



LANCING COLLEGE PREPARATORY SCHOOL AT HOVE

Appointment of KS2/3 Maths Teacher
Maternity Cover (up to 12 months)
September 2023



The School

Lancing College Preparatory School at Hove is an independent Nursery, Pre-Preparatory and Preparatory School for approximately 280 children between the age of 3 and 13. Situated in Hove, East Sussex, the school is set in its own grounds and offers a wonderful environment for its pupils. The Head Mistress is a member of the Incorporated Association of Preparatory Schools.

In September 2002, the School passed into the care of Lancing College and its Headmaster, Mr Alan Laurent. The school's current Head, Kirsty Keep, has been in situ since September 2016. Although the house was purpose built for a preparatory school in 1913, there has been a continuing programme of modernisation and development.

Each classroom is networked to the IT Suite; there is a refurbished Art / DT Centre which opened in 2008 and a well-equipped Science Laboratory which enables plentiful STEM initiatives. Sports fields surround the School, which accommodate pitches for all the main games and sports, including an all-weather Astroturf area. A multi-purpose hall was opened in 2017, along with a new library. A new Music School was added in 2018, when the Pre-School was re-developed within the main school building.

Lancing Prep pupils are also fortunate in being able to share the magnificent facilities of Lancing College, for which a mini-bus link is in place. Traditionally the school was for boys only, but in September 2002, girls were accepted for the first time and the school became co-educational.

The school offers an excellent academic education with a modern curriculum preparing pupils for their senior schools, including academic scholarship for many. Central to the school's curriculum beliefs is the idea that all pupils have an area in which they can excel, and to that end huge importance is placed on the teaching of Art, Drama, Music and Sport as well as all the subjects to be found in the National Curriculum. By the time pupils leave Lancing Prep, it is hoped that they will have acquired a confidence and self-belief, together with a set of values that will remain with them throughout their lives.

Woodard Schools

Lancing Prep, is part of the Woodard Corporation (which now consists of 21 independent schools and 5 academies).

As a Woodard school we have a Christian ethos. We welcome pupils and staff of all faiths, but we do expect everyone to be respectful of the Christian traditions of the School. The ethos is maintained if the pupils move on to Lancing College, which is the senior School of the Woodard Corporation.

Job Title: KS2/3 Maths Teacher, Maternity Cover

Reporting To: Head of Mathematics

Key Tasks & Responsibilities

These duties are not intended to be comprehensive and other tasks and projects will be undertaken at the request of the Head.

- Foster a love of learning in all children throughout the school, delivering innovative lessons
- Deliver general Maths teaching at upper KS2 and in Years 7&8
- Set and maintain good standards of discipline and behaviour inside and outside the classroom, encouraging the children to be kind and thoughtful
- Plan, present and mark work in a professional manner and in accordance with school policies
- Track and monitor pupils' progress, developing programmes of support or extension for those who need it
- Ensure differentiation is appropriate, including provision for AG&T and SEND
- Maintain a thorough and up-to-date understanding of curriculum developments and pedagogy
- Support the Head of Maths with all academic requirements, including catch-up clinics, book monitoring, lesson observation and scheme of work updates
- Liaise with colleagues to develop cross-curricular opportunities, including trips and on-site events
- Be a form tutor at KS2 or KS3, taking registration and overseeing the children's pastoral care
- Play a full role in the extra-curricular life of the school
- Contribute to the school's VLE
- Be an excellent role model for the pupils
- Fully support the ethos and aims of the school
- Complete any other tasks which the Head reasonably requests of you

Skills and Qualifications

Essential

- Graduate and qualified teacher of Mathematics
- Inspirational classroom practitioner
- Good understanding of independent schools and their rationale
- Good manner with parents
- Evidence of CPD
- Commitment shown in other areas
- Good communication skills
- Strong organisational skills

Desirable

- Experience of teaching both Key Stages 2 & 3
- Ability to be involved with the Games department (boys and / or girls)
- Experience of preparing pupils for 11+ and 13+ entrance exams

Personal Characteristics

- Commitment and passion for teaching in general and Maths specifically
- Resourcefulness and flexibility
- Desire to be fully involved in the life of the school
- Ability to lead from the front and by example
- Ability to see task through to completion
- Ability to work under pressure of deadlines

Terms and Conditions

- Hours: The role will be between 0.8 FTE (4 days) and full time (1 FTE), depending on the needs of the timetable.
- Salary: The starting salary will be commensurate with the experience of the successful candidate.
- Probation: The employment is subject to a probationary period of one year during which time either the employee or the College may terminate the employment by giving not less than four weeks' notice to expire at the end of a school term.
- Pension: The person appointed will be expected to join the contributory pension scheme operated by the Teachers' Pension Agency, if not already a member.
- Holidays: Holidays may only be taken during the school holidays
- Other benefits: As may be consistent with the entry conditions of the School, up to two children may be educated as day pupils at Lancing Prep at Hove and/or Lancing College for a maximum of seven years (per child) up to the normal leaving age for the payment of 33.33% of the appropriate fees. Means-tested fee remissions for additional children subject to the availability of places may be applied for.
- Training: Candidates will be expected to complete a First Aid course shortly after commencing employment.

Further Information

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure which the School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2022. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our School.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment.