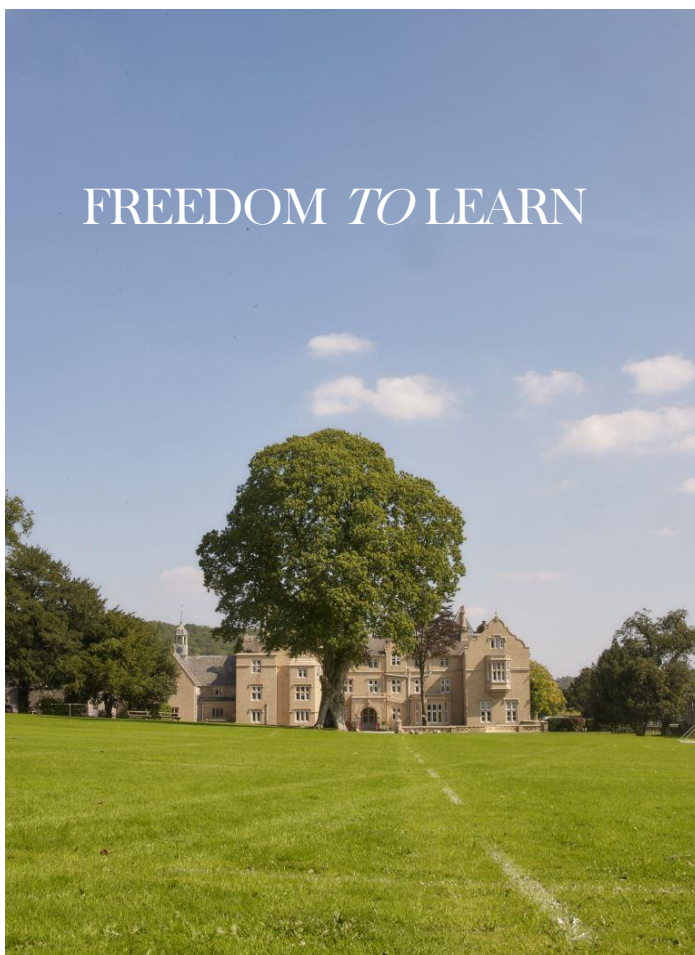




ALL HALLOWS

PREPARATORY SCHOOL

FREEDOM *TO* LEARN



Application Pack
Science Teacher - Key Stage 2 and 3

The region's leading co-ed independent Catholic prep
school for pupils aged 3 to 13 years

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At All Hallows School we are committed to Safer Recruitment and therefore this appointment will depend on the successful completion of a Disclosure and Barring Service check.

Welcome to All Hallows

Thank you for your interest in the position of Science Teacher for key stage 2 and 3 at All Hallows School.



We are looking for an enthusiastic and motivated team player with a positive outlook to join our school. You will be innovative and creative in the classroom, and beyond, and will happily go the extra mile to achieve the highest possible standards of learning for our pupils.

At All Hallows we believe each child should be allowed to develop at his or her own pace and thus our lessons are differentiated according to the needs of the pupils in the class. High standards and exciting delivery of the curriculum coupled with a commitment to ensuring all children have excellent phonics and maths skills enable our children to succeed.

We are a very busy school and the children in EYFS enjoy a week full of fun learning opportunities delivered by a team of teachers which includes specialist music lessons, swimming, golf, judo, tennis, PE, French and Spanish lessons and time spent in our fabulous Forest School, Scouts Wood.

Happy children are successful children. In the classroom, beyond the classroom in our stunning grounds and in every activity we offer, the focus is on enjoying new learning, learning how to learn, having a go, developing a good work ethic and acquiring skills that will last well beyond childhood. Each pupil is supported and encouraged by the other boys and girls and by a strong and very committed staff. Whilst protected and nurtured, the children are also challenged and stretched in order to develop their ability to thrive as resilient adults in the future.

As a Christian school in the Roman Catholic tradition our guiding stars are the two great commandments, to love God and to love our neighbour, and we warmly welcome children and staff from all faiths, or none.

If this is the sort of school that interests you, I really look forward to receiving your application.

Trevor Richards

Dr Trevor Richards (CPsychol)
Head

All Hallows' Mission

Every child has an inherent value, which is exceptional and exclusive to them. Our mission is to provide a secure, happy and inclusive community, based on the teachings of the Catholic faith, where children will develop the inner confidence and self-esteem necessary to flourish in our rapidly changing world. Whilst we protect and nurture our children, we also challenge and extend them in order to build their ability to thrive as adults in the future.

We strive to ensure that individual minds are broadened and perspectives widened. We encourage learning, independence of thought and the cultivation of self-belief, skills, wisdom and curiosity.

We are preparing each child to live life to the full, encouraging them to live responsibly and thoughtfully and to embrace, with energy and enthusiasm, the great opportunities that lie ahead. It is our sincere desire that each will use their compassion, knowledge, passions and energies to make the world a better place – and believe they can do so.

All Hallows' Aims

Spiritual

We aim to awaken the children spiritually through the integration of Catholic Christian principles into the school's everyday life, the provision of warm relationships, prayer, worship and opportunities for reflection and contemplation.

Intellectual

Through the school's teaching and learning, we aim to promote each pupil's intellectual character, cultivating their capacity to combine thinking skills with knowledge, confidence and self-esteem, to believe in the legitimacy of their own thoughts, to speak their mind articulately (but change it when required), to contest poor thinking and prejudice assertively, and enjoy the challenge of mental sparring. We foster intellectual risk-taking and curiosity, independence, resilience and effective learning habits within an ambitious, supportive learning community where individual learning profiles are nurtured and celebrated, and where all children are encouraged to strive to achieve their very best.

Personal

We aim to instil an understanding, appreciation and love of healthy lifestyle choices by offering a wide range of personal development opportunities through sports, music, drama and an extensive array of activities to supplement and enhance classroom learning. Every aspect of school life is seen as a learning opportunity and a chance to promote the development of the whole child.

Creative

We encourage children to take a creative approach to all that they do. We aim to foster diversity, critical thinking, imaginative insights and fresh ideas through ensuring children are in touch with things that inspire and excite them. We encourage children to express themselves, to collaborate, to exchange ideas and build collective solutions to complex problems.

Emotional

Happiness, confidence and self-esteem are key to living a fulfilled life and underpin great learning. We strive to develop children's emotional intelligence, encouraging resilience, effective communication skills, empathy, forgiveness and respect for others. We want our children to develop their global awareness and social responsibility, to embrace energetically and contribute to the communities and environments in which they live.

Alongside the fulfilment of these interconnected themes, with a close collaboration between home and school, we seek to achieve the successful transfer to the most appropriate senior school for each of our children, taking into account their interests, strengths and character.



Job Description

Job Title Science Teacher - Key Stage 2 and 3

Responsible to

- The Head
- The Deputy Heads
- Head of Juniors
- Head of Department
- SENDCO

Key Responsibilities

- To teach Science to Common Entrance examination standards.
- Planning and delivering high quality lessons, assessing, recording and reporting on their progress throughout the year and overseeing all aspects of their welfare and happiness at school ensuring they are safe and well-supported in their learning.
- Contribute actively to the further enhancement and development of the Science curriculum and in-house schemes of work.

General Responsibilities

- Attend all staff meetings, open days, staff study days, staff briefings, assemblies and weekly Mass, as directed by the Head.
- Participate in and contribute to the general well-being and professional development of the staff and the school.
- Undertake some weekend and evening duties to support the boarding life of the school.
- Help maintain and improve the ethos and performance of the whole school for the benefit of pupils by:
 - keeping up to date with all school policies that relate to the education and care of the pupils paying particular attention to policies relating to Safeguarding and the welfare of the children in the school
 - supporting pupils and colleagues by attending a range of productions, functions and charity events
 - being aware of individual pupils' personal problems in order to act confidently and consistently alongside colleagues and maintain a common and agreed approach
 - covering lessons and duties for absent colleagues
 - arranging visits out of school for pupils and attending such visits

- attending parents' evenings and preparing subject reports in accordance with the reporting schedule.
- contributing to the extra-curricular programme

Specific Areas of Responsibility

In consultation with the Head and Head of Department:

- teach and administer each timetabled class to maximise the learning opportunities for each individual pupil within those classes
- plan and deliver lessons to any classes assigned to you
- ensure pupils achieve their potential academically, socially and spiritually and acquire a love of learning and the skills, knowledge and understanding to equip them as life-long learners according to our stated aims
- maintain an orderly and purposeful classroom atmosphere
- undertake agreed duties punctually
- set homework according to school policy
- mark work according to the Marking Policy and follow up missed or late work
- contribute to the development of the curriculum and its methodology
- assess pupils and keep appropriate records to enable the monitoring of attainment and progress of each pupil
- keep up-to-date with curricular and syllabus changes
- undertake appropriate INSET
- administer the class effectively and ensure that all pupils and their parents are kept fully informed of routines and special events.
- ensure compliance with all legal requirements including registers of attendance and health and safety regulations.
- participate in and contribute to the class personal, social and health education programme

Provide appropriate support (including disciplinary as necessary) for the learning and well-being of each class pupil by:

- supporting class activities such as charity events, tournaments, drama productions and assemblies
- keeping a comprehensive profile of the academic progress of each pupil including specific learning difficulties, achievement, attainment, homework and lesson attendance. This will include regular analysis of objective assessments to inform future teaching and learning
- in liaison with the SENDCo, Deputy Head Academic and parents, implement and review Individual Education Plans for pupils with Specific Learning Needs
- plan and deliver lessons to any classes assigned to you

Confidentiality

During the course of employment, you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation. In addition, he/she must process the data and personal information in accordance with the terms and conditions of the General Data Protection Regulation 2018 and properly applied to pupil, staff and school business/information.

Professional Standards

- Communicate regularly and freely with the Head and other colleagues.
- Be ready to listen to and to try new ideas and working practices.
- Be professional at all times
- To maintain high personal standards of appearance, behaviour and punctuality.
- Request permission from the Head for any absence from school and to give notice to those concerned in good time so that cover can be arranged for any absence.



Person Specification

Qualifications and experience

- Graduate with qualified teacher status
- Specialism in Chemistry or Physics desirable
- Evidence of continued professional development
- Evidence of extra-curricular Science or STEM desirable
- Familiarity with up to date educational practice
- Evidence of being an excellent classroom practitioner
- Excellent technical knowledge

Other skills required

- High level of IT skills
- Excellent communication skills
- Excellent interpersonal skills
- Ability to plan, monitor, evaluate and review own practice
- Strong organisational skills
- Initiative
- Lots of energy
- Effective time management

Personal qualities

- Positive and forward thinking
- Efficient
- Flexible
- Willingness to contribute to the school community
- High standards and expectations
- Ability to work in a team
- An inquisitive mind, happy to solve problems
- Able to motivate pupils and colleagues
- Enjoy the company of children
- A sense of humour and enjoyment at work

Benefits

- Free lunch during term time
- Membership of the Teachers' Pension Scheme
- Car parking on site

How to Apply

The post is for January 2019.

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms in the absence of good reason. Equal-opportunities and child protection policy statements are available on request from the school.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- You will be required to complete a Disclosure from the Disclosure and Barring Service
- We will seek references on candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although you may where appropriate answer 'Not Applicable' if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Department for Education Children's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas, which it will explore, will include suitability to work with children.
- All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
 - a current driving licence including a photograph or a passport or a full birth certificate
 - a utility bill or financial statement showing the candidate's current name and address
 - where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

- Any offer to a successful candidate will be conditional upon:
 - receipt of at least 2 satisfactory references
 - verification of identity and qualifications
 - a check at Department for Education List 99
 - a satisfactory DBS Enhanced Disclosure
 - you will be asked to complete a "Disqualification by Association" declaration
 - where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance

- verification of medical fitness in accordance with DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period.

Please note:

Where a candidate is:

- found to be on Department for Education List 99, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the Department for Education Children's Safeguarding Operation Unit.

Equal opportunities for all.
Positive about disability.