



ST MARGARET'S
PREPARATORY SCHOOL CALNE

PREP CLASS TEACHER (KS2)

September 2020

Candidate Pack



Introduction

We are looking to appoint a well-qualified and dynamic Prep Class Teacher (Years 3-6) to join a professional, hard-working and caring team at this exciting stage in the development of the school.

The successful candidate will be expected to have good current knowledge of the requirements of the National Primary Curriculum and be prepared to maintain the existing excellent academic standards within the school. St Margaret's prides itself on its high level of pastoral care and varied extra-curricular programme, in which all staff participate.

Self-confidence and the ability to inspire others are central to this role, as well as having an open, participative, collegiate style with pupils, peers and parents.



The School

St Margaret's is a co-educational day school for 200 pupils aged 3-11. There is one class per year in Pre-Prep (KS1 including Kindergarten) and 2 per year in Prep (KS2). The school shares an impressive 27 acre campus and facilities with St Mary's School, Calne.

The school broadly follows the 2014 Primary National Curriculum in England; the children are assessed in line with national expectations and the Foundation Stage Profile, and take standardized tests from Y2-Y6, achieving well above the national averages. However, there is much more on offer. In addition to the academic side of life, there is a rich programme of Music, Sport, Drama and Art. Class Teachers deliver a broad curriculum with Computing, Sport, Music, Art and MFL being taught by specialists. We want our pupils to achieve their potential in every aspect and play a full part in the life of the school. Above all, we want happy, independent and confident children!

The facilities offer first class opportunities to challenge and stimulate the children in their learning. Classes are housed in attractive purpose built teaching rooms linked to the original Victorian building. There are specialist teaching rooms for Computing, Music, Languages and Art/Design & Technology, whilst The Southwell Hall offers a large space for assemblies, drama and a wide range of extra-curricular activities. In addition, we share a number of facilities with St Mary's; a dining room, Chapel, Science laboratories, an indoor swimming pool, gymnasium and a range of sports courts and playing fields.

Our after-school club 'Maggots' provides wrap-around care until 6pm. The children enjoy the benefit of fresh air and exercise in an extensive, secure environment which includes fields, playgrounds, swings and other play equipment.

Maintaining a happy, purposeful atmosphere is of paramount importance, as this will allow the pupils the best opportunity to develop into well-rounded, confident children. It is vital that the pupils and the staff at St Margaret's feel that their lives here are enriched and rewarding.



Salary, Benefits & Further Information

St Margaret's operates its own salary scale, which is enhanced above the National State Qualified Teachers' Scale. Salary will be commensurate with qualifications and experience.

The post is pensionable under the Teachers' Pension Scheme.

A 50% fee remission is offered at both St Margaret's and St Mary's School for children of school staff.

Staff benefit from discounted membership for the on-site Sports Centre offering gym use, fitness classes and swimming pool.

Lunch is provided during term time.

An offer of employment is subject to the receipt of satisfactory written references, Enhanced DBS and other regulatory checks.

We are an equal opportunities employer and committed to ensuring all applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.



Application and Interview Process

Please complete all sections of the application form and attach a covering letter addressed to Mr Luke Bromwich, Headmaster. Please do not send your CV.

Candidates are required to provide the names and contact details of three referees, the first of whom should be their current Head. We may contact your referees at any stage of the process, but please inform us if you would prefer us not to contact them before interview.

Once completed, your application and covering letter should be sent by email to the Headmaster's PA, Mrs Corinne Raybould: office@stmargaretsprep.org.uk. Further enquiries 01249 857220.

Closing date: 09.00 on Friday, 6th March 2020

Interviews: Wednesday 18th March - Friday 20th March 2020

To comply with current legislation and safer recruitment guidelines, all candidates will be asked to supply evidence of their qualifications and eligibility to live and work in the UK. All documents supplied must be originals. Please do not send these documents with your application.

Applicants are required to read the school's Child Protection Statement prior to attending interview.

SAFEGUARDING CHILDREN & SAFER RECRUITMENT

St Margaret's is committed to safeguarding and promoting the welfare of children in accordance with the statutory guidance 'Keeping Children Safe in Education' and expects all staff and volunteers to share this commitment.

We practice safe recruitment in checking the suitability of all staff and volunteers to work with children.

We have established, and strive to maintain, a safe environment in which children can learn and develop.



Job Description

Class Teachers at St Margaret's Preparatory School will:

- Teach those subjects and classes as agreed with the Senior Leadership Team.
- Lead a subject area or aspect throughout the school in agreement with the Headmaster.
- Support the St Margaret's extra-curricular programme.
- Encourage each child to feel confident and play a full part in class and school life.
- Encourage children to behave responsibly within the classroom and school environment.
- Encourage children and parents towards greater independence.

This will be achieved through the following:

TEACHING

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils you teach.
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.

BEHAVIOUR AND SAFETY

- Establish a safe, purposeful and stimulating environment for pupils.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Carry out playground and other duties as directed by the Senior Leadership Team.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

PROFESSIONAL DEVELOPMENT

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary, responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school, or as developed as an outcome of your appraisal.

WIDER PROFESSIONAL RESPONSIBILITIES

- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being, using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.
- St Margaret's staff are expected to be professional and discreet towards colleagues, pupils and parents at all times. They must also maintain confidentiality.



Personal Qualities

The successful candidate will:

- Have a good honours degree and teaching qualification and can show evidence of continuing professional development.
- Have relevant understanding and/or experience of the independent schools sector (desirable but not essential).
- Be a well-qualified, experienced and successful teacher, with a love of teaching and an awareness of developments in the wider educational environment.
- Have a passionate commitment to the academic development of the pupils, understand the needs of their age group and have a natural empathy with them.
- Have self-confidence and inspire others and be considerate of their needs.
- Have a commitment to the continuing development of the school.
- Have an open, participative, collegiate style.
- Relate to, value, nurture and communicate effectively with colleagues, pupils and parents.
- Demonstrate personal strength of character through transparency, integrity and fairness.
- Be at ease with and actively support the school's aims and ethos.
- Have a genuine interest in striving for academic excellence alongside the individual development of students.

