



**POCKLINGTON
SCHOOL**

Ages 3 to 18



Prep School Teacher (part time,
maternity cover)

Information Pack

June 2019





School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick of the parish as well as the foundation of a school “for the bringing up of youth in virtue and learning”.

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is in the school a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 4 houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a Sixth Form Centre, a superb library, a new Art and Design Centre, a swimming pool, and other sports facilities.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines.

Staff are supported through a range of benefits which are explained further below as well as approachable and supportive colleagues. You will be encouraged to undertake development opportunities, and will find a friendly and welcoming working environment. We offer a community feel, not just a workplace.



**POCKLINGTON
SCHOOL
FOUNDATION**

Aims, Values and Practice



Aim

To inspire for life

Confidence - We encourage individuals to be confident and considerate; fostering self-respect and self-belief.

Responsibility - Personal responsibility and service to others are expected; both have opportunity for expression within the school and beyond.

Achievement - In all areas of school life we seek to nurture talent and aspiration, to encourage perseverance and to prepare young people for the challenges of adult life.

Values

We achieve our aim through a strong working relationship between pupils, staff and families which is founded on the following values:

Trust - The Foundation's Christian ethos guides our caring and straightforward approach. We treat each other with respect and uphold our tradition as friendly and compassionate schools.

Truth - We value debate which is open, honest and informed to stimulate creativity, intellectual curiosity and initiative.

Courage - We challenge ourselves and each other to change for the better.

Practice

We provide a community to be proud of, where pupils can explore, make mistakes, learn and grow. In order to do this:

Support - We put the well-being of our pupils first, with excellent pastoral care.

Learning - We encourage successful learning through effective teaching and a commitment to a broad education.

Recognition - We recognise and reward success and commitment, progress and achievement.

Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Personnel Team.

Foundation Benefits:

Pension scheme – We offer competitive employer contribution rates for all staff

Discounted school fees with the option to spread payments over 12 months from your pay

Enhanced holiday entitlements

On-site gym and swimming pool

Free lunch in term time

Enhanced Maternity and Adoption Pay - see the policies on the Extranet under Foundation Policies, Personnel Policies

Enhanced sick pay arrangements – this is detailed within the Absence Management Policy, also to be found on the Extranet

Annualised Pay – allowing for easy home budgeting
Free staff room refreshments

Employee Assistance Programme – offering a health, wellbeing and counselling service for staff and their families

Tai chi, yoga and art classes – these are advertised throughout the school year

Winter car lights test – organised by the Transport Team each January

Massages – these are arranged on an ad-hoc basis throughout the school year

Internet and e-mail access at work (subject to appropriate use in accordance with the school policies)

Free parking (although this is subject to possible legislative change in the future)

Free library services – including holiday book loans



External Providers:

Discounted membership at the Box gym (see flyers on the school noticeboards)

Health Care – access to reduced rates

HMRC:

Child Care Vouchers

Cycle to Work scheme

Both these schemes are offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



Job Information

Role Title: Prep School Teacher

Responsible To: Head of Prep School

Staff Responsible For: N/A

Salary: To be negotiated, dependent upon relevant skills and experience.

Copy of Job Advertisement:

PART TIME PREP SCHOOL TEACHER

Temporary contract to cover maternity leave

Required from September 2019

Are you as passionate as we are to inspire and nurture young people? Do you want to share in our vision to provide a world class education? If that sounds like you then seize this opportunity.

12 miles to the East of York we offer a unique working environment based within a friendly market town, but close to major cities and heritage coastlines. Our successful co-educational day and boarding school is thriving, and we wish to appoint an enthusiastic and well-qualified graduate who can motivate and stretch all pupils, whilst allowing every child to achieve to the best of their ability.

You will be teaching a variety of subjects to a Year 6 class for 3 days a week (Wednesday to Friday) and be involved in extra-curricular activities. You must be an outstanding practitioner with previous experience of working in a 4 – 11 school.

You can access further information and an application form from:

www.pocklingtonschool.com T: 01759 322666 E:

recruitment@pocklingtonschool.com

Closing date: 9am 24th June 2019

Planned interview date: 1st July 2019

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.

Job Description

PREP SCHOOL TEACHER

Reporting To:

Head of Prep School

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

September 2018

Key Tasks and Responsibilities of a Teacher

Professional Knowledge and Understanding

- Have an up-to-date working knowledge and understanding of a range of teaching and learning strategies to provide opportunities for all students to achieve their potential
- Know the assessment requirements for their curriculum areas relating to all key stages
- Have an up-to-date knowledge and understanding of the school's assessment procedures
- Know how to implement the school's Behaviour policy
- Know how to use value added data to evaluate effectiveness of teaching, monitoring of progress, and raising attainment
- Have a secure knowledge and understanding of their subject/curriculum areas
- Understand the contribution that their subject can make to other subject/curriculum areas
- Know how to use literacy, numeracy and ICT skills to support their teaching and wider professional activities
- Work alongside colleagues responsible for Learning Support, EAL and Gifted and Talented students to ensure that the needs of these students are accounted for in their teaching
- Know when to draw on the expertise of colleagues for specialist support

Teaching and Learning

- Adhere to the school feedback and homework policies for all pupils
- Use assessment to support students so that they can reflect on their learning, identify progress made and set targets for improvement
- Plan and teach challenging, well-organised lessons and sequences of lessons that ensure progression across the age and ability range taught
- Review the effectiveness of their teaching, planning and assessment, refining approaches where necessary
- Demonstrate a willingness to assist pupils when they require additional help. This is not expected to be regular additional tutoring but on an ad hoc basis as required
- Provide students and parents/guardians with accurate and constructive feedback on attainment, progress and areas for future development through reports and parents' evenings

Learning Environment

- Motivate and encourage all pupils within a safe and purposeful learning environment
- Keep a record of attendance and follow up any notable absences
- Manage students' behaviour appropriately by ensuring that any disciplinary measures are carried out in line with the school policy and in a calm and objective manner
- Promote pupils' self-control, independence and cooperation through development of their social, emotional and behavioural skills
- Look after and update displays within their teaching classroom

Team Working and Collaboration

- Support the school in extending learning outside the classroom
- Share resources and ideas with colleagues to develop good practice
- Contribute to subject development by completing appropriate tasks as directed by school managers
- To attend Year Group Meetings and Pastoral Lead Meetings as required
- Support in the teaching of competitive sport

Pastoral Responsibilities

- Full-time members of staff are expected to assist in pastoral responsibilities, normally in the role of form teacher, unless advised otherwise
- Staff should be sensitive to the needs of all pupils and be able to act when guidance or support is needed in order to help a pupil who is experiencing personal difficulties
- Maintain an up-to-date knowledge of the requirements of school policies e.g. Child Protection Policy, Behaviour, Anti-Bullying, Use of Force (Restraint) and Physical Contact, ICT and Cyberbullying, Equality and Diversity
- Boarding is an integral part of school life and all staff should have an understanding of how the boarding community operates. Support in boarding, although not compulsory, is always appreciated.

Professional Attributes and Expectations

- Establish a fair, respectful and supportive relationship with pupils ensuring they achieve their potential
- Communicate effectively with, and be courteous towards, pupils, parents and colleagues
- Evaluate teaching and whole school commitment through meeting the expectations of the annual Professional Review and Development scheme
- Maintain professional standards in demeanour and dress
- Arrive to work in plenty of time before the beginning of the school day; begin and end all lessons promptly
- To meet all deadlines required e.g. Reporting and Assessment
- To attend parents' evenings, Prize Giving, Open Days and other events as required by the Head of Prep School
- To carry out vigilant supervision duties* as directed to ensure that pupil behaviour around the school is of the expected standard
- To assist in cover for absent colleagues*
- To uphold the School Rules
- All staff must be familiar with the required actions and responsibilities in terms of safeguarding children and should be prepared to question unauthorised adults on the school site

*Proportional to timetable commitment

Extra-curricular Activities

- A reasonable level of involvement with sport or other activities is expected in lunchtimes, after school or at other times. Although all staff are expected to make a significant contribution to the extra-curricular

life of the school, involvement with school holiday activities is not normally expected. Nonetheless, participation in this area is always welcome.

Health and Safety

- All staff are responsible to the Deputy Head for the health and safety of those in their charge, whether in or outside school premises
- In addition all staff must ensure that they:
 - Have read, and are conversant with, the School's Health and Safety Policy
 - Conduct risk assessments for all activities unless they are following a safe system of work
 - Report all accidents/incidents so that they can be properly investigated
 - Brief all pupils on relevant health and safety rules, procedures and issues

Person Specification

	Essential criteria	Desirable criteria	How measured
Experience	<ul style="list-style-type: none"> • Previous employment in a 3-11 school • Work to a code of ethics of a professional body • Track record in delivering pupil success 	<ul style="list-style-type: none"> • Teaching practice during qualification • Capability to teach across the 3-11 age range 	Application form and interview
Education and Training	<ul style="list-style-type: none"> • Graduate • Qualified Teacher Status OR Prepared to undertake relevant qualification in post to reach QTS standard • Commitment to ongoing personal development and training 	<ul style="list-style-type: none"> • Awareness of National Curriculum requirements 	Application form
Skills and knowledge	<ul style="list-style-type: none"> • Outstanding primary practitioners • Good communication skills • Good organisational skills • Ability to command respect of pupils • Ability to work within a team as well as independently 	<ul style="list-style-type: none"> • The ability to co-ordinate an academic subject • The ability to teach MFL, teach music would be desirable but not essential to the position. • The ability to teach and coach competitive sport 	Application form and interview
Personal attributes	<ul style="list-style-type: none"> • Enthusiasm • Excellent classroom practitioner • Caring and open personality • Willing to work to support learning • Interested in own professional development • Initiative, innovation and enthusiasm • Willingness to be fully involved in the life of the school 	<ul style="list-style-type: none"> • Awareness of current thinking in education • Willingness to be involved in the life of the boarding community • Flexible approach to working environment 	Application form and interview

Department Information

We believe that school years should be the most exciting, inspiring and rewarding years of our lives and this underpins our commitment to ensure that every child achieves their full potential.

You will find that a warm, safe and encouraging atmosphere is here for every child; comfortable surroundings meet stimulating and carefully designed learning environments with committed staff who work hard to guarantee that every child feels happy and safe.

We keep class sizes small, with a generous ratio of teachers to pupils, because we believe this provides the best learning opportunities for children. It helps to maintain energy in the group, which fosters curiosity, creativity, personal initiative and debate. Consequently, wonderful opportunities await every child who starts their journey with us and we love to share in the successes of our children. From a Reception child reciting a poem to a hall full of people, to the Year 6 pupil winning a medal in a national discus competition, our ambition is that every child will leave us with positive memories of their time here.

We have designed an engaging and inspiring curriculum to motivate every child. We are committed to the highest quality teaching in the core subjects, whilst our creative approach to learning encourages pupils to investigate and think critically whilst being inspired and enthused by close connections with everyday life.

Pocklington and the countryside in and around the town is used as much as we can, to stimulate and involve: for example, our youngest students take part in a weekly outdoor education session to learn about the environment and to develop knowledge and skills essential for learning. Field trips are also integrated wherever possible to bring subjects and concepts to life.

Even our youngest pupils are involved in setting achievable but challenging targets and we provide constructive feedback. This is crucial in allowing children to take ownership of their learning and it motivates them to succeed. Homework tasks appropriate to pupils' ages consolidate learning and invigorate children beyond the school day. A broad mix of activities, access to specialist teaching and outstanding facilities all combine to offer every child the opportunity to find something in which they can excel so that everyone can reach the highest possible standards.

Opportunities for outdoor learning; a host of lunchtime and after school clubs and a focus on developing musical, drama and sporting prowess ensures there is something to interest everyone and that each has their moment to shine.

Teamwork is at the heart of our approach to education: the unique spirit of Pocklington Prep School is built on good relationships between the children, teachers, support staff and parents, based on shared aims and values.

Recruitment Timetable

Closing Date: 24th June 2019

Expected Interview Date: 1st July 2019

Expected Start Date: September 2019

Completed application forms should be sent to: recruitment@pocklingtonschool.com

Please ensure you read the guidance notes for completing the application form alongside the information available in the Application Process & Safer Recruitment guidance, Recruitment of Ex-Offenders Policy Statement and Secure Storage, Handling, Use, Retention and Disposals of Disclosures and Disclosures Information Policy Statement. These are available on the key recruitment policies page of our website or will have been sent to you as a hard copy if requested.

For further information please contact Abby Popely, Personnel Officer:

PopelyA@pocklingtonschool.com

01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

