



Chigwell School

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KS1/KS2 Teacher (Mat cover)



Introduction

We are seeking to appoint a new teacher to join our dynamic team for maternity cover and contribute to our commitment to excellence in education. This is an exciting opportunity for a teacher who is enthusiastic and passionate about education (KS1 or KS2) to be part of our vibrant community where small class sizes and inspirational teaching create the environment of happiness and excellence for which Chigwell is renowned.

Background

Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, coeducational independent school of 1980 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the capital. Most pupils are day pupils but in the Sixth Form there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.

As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the Good Schools Guide reports: *Academically, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure*

and stress. "Anyone who wants to do well here, will do well" said one student, "and I can't think of a nicer place to succeed."



The School Development Programme

Over recent years, the School's facilities have been extensively developed in order to enhance the educational experience that pupils receive. The development programme has included the following additions:

- 2008 Wilson Building teaching block
- 2008 Floodlit AstroTurf pitch
- 2009 Prep School library extension
- 2010 Complete redevelopment of catering facilities
- 2010 Harsnett's and Church House converted into boys' boarding houses
- 2012 The Old Chigwellian Club and land was incorporated into the school estate
- 2013 Pre Prep School completed and opened
- 2013 Two new science labs created
- 2014 Drama Centre balcony extended to provide additional music and drama rehearsal space
- 2016 The Risham Sarao Sixth Form Centre completed and opened
- 2017 Extension of Dining Hall
- 2018 Renovation of the Chapel
- 2019 Extension of Prep School
- 2020 3G football pitch constructed
- 2023 New Sports and Wellness Centre and New Wellbeing Centre

The Governors have recently agreed a development masterplan and the next priorities on the School's development plan are to:

- Further expand our provision of bursaries
- Expand the facilities for music





The School

Some pupils join Chigwell School in Reception and there are two classes in each of the three Pre Prep year groups. A small number of children join the Prep School at 7+ (Year 3) and there are three classes in each of the KS2 year groups. At 11+ (Year 7), there is a further entry with four or five classes making up Years 7 to 11. Again, there is a small entry into the Sixth Form. Entry at each stage is selective and although there are three main sections to the School (Pre Prep, Prep School and Senior School) these sections work closely together and there is a common ethos running throughout.

There are over a hundred teachers and together with the support staff, there is a friendly, mutually-supportive atmosphere. We place considerable emphasis on life outside the classroom and believe that the opportunities that we provide help to fulfil our Vision: To inspire our pupils to fulfil their potential and forge their path to success. The School Values are:

- **Happiness First**
We create a nurturing space where happiness underpins our achievements and drives us forward.
- **Courageous and Resilient**
We seize opportunities all around us and have the confidence to embrace them wholeheartedly.
- **Innovative Approach**
We adapt and evolve, influencing our changing world.
- **Community of Kindness**
We support and collaborate with each other, making a positive contribution to the community.
- **Lifelong Learning**
We cultivate curiosity, keeping the passion for learning alive beyond the school gates.





The Pre- Prep School

Sitting at the very heart of the School's site, it is a place where our youngest Chigwellians begin their educational journey in a safe and nurturing community, and where they can experience all the simple joys of childhood. Inspired by highly skilled and passionate teachers, they begin to learn and apply the Chigwell values.

The Pre Prep is unique in that it stands alone in a beautiful environment but has the advantage of being part of a very successful Prep and Senior School. We offer children all the benefits of a small infant school, whilst at the same time providing exceptional resources, which are only available because we are also part of a larger, all-through school.

The Pre Prep's curriculum incorporates all the requirements of the National Curriculum in Year 1 and 2 and the Early Years Foundations Stage (EYFS) in Reception, supported by an extensive range of academic enrichment opportunities.

We place great emphasis on academic achievement, while, at the same time, ensuring our pupils are well-rounded and prepared for the opportunities, responsibilities and experiences of later life. Teachers create learning tasks that are interactive, appropriately challenging, purposeful and connect to pupils' interest. Our teaching is tailored towards each child's unique skills and we support all pupils equally; whether they have exceptional ability and may need stretching, or if they find some areas of the work more difficult.

Above all, we want to ensure that, whatever their abilities and talents, our pupils meet their full potential and develop attitudes to learning which will last them a lifetime

When it is time for children to move on to the Prep- School, the transition is planned seamlessly to ensure that children's needs are known and that they continue to be met in the best way possible.



The Prep School

Pupils join the Prep School as day pupils from the Chigwell Pre- Prep or from a wide range of primary or preparatory schools. All pupils have a class teacher who is responsible for their academic and pastoral welfare and who teaches the class for most subjects. He or she will get to know the children well, help monitor their progress, their extra-curricular involvement and work to ensure that they are happy and fully involved in school life.

The Head of the Pre-Prep and Prep Schools, together with all staff, are responsible for the pastoral care of the Prep School pupils and there are available for consultation at almost anytime.

Both the Senior and Prep Schools share the same educational philosophy as well as many facilities and teaching staff. Everyone has access to the School's extensive facilities, particularly in the areas of art, music, drama, physical education, games and ICT.

The Chigwell ethos pervades all that we do in the Prep School: our pupils have high aspirations, are encouraged to be curious, creative, and most importantly, to enjoy everything that school life has to offer.

The Role

Main purpose

To carry out professional duties and to have responsibility for an assigned class of 20 pupils.

To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.

Main Duties and Responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To lead by example as a teacher, establishing high expectations, achieving high standards of pupil attainment, behaviour and motivation, through effective teaching.
- To ensure consistent, high- quality planning and delivery of a creative, stimulating, differentiated, broad and balanced curriculum.

- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety and in accordance with the school's behaviour policy.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To actively support the school's Outdoor Educational Programme
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To ensure AFL strategies are embedded in practice and inform learning and teaching.
- To use data analysis to improve standards of achievement through targeted professional development and enhanced curriculum provision.
- To be accountable for standards of attainment, achievement and progress of all students in your class.
- To use homework effectively, according to school policy, to reinforce and extend learning and achievement.
- To prepare appropriate records for the transfer of pupils.
- To deploy support staff and other adults effectively in the classroom, involving them, where appropriate, in the planning and management of pupils' learning.
- To participate in weekly staff meetings which relate to the school's leadership, curriculum, administration and organisation.
- To attend such meetings and activities as may be necessary as part of school policy and in accordance with the school calendar.
- Contribute to the development of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To implement agreed school policies and guidelines and to ensure that these are reflected in daily practice.
- To communicate and report to parents on the development, progress and attainment of students in line with the school assessment policy.
- To attend parent consultation meetings as scheduled in the school's calendar.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist.
- To take responsibility for personal professional development in accordance with the school's professional development policy and budget restraints, setting objectives for improvements, and taking action to keep up to date with research and developments in pedagogy.
- To support the Head teacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise that health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To lead, be involved in promoting and participate in extra-curricular activities and events, as agreed with the Head of the Pre Prep and Prep Schools, for example after-school clubs, school performances and fund-raising events.
- To take an active role in promoting the school through open days.



Person Specification

The successful candidate is likely to have some, or all, of the following attributes:

- Qualified Teacher Status
- Evidence of consistently good and outstanding teaching
- Recent, relevant in-service training
- Ability to work as part of a team and engage professionally in activities such as moderation and collaborative planning
- Ability to effectively manage pupils' behaviour in a positive manner with consistent, clear boundaries following the whole school behaviour policy
- Ability to identify pupil needs and act upon them in order to raise standards
- Ability to lead a subject area if required
- Be highly motivated with high standards and expectations
- Well-developed personal IT skills used effectively in teaching
- To demonstrate a high level of written and oral communication skills
- Able to apply a creative approach to the curriculum
- A warm and friendly nature with a good sense of humour

Hours of work

This is a full- time position.

Remuneration and benefits

The salary is on offer is competitive and based on National Pay Scales with a Chigwell enhancement.

Chigwell School is a very happy place to work, and the school provides a supportive working environment. There is a well-developed programme of professional development. Pupils are enthusiastic, well-behaved and eager to learn, and colleagues are supportive, dedicated and get on well together. There is a strong sense of community.

Other benefits of working at Chigwell School include:

- A competitive salary and generous holiday entitlement
- Strong commitment to professional development
- Membership of the Pension Scheme
- Generous fee remission for eligible children
- Personal Accident Cover and Death in Service
- Employee Assistance Support Programme
- Complimentary lunch and break time refreshments during term time
- Use of the Sports and Wellness Centre facilities outside of the school day
- Cycle racks
- Free parking onsite
- Wellbeing and Medical Centre on site
- Use of School Library
- A beautiful working environment – 100- acre site, beautifully landscaped with a number of listed buildings
- Good transport links by tube (Central Line), road and local bus route -free shuttle bus to and from Buckhurst Hill Station before and after the school day
- A supportive community of highly motivated students and staff

Applicants should complete the staff application form which can be accessed directly from our website: <https://www.chigwell-school.org/vacancies/> and send it to the HR Manager at: hr@chigwell-school.org

Should you require any further information, please contact Mrs Evelyn Gibbs, Head of Pre -Prep and Prep Schools by telephone 020 8501 6101 or email egibbs@chigwell-school.org

Applications will be considered upon receipt. Candidates will be contacted by telephone or email to attend interview if required. The School reserves the right to interview and appoint before the closing date.

Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.

