

# Clares Court Schools Application Pack



**Teacher/ Acting Head of  
Department of Geography  
(Maternity Cover)  
Required for September 2017**

## About Us

Claire's Court is a School for families run by a family, providing private education for young people aged 3–18 years.

We are an all ability School offering the unique opportunity for boys and girls to be educated during their main school years separately but within the same school environment, whilst the Nursery and Sixth Form are co-educational.

Our recent glowing **ISI report** highlights our myriad qualities as '**excellent**' in so very many areas. The inspectors summarised: "The School is highly successful in promoting its core values and fulfilling its stated mission and purpose. Pupils throughout the school are very well educated in line with the school's ambitious aims to develop confident, resilient and collaborative learners."

We have three sites in Maidenhead, as follows:-

College Avenue	Junior & Senior Girls (4-16) Nursery (co-ed 3-4+) Sixth Form (co-ed 16-18)
Maidenhead Thicket	Junior Boys (4-11)
Ray Mill Road East	Senior Boys (11-16)

## Vacancy Details

We have an exciting opportunity for an excellent Teacher of Geography to join us from September 2017. This is a temporary post to cover maternity leave which is like to be 12 months, working at both our Senior Boys' School and our Sixth Form site. This is full-time post and candidates with the right experience will be considered as the Acting Head of Department for Geography.

To be successful in this role, you must be:-

- Suitably qualified with QTS obtained in the appropriate subject and age range
- An excellent practitioner, experienced teaching Geography from KS3 to A-Level
- Passionate in using your knowledge of current theory and practice in teaching and learning to provide highly effective curriculum delivery
- An enthusiastic team player, willing to participate fully in the School's extra-curricular programme and wider school life
- Engaged with the School's ethos, thinking creatively and reflectively within an open, honest and hardworking team

Above all you need to like children, to want the very best for them and be prepared to put their needs first. You recognise the importance of educating the whole child – including all learners – and achieving high standards, within a creative, broad and innovative curriculum.

In return we offer a positive working environment, with supportive colleagues and regular opportunities for professional development and training.

# Job specification

**Job Purpose:** To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head Teacher.

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

## A. Teachers' Standards

In addition to the School's general requirements and key responsibilities set out below, Teaching Staff must also have regard for the Teachers' Standards set out by the Department for Education. As a minimum, a Teacher must:-

1. Set high expectations which inspire, motivate and challenge pupils
2. Promote good progress and outcomes by pupils
3. Demonstrate good subject and curriculum knowledge
4. Plan and teach well structured lessons
5. Adapt teaching to respond to the strengths and needs of all pupils
6. Make accurate and productive use of assessment
7. Manage behaviour effectively to ensure a good and safe learning environment
8. Fulfil wider professional responsibilities

## B. Key responsibilities

1. Effectively teach Geography to students of all abilities across Key Stage 3 to A-Level, planning, preparing and delivering engaging and challenging lessons which enable all students to make good progress in their learning
2. Use a range of appropriate classroom management strategies to maintain high levels of behaviour and discipline and deal promptly and effectively with misbehaviour in accordance with school policies
3. Where appropriate, use ICT in preparation and delivery of lessons, in the tracking and reporting of pupils and in accordance with the general professional expectations of teaching staff
4. Recognise each student as an individual, for instance liaising with the SENCO and EAL co-ordinators and supporting the gifted and talented
5. Regularly mark pupils' work, including homework, carefully and conscientiously and provide students with regular written and verbal feedback on their learning, employing strategies to promote independent learning
6. Write and deliver regular reports on pupil progress to parents and guardians, giving clear and constructive feedback in accordance with school policies
7. Develop own teaching practice, and support colleagues' development, in line with whole school initiatives
8. Be responsible for identifying and participating in further professional development and continuous INSET as appropriate/required to maintain a thorough and up-to-date subject knowledge and wider developments relevant to your work\*

9. Contribute to the whole school aims, policies and practices including those in relation to pastoral care, behaviour, discipline and bullying
10. Lead and/or support through participation extra-curricular activities
11. Assist the Head of Department in the development of new schemes of work/programmes of study, in the updating of current schemes of work/programmes of study and assist with preparing the department for external inspection (currently ISI) as required
12. Support and be prepared to implement strategies to promote the School's values
13. Attend staff meetings, pastoral meetings, open evenings and parents' evenings (and other functions of a similar nature) as deemed necessary by the Head and/or Senior Management Team
14. Act as a form tutor if appropriate (separate guidance applies)
15. Work safely for own protection and the protection for others (see also Health and Safety policy)
16. Undertake any additional responsibilities, including cover work and participation in the school's arrangements for performance management, as required by the Head and/or Senior Management Team from time to time

*All responsibilities outlined in this job specification are subject to review and change from time to time.*

*(\*NB: this is in addition to the in-house INSET sessions held at the beginning and end of each term which all staff are expected to attend in accordance with the published staff term dates calendar.*

## **Person specification**

The School will seek evidence of the following criteria from:-

- Application form
- Letter of application
- References
- Interview
- Qualification certificates

### **Qualifications and experience**

- Qualified to degree level (or equivalent), holding QTS in the appropriate subject and age range
- Experience teaching Geography from KS3 to A-Level
- Has employed strategies/initiatives to improve student attainment

### **Knowledge and understanding**

- High level of subject knowledge
- Up to date knowledge of the characteristics of high quality teaching and the main strategies for improving and sustaining high standards of learning and achievement for all students
- Effective strategies for the promotion of good behaviour and dealing with challenging behaviour
- Thorough understanding of current education policies and practice, in particular relating to Child Protection and Health and Safety

## **Skills**

- Able to teach students of all abilities and ages to a high standard, utilising excellent classroom teaching skills to promote good student progress
- Promote the School's aims positively and use effective strategies to enthuse students with a love of learning
- Create a happy, challenging and effective learning environment
- Innovative in approach to teaching and learning
- Proficient in the use of ICT (or a commitment to undergo training to this end)

## **Personal characteristics**

- Professional in approach and appearance
- Strong interpersonal skills to effectively communicate with staff, parents and pupils
- Good team player, willing to make a full contribution to the work of the department and the extra-curricular programme
- Committed to the protection and safeguarding of children and young people
- Understands and is willing to uphold, the core values of Claires Court Schools
- Well organised with high expectations of achievement and behaviour

## **In return, we offer you**

- Talented and dedicated colleagues with inspirational team spirit
- Children who are enthusiastic to learn, with outstanding behaviour
- A supportive and nurturing ethos which will help you fulfil your potential

## **Co-Curricular Programme**

The School has a vigorous and varied extra-curricular programme and, subject to timetable arrangements, the successful applicant will be expected to play a part in this sphere of activity.

After school activities take place each Monday to Thursday during term-time. The programme is wide-ranging but a few examples of what we offer are sports coaching, sailing, drama, chess, arts and crafts, music and study groups.

Activities are usually agreed at the beginning of each term – please note that full time members of staff are expected to offer at least two activities and part-time members of staff are usually expected to offer at least one, depending on their timetable arrangements.

## **Salary Scale**

Clares Court has its own salary scale and pay is based on qualification and experience. It is not practical for us to advise candidates on where they will be placed on our scale at this stage of the recruitment process.

Further payments may be made to recognise additional duties/responsibilities and any other professional commitment(s) as deemed appropriate. Activities are also remunerated in addition to basic salary.

Applicants are advised that we are members of the Teachers' Pension Scheme.

## Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

## Further information

Up to date information including curriculum statements and policies may be found on our website, **[www.clairescourt.com](http://www.clairescourt.com)**.

Should you wish to discuss any of the detail contained within this information pack, please contact our HR Department in the first instance [recruitment@clairescourt.com](mailto:recruitment@clairescourt.com)

## How to Apply

To apply, please download an application form from our website. Please post completed forms to the following address:-

HR Department  
Claire's Court Schools Ltd  
1 College Avenue  
MAIDENHEAD SL6 6AW

Alternatively, completed forms may be emailed to [recruitment@clairescourt.com](mailto:recruitment@clairescourt.com) (no agencies, please).

**Applications must be received by 12:00pm on Monday 22<sup>nd</sup> May 2017. Please apply early, as applications will be considered on receipt; we reserve the right to interview / appoint before the closing date.**

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

*Claire's Court is an equal opportunities employer.*