



RGS
SPRINGFIELD



KEY STAGE TWO TEACHER AND ENGLISH COORDINATOR JOB DESCRIPTION

*Cherishing the past,
looking to the future*

Independent Day School
Boys and Girls
Aged 2 - 18 years

RGS Springfield

Introduction

RGS Springfield is one of the two preparatory schools of The Royal Grammar School, Worcester (RGS Worcester). It is located in a beautiful listed town house in the centre of Britannia Square, at the heart of Worcester City Centre conservation area.

The current school population is around 140 from Nursery to Year Six. Most children then transfer into Year Seven at RGS Worcester Senior School. RGS Springfield is an academically successful school, and each year a number of children win Senior School Academic Scholarships. It is not, however, an academic hot-house and children very much enjoy school and benefit from the wide range of co-curricular activities on offer. Pupils enjoy superb facilities for play and RGS Springfield is an acknowledged centre of excellence for Forest School. There are several musical and dramatic productions each year, including an annual choral concert in Worcester Cathedral and wide program of extra curricular activities.

Independent School Inspectors (ISI) Grade RGS Springfield 'Excellent' and 'Outstanding' - May 2015.

RGS Springfield is described as a place which achieves high levels of literacy and numeracy with excellent co-curricular provision where pupils, '..enjoy their education and fulfil their all-round potential..'

'Teaching successfully supports the aims of the school to develop each child to its full potential academically, socially and emotionally in a safe and caring environment.'

The Good Schools Guide, March 2017

"Most schools trot out clichés such as 'happy family atmosphere' and 'home from home', but we found a genuine sense of intimacy and belonging here. The secret in the square is well worth discovering."

RGS Springfield is well-known for the high quality of relationships between children and teaching staff and for high levels of parental satisfaction. It has a wonderful family atmosphere, supportive parents and happy children.

Background

The Royal Grammar School, Worcester is one of the oldest schools in Great Britain and is a leading independent HMC school in the West Midlands. RGS Worcester now comprises three schools: RGS Worcester Senior School (11-18); RGS Springfield (2-11) and RGS The Grange (2-11). RGS Worcester underwent a major expansion in 2007 when it merged with a neighbouring all-girls school, The Alice Ottley School. Springfield had been the AO preparatory school prior to the merger, and since then it has gone from strength to strength as a smaller, more intimate alternative to RGS The Grange. RGS Springfield and RGS



The Grange complement each other and share opportunities rather than operating as rivals. The Heads of both RGS Springfield and RGS The Grange are members of IAPS.

The close association with a strong and successful Senior School of some 800 boys and girls gives RGS Springfield a major advantage over free-standing preparatory schools and numbers have grown steadily in spite of the recession.

RGS Springfield is a very special place indeed and its individuality can only be understood via personal contact on a working day. Prospective candidates are welcome to telephone Laura Brown (01905 24999) for an informal conversation. For more background and information, visit www.rgsw.org.uk

Key Stage Two Teacher and English Coordinator Job Description

This is an outstanding opportunity to join a dedicated team at RGS Springfield. We are a small school (one form entry) providing independent education for children between 2-11 in an outstanding location and beautiful Georgian building in a secluded square just outside the centre of Worcester.

The current teacher, Mrs Webster, is retiring after 24 years at Springfield. The post is an integral part of helping to maintain and develop our exciting and innovative creative curriculum. We have a Digital Learning Programme using iPads and provide an excellent all round education. The incumbent will be teaching a Key Stage Two Class. A management allowance will be paid for coordinating the teaching of English throughout the school. This is an ideal opportunity for a dedicated professional to develop their career as part of the exciting and forward looking family of RGS Worcester in a supportive and friendly atmosphere.

The job description and role may adapt to the needs of the school and the interests and aptitudes of the successful applicant.

Teaching

- Instill a love of learning through a wide range of creative teaching styles and to facilitate a learning experience that provides all children with the opportunity to achieve their individual potential both in and beyond the classroom.
- To teach subjects as agreed by the Head and to work as a team with fellow teachers ensuring the school works effectively and smoothly.
- To teach children according to their individual needs, including the setting and marking of work (including homework) in line with the school's marking policy and to give both written and verbal feedback on pupils' work on a regular basis as outlined in the curriculum policy.
- Maintain a well organised, pupil friendly and interactive learning environment.
- To use a variety of delivery methods, which will stimulate learning, appropriate to pupil needs and the demands of subject specifications.
- To contribute to raising standards of pupil attainment in your class/subject and to help monitor and support the overall progress and development of pupils, including those with learning needs, and the gifted and talented. To liaise with the Learning Development Coordinator where appropriate.
- To monitor and track pupil progress and use the available information to inform teaching, learning and reporting. To complete the relevant documentation to assist in the tracking of pupils.
- To maintain discipline within the classroom in accordance with the school's policies and procedures, and to insist upon punctuality, courtesy and consideration for others, good behaviour, high standards of work and compliance with deadlines.
- To assist in the development of resources, schemes of work and teaching and learning strategies.
- To prepare and up-date teaching materials.
- To prepare displays of work and other material to ensure the classroom is a stimulating and interesting environment with clear and appropriate notices.
- To undertake assessment of pupils as requested by the school.

Pastoral Care

- Be a form tutor and undertake the associated pastoral and administrative duties in respect of the pupils allocated to you.
- To promote the general progress and well-being of individual pupils and of the form group as a whole.
- To teach the children (Yrs 3-6) how to record effectively in their Prep Diaries or online app.
- To communicate regularly with parents – face-to-face, diaries, emails or telephone.
- To ensure thorough record keeping such as recording all parental and pupil interviews on ISAMs.
- To comply with the school's rewards and sanctions policy so that a consistent approach is adopted across the school.
- Be vigilant in preventing bullying and work swiftly to resolve incidents of bullying following the school's policy.
- To play a full part in promoting high standards of behaviour and to maintain pupil discipline throughout all areas of school life within the agreed framework of the school.
- To contribute to PSHCE lessons in accordance with the school's policy.
- To help to monitor and support the overall progress and development of children within the school.

English Coordinator

The role of the subject leader / key stage co-coordinators is to:

- Provide a strategic lead and direction for the subject.
- Support and offer advice to colleagues on issues related to the subject.
- Monitor pupil progress in that subject area.
- Provide efficient resource management for the subject.
- Take the lead in policy development and the production of schemes of work designed to ensure progression and continuity in their subject throughout the school.
- Liaise with English leads at RGS Worcester and The Grange to ensure continuity and progression and share best practice.
- Ensure the Library provision supports reading throughout the school.
- Subject leaders are also expected to ensure that policies and schemes of work are kept up to date on an annual basis;
- Review the way the subject is taught in the school and plan for improvement.





- The subject leaders / key stage coordinators also keep a portfolio of children's work, which they use to show the achievements of the children at each key stage and to give examples of expectations of attainment.
- When necessary, support colleagues in their development of detailed work plans and implementation of the scheme of work, and in assessment and record keeping activities.
- Take responsibility for the purchase and organization of central resources with reference to the needs as noted by class teachers.

General Duties

- To comply with the School's Health and Safety policy and to complete risk assessments for your classrooms/areas.
- To be courteous to parents and colleagues, and to provide a welcoming environment for all visitors to the school.
- Communicating to achieve positive results with parents, pupils and staff and working to meet (and exceed) expectations.
- To act as a positive role model, to promote teamwork and to ensure high quality teaching and effective working relations.
- Liaise with other members of the School staff in order to ensure continuity and progression of planning in line with the school's current policies and practices.
- To contribute to the School Development Plan (if applicable).
- Share in the necessary supervisory duties of the school.
- To participate fully in the extra-curricular life of the school.
- Contribute fully to assemblies.
- To cover lessons as required.
- To prepare cover work in the case of absence.
- To take responsibility for Personal Professional Development. To act upon advice and feedback, to identify training priorities and needs, and to undertake appropriate courses, development sessions and qualifications as appropriate.
- To contribute to all school marketing and liaison activities, including Open/ Induction/Taster Days, and other events.
- To attend all Parents' Evenings and to write comprehensive reports and individual targets.
- To participate in school visits and trips as required.
- To attend staff briefings, staff meetings and other meetings as required.
- To work closely with other staff to ensure the general welfare of the pupils.
- Attend school functions as are deemed part of the annual cycle of the school year.
- To contribute to the school magazine and weekly newsletter.
- To maintain a professional appearance at all times.
- Respond promptly to all school correspondence and to follow the school's policy on emails and internet use.
- To maintain a high standard of professionalism and to use initiative as appropriate.

- Have a good knowledge of the whole school policies in place within the school.
- To read and comply with the 'staff routines and procedures' and other key policies such as safeguarding documents annually.
- Promote and safeguard the welfare of pupils maintaining a constant awareness of all issues relating to child protection.
- To comply with any reasonable request from the Headmistress to undertake work not specified in this job description.
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- All teachers are expected to play a full part in the life of the School community, to support its distinctive mission and
- vision as a co-educational 2-11 independent day school, and encourage children to follow their example.

Job Specification

Competencies	Essential (Yes/No)	Desirable (Yes/No)
Common sense and initiative	Y	
Excellent communication skills	Y	
Ability to deal with information sensitively and confidentially	Y	
Good record keeping and attention to detail	Y	
Sense of humour	Y	
Ability to work as part of a team	Y	
Knowledge and Experience	Essential (Yes/No)	Desirable (Yes/No)
Previous experience of teaching in Key Stage Two	Y	
Experience of working in an Independent Prep School		Y
Knowledge of English curriculum	Y	
Willingness to take on subject coordinator role	Y	
Education	Essential (Yes/No)	Desirable (Yes/No)
QTS	Y	
Degree in English or PGCE specialisation in English		Y

Process of Application - Closing Date: 2 February 2018

The applicant's completed Application Form and curriculum vitae should be sent to

Mrs Laura Brown
Headmistress
RGS Springfield
Britannia Square, Worcester, Worcestershire. WR1 3DL
Telephone: 01905 24999
springfield@rgsw.org.uk

The applicant is invited to submit a letter of application as to why they believe they are right for the job, with reference to key qualities listed in the job description. The names, addresses, e-mail addresses and telephone numbers of two referees (including the current employer) should be provided on the application form. References will be sought on selection for interview.

All applications will be acknowledged.

Prospective candidates are encouraged to submit their applications as soon as possible which must reach the school no later than first post on **2 February 2018**

Enquiries by email will be welcomed to springfield@rgsw.org.uk

Interviews are scheduled for **Thursday 8 and Friday 9 February 2018**. Candidates will be given a tour of the school and will have an opportunity to speak to the other staff and children.



The Governors of RGS Worcester 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 past employers and the Disclosure and Barring Service.

Registered Charity No. 1020644

How to find us

By Road:

By Road:

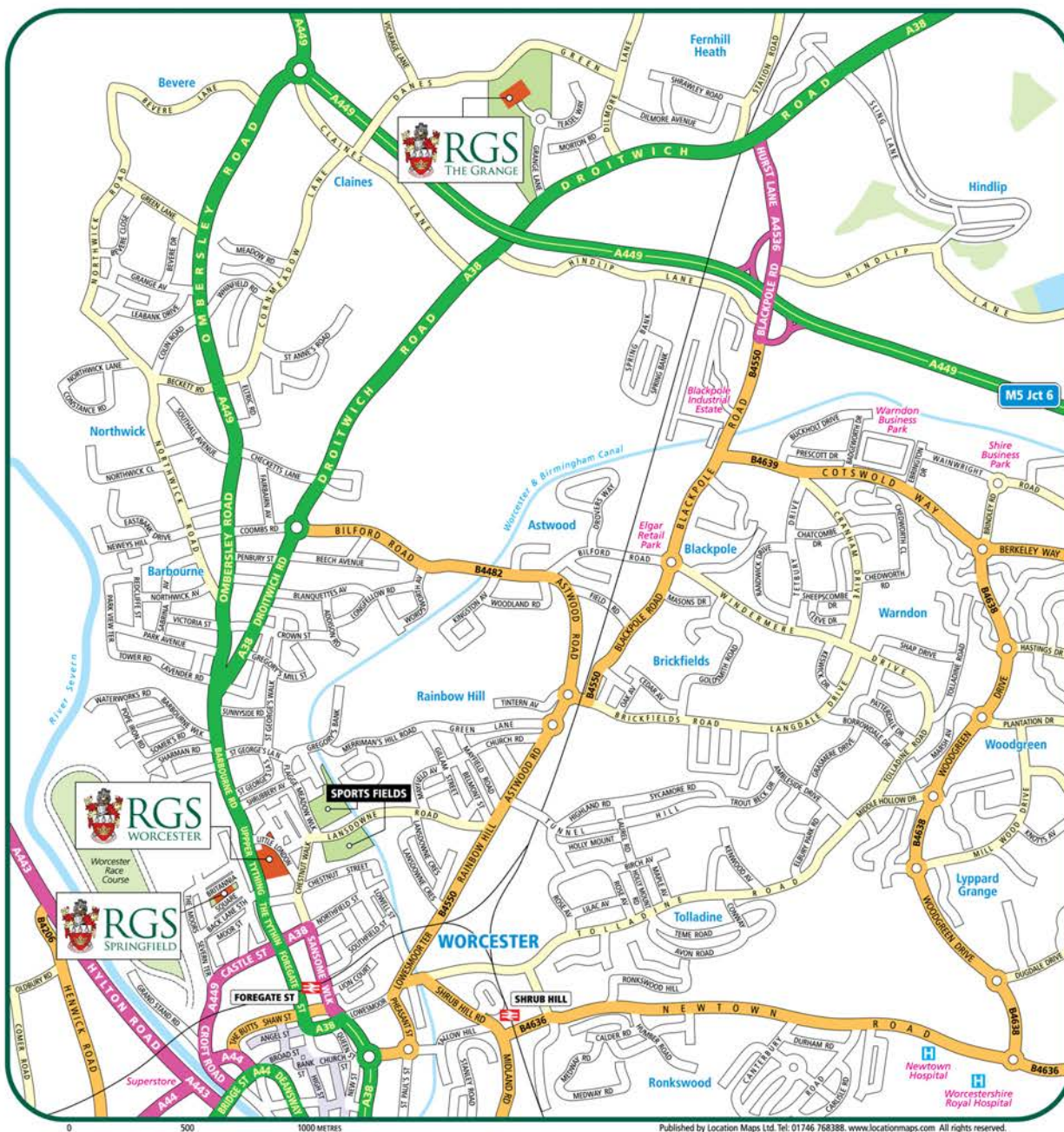
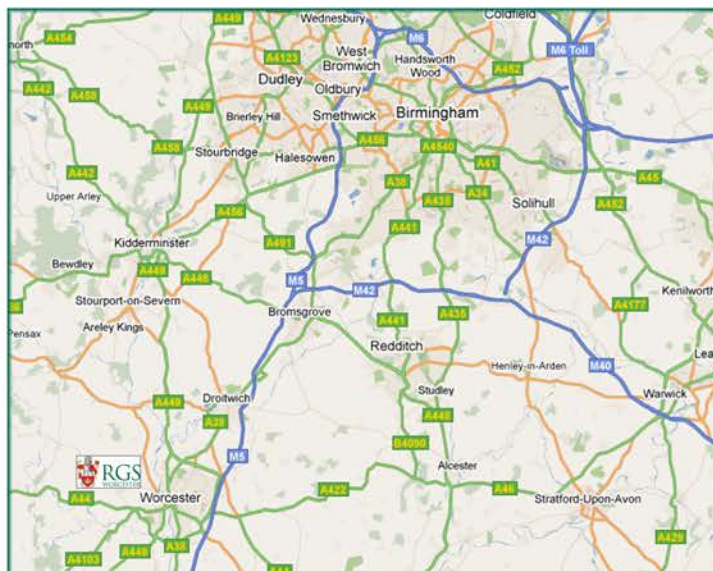
The most direct route is via the M5. Leave at Junction 6 and join the A449. Travel through the first intersection and continue until you reach a roundabout.

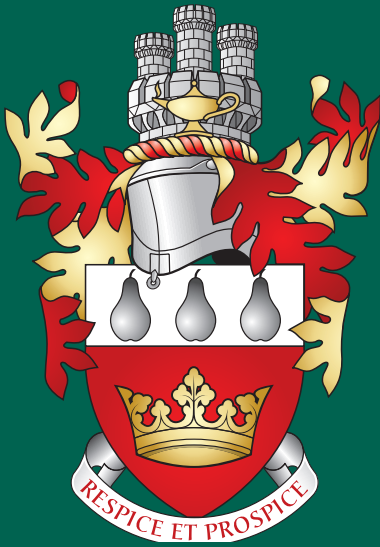
For RGS Springfield:

Take the second exit at the roundabout into Ombersley Road, A449. Travel for 2 miles on this road which leads into Barbourne Road and then Upper Tything, A38. After The Talbot public house on the left, turn right into Hebb Street then left onto Britannia Square. Take the third right; the gate to RGS Springfield is two thirds along the side of the Square on the left hand side.

By Rail:

The nearest mainline station is Worcester Foregate Street, which has a direct link to London Paddington and regular services to The West and West Midlands.





RGS

SPRINGFIELD

RGS Worcester RGS The Grange RGS Springfield
Upper Tything, Worcester WR1 1HP **Tel** 01905 613391 **Fax** 01905 726892 **Email** office@rgsw.org.uk **Web** www.rgsw.org.uk

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