

WINCHESTER HOUSE



**Appointment of Pre-Prep Teacher
September 2024**



About Winchester House

Winchester House School was founded in 1875 and moved to its present 18-acre site in the centre of Brackley in 1922. The heart of the School is situated in Manor House, an attractive building dating from the early 1800s. Winchester House comprises a fully co-educational nursery, pre-prep and preparatory school, offering an outstanding education to children aged 3-13 with day, occasional and weekly boarding available.

The nursery/pre-prep school is located in delightful self-contained classrooms. The School prides itself on small class sizes, individual care, high academic standards and a vast range of sports, music and activities. Specialist teaching starts in Reception with music, sport and ICT and from Year 5, all classes are taught by specialist subject teachers. Tutor groups are no larger than 13 children. Modern classrooms and facilities include 3 separate science laboratories and a full ICT Suite. An impressive astro-turf was opened in 2014 and can be used as a full-size hockey pitch, nine tennis courts or two seven-a-side hockey pitches. Winchester House also has a large indoor sports hall, 5 netball courts, an outdoor swimming pool and a 'Secret Garden' which is used as for a variety of activities. The School offers a blend of the traditional and the innovative, the formal and the relaxed and has a deserved reputation for academic, sporting, musical and dramatic success within a happy, stimulating atmosphere.

The Stowe Group

In January 2021, Winchester House became part of The Stowe Group. The Stowe Group comprises Stowe School, Swanbourne House School and Winchester House School. The Group's formation has given pupils and staff at Winchester House access not only to Stowe's world-famous estate but to its expertise in teaching and learning as well as governance. The Stowe Group recently launched its Change Makers vision along with Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.



Job Description

Job Title: Pre-Prep Teacher

Department: Bradshaw (Pre-Prep)

Accountable to: Head of Bradshaw

Responsible for: N/A

Purpose of the job: A full time Pre-Prep teacher who will develop, plan, prepare and deliver a varied curriculum to a class of children within the Pre-Prep Department.

Key Tasks:

- To have key person responsibility for a class of children, their learning, welfare, well-being and safety
- To manage children's behaviour while still promoting their development and self-esteem, maintaining a well ordered, happy and inspirational classroom environment
- To plan and deliver a balanced curriculum suitable for the age range and abilities of the children, supporting and extending children through differentiated activities
- To liaise with specialist staff, both internal and external, as necessary to meet children's needs e.g. Learning Development
- To observe and assess pupils and be responsible for tracking individual progress throughout the academic year
- To maintain the Learning Journeys for their Key Children
- To write progress checks and end of year reports according to WHS guidelines for their Key Children
- To forge strong relationships and links with the parents/carers of their key children, encouraging them to participate in their child's progress and development whilst still remaining professional and ensuring confidentiality is maintained
- To plan and attend parent teacher meetings in the Michaelmas and Lent terms
- To work as an effective team member in the Pre-Prep and wider school, building positive and professional relationships

- To participate in the school's Performance Management process

- To be confident to help organise and participate in events within the school which promote the enthusiastic involvement of pupils, colleagues and parents

- To be fully involved in all aspects of Pre-Prep life including the after-school clubs programme and duties such as eating lunch with the children

- To attend the Pre-Prep staff meeting and other team planning meetings up to 5pm

- Undertake any necessary professional development as identified by the school, including attendance at Whole School PD days prior to the beginning of term

- Be aware of First Aid procedures

- Be aware of Fire Procedures

- Be aware of safeguarding responsibilities around children

- Be aware of the Prevent strategy

The school day for Pre-Prep children is Monday to Friday 9.00am-3.45pm. A breakfast club runs from 7.45am.

Children may arrive in classrooms from 8.30am. Staff are required to be in the classroom from 8am. After school activities run until 4.45pm and the working day finishes at 5.00pm. Wrap around care continues until 6.30pm.

We are Change Makers

Winchester House and The Stowe Group have a talented and committed workforce. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and non-teaching staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of a Stowe Group education.

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • QTS or similar • Excellent written and spoken Literacy and Numeracy skills 	<ul style="list-style-type: none"> • Evidence of continuous commitment to further professional development Paediatric • First Aid Qualification (a willingness to train is required)
Specialist Skills & Experience	<p>The Practitioner will be able to:</p> <ul style="list-style-type: none"> • Promote the school's aims and ethos positively • Communicate at all levels • Work constructively as part of a team, understanding classroom roles • Inspire the children they teach • Create a happy, challenging and effective learning environment • Place a strong emphasis on learning through practical experience for all children • Utilise a range of strategies to promote good behaviour • Be reflective and learn from past experiences and be willing to accept advice and support from colleagues 	<p>In addition the Practitioner may have proven ability to:</p> <ul style="list-style-type: none"> • Support children with SEND
Personal Qualities	<p>The appointee should be:</p> <ul style="list-style-type: none"> • Committed to the role • Flexible, adaptable and able to use initiative • Punctual and have good attendance • A good communicator and proactively engage with parents and colleagues • A willing and supportive team member • Energetic and creative • Able to show a good sense of humour • Keen to develop professionally • Resilient • Able to exercise discretion and maintain confidentiality • Keen to contribute fully to the life of this busy boarding/day prep school • Committed to safeguarding and promoting the welfare of children 	<p>The appointee will have:</p> <ul style="list-style-type: none"> • Aspiration and ambition

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

YOUR APPLICATION

An application form can be downloaded from our website: [Stowe - Current Vacancies](#)

Alternatively, please contact recruitment@stowe.co.uk if you need any help with the application process or call 01280 818005.

Closing date: 11 March 2024

Interview date: W/C 18 March 2024

The Stowe Group are fully committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks.

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background checks.

