check and/or the equivalent in other countries
- a satisfactory medical examination
- proof of qualifications
- proof of your entitlement to work in Kenya and the granting of a work permit, if necessary

The school's proprietor is a private Kenyan company, School Operators Limited.



APPLICATION PROCESS

To apply, simply download the Application Form, which is a Word document and easy to type into. Don't worry about page breaks or formatting. When you have finished, please e-mail it to Neil Price, Headmaster-Elect, at peponihead@btinternet.com

Applications must be received by 11am on Tuesday 18th February. Earlier applications are very welcome.

Initial screening may be by telephone call shortly after applications are received.

Interviews for those in Kenya will be held in Nairobi at a time to be agreed between the school and the candidate, probably during the week beginning Monday 24th February. Interviews for those in the UK will take place during the week beginning Monday 2nd March. Skype interviews will be arranged for shortlisted candidates living elsewhere.

Please let us know if you would like us to avoid a particular day during the interview weeks.

We do not need a cover letter, as the form includes a personal statement, but do use the e-mail to mention anything that we can do to help you.

Confidentiality

- References will only be requested at interview stage and we will let you know before we approach referees.
- Please let us know if you have any specific concerns about referees being contacted.

The school website contains lots of other information and many of the School's policies. If you have any questions, please feel free to contact us in strict confidence, using the e-mail address above. Simon Shneerson, Neil Price or Robert Blake will be happy to help.

Thank you for your interest in this Peponi House. We look forward to hearing from you and, hopefully, to meeting you in person.

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