



# PENNTHORPE



## APPLICATION PACK

Full-Time Key Stage 1 Teacher



# ISI

Independent Schools Inspectorate

## EXCELLENT

IN ACADEMIC ACHIEVEMENT  
AND  
PERSONAL DEVELOPMENT

E: [enquiries@pennthorpe.com](mailto:enquiries@pennthorpe.com)

W: [www.pennthorpe.com](http://www.pennthorpe.com)

Dear Applicant,

We are delighted that you have shown an interest in the role of Key Stage 1 Teacher at Pennthorpe.

Our school is situated in the West Sussex countryside on the Surrey/Sussex border, with tardis-like modern facilities, set in 26 acres of grounds and woodlands. We offer places for children up to age 13 (Year 8) with our own integrated Nursery (Honey Pot) caring for children from 2 years. Our recent ISI Inspection in October 2018 declared us fully compliant and '**Excellent**', the highest grade achievable, in both Pupil Achievement and Pupil Welfare.

Pennthorpe has a simple aim: to offer our children an environment where they enjoy learning and can discover their strengths and passions. We are proud of our well-deserved reputation for academic excellence and we have an enviable record of top pass rates and scholarships to senior schools rewarding not just academic achievement, but our pupils' sporting, creative and all-round prowess! Our teachers pride themselves on unearthing the spark in each child; whether that is lit in the classroom; in the Art and DT suite; on the sports field or in the fabulous woodlands or the Science Labs.

We are looking for an inspirational, visionary and caring person to share their passion of learning and enjoyment of the world. A love of young children and a desire to enthuse, galvanize and excite children about learning and their futures is imperative. The role requires patience, humour and a willingness to be fully immersed in a busy but exceptionally happy school environment.

The information in this application pack and on the school's website will support you in understanding the context of our school and our vision and culture.

If you would like to apply for the post, please return the Application Form (no CV's) complete with a covering letter to my fabulous PA, Mrs Lindsay Clover, which should outline why you feel you are suitable for this role, and how your current experience and skillset will benefit this position.

Please note Pennthorpe 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 safer recruitment practices, including checks with past employers and an Enhanced Disclosure and Barring Service Check.

Thank you for your interest in this position. I very much hope that you will consider making an application for this exciting opportunity.

Yours faithfully



Alexia Bolton MEd MA  
Headmistress

## About Our School

Pennthorpe is a truly independent prep school located on a beautiful site of 20+ acres in the heart of the Sussex countryside, close to the Surrey border. With around 280 pupils from 2 to 13, Pennthorpe has a real family feel, with a relentless focus on long term learning and the welfare of every individual child.

The majority of our pupils continue with us until the end of Year 8 and sit Common Entrance at 13+ in addition to the increasingly common pre-testing process in Year 6. We have excellent relationships with a large number of independent senior schools, which enables us to support parents and children in finding the right school for each individual child and to prepare them in good time for any entrance testing.

Academic standards are high, with an impressive track record of Common Entrance results and the acquisition of scholarships in a wide range of subjects. Our pupils regularly win scholarships to senior schools such as Wellington, Brighton College, Hurstpierpoint College, Ardingly College, Cranleigh, Seaford and Bedes to name a few.

Children enjoy a broad and contemporary curriculum, delivered by a passionate and committed staff. We have two award winning rock choirs and an excellent chapel choir and our sports department achieves excellent results in a wide range of both girls' and boys' sports, with a number of our pupils playing sport at County level. Pupils are encouraged to enjoy both their strengths and passions in a diverse range of arenas: sports, art and DT, academics or the performing arts. The school runs an extensive Flexiday after school programme which our staff are actively encouraged to get involved with if they have appropriate skills to share as an after-school activity.

Our facilities are first rate: a full-size Sports Hall, a performing arts studio provides an excellent performance space for both the drama and music departments and a specialist art and design block incorporating a kiln, a design technology room, food tech room, a 3D printer and a 21 station computer suite. Classrooms are modern and spacious creating a stimulating environment for both staff and pupils with ample IT at your fingertips to support pupil learning.

There are two specialist Science Labs and a wide array of classrooms with wonderful outdoor areas including 16 acres of woodland, a treehouse and a pond dipping area as well as a cricket pavilion and numerous sports pitches and tennis and netball courts. We have recently submitted a planning application for an astro and intend to open a second nursery facility for our 2 year olds.

Pennthorpe's staff are sparky, innovative, dedicated but friendly, always looking for new ways to engage the children's interest in their subject. With a mentoring programme for every new member of staff and excellent career progression opportunities, all staff are encouraged to develop and extend themselves and to get involved in all aspects of life at Pennthorpe.

Pennthorpe operates its own salary scale, which is normally national rates plus 1%. A hot lunch or salad bar is provided during term time. Parking is available on site.

More information can be found on our website at [www.pennthorpe.com](http://www.pennthorpe.com)



# PENNTHORPE KEY STAGE 1 TEACHER JOB DESCRIPTION



## REPORTING LINES:

Post Holder:

Reporting to: The Head of Pre-Prep

Liaising with: All Pre-Prep staff

## WHOLE SCHOOL AIMS:

Here at Pennthorpe we aim:

- To establish an innovative curriculum and co-curriculum which inspires creativity and ingenuity;
- To develop a strong long term work ethic in pupils incorporating a love of learning, risk taking and inquisitiveness;
- To challenge every child regardless of ability and inspire all pupils to achieve academic excellence;
- To assist parents and pupils in gaining their first choice of senior school;
- To empower and instil inner confidence and mutual respect;
- To value every child, identifying and developing each child's strengths and passions;
- To provide excellent care and guidance whilst encouraging independence;
- To inspire all to participate fully in the wider life of the school;
- To ensure all have an understanding of their place in the local and global community.

## PLANNING, TEACHING AND CLASSROOM MANAGEMENT:

- Deliver the curriculum as relevant to the age and ability group taught, providing clear structures for lessons maintaining pace, motivation and challenge;
- Be responsible for the preparation and development of teaching materials and teaching programmes as appropriate;
- Be accountable for the attainment, progress and outcomes of pupils you teach;
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn;
- Work closely with teaching assistants and the Learning Support Department in delivering 'personalised learning' whenever reasonably possible;
- Maintain standards of discipline according to the school's codes of conduct and in line with the school's rewards and sanctions programmes;
- Ensure children uphold and apply their knowledge and expected standards of literacy and numeracy across the school;
- Evaluate own teaching critically to improve effectiveness;

## MONITORING, ASSESSMENT AND REPORTING:

- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment;

- Give pupils regular feedback, both orally and through accurate and timely marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study;
- Use relevant data to monitor progress, set targets, and plan subsequent lessons;
- Set Prep/homework to consolidate and extend the knowledge and understanding pupils have acquired as appropriate;
- Participate in arrangements for examinations and assessments as requested by the Senior Management Team;
- Communicate effectively with parents/carers with regard to pupils' progress, achievements and well-being using school systems/processes as appropriate.

## PASTORAL DUTIES:

- Be a Class Teacher to an assigned group of pupils;
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures;
- Promote the general progress and well-being of individual pupils and of the class as a whole;
- Register pupils, accompany them to Chapels and House Meetings, encourage their full attendance at all lessons and their participation in other aspects of school life;
- Alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved;
- Communicate, as appropriate, with parents of pupils and persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with appropriate staff;
- Contribute to SMSC according to school policy and uphold British values.

## GENERAL DUTIES:

- Make a positive contribution to the wider life and ethos of the school;
- To uphold and enforce school rules and to work in co-operation with colleagues to promote the high standards of behaviour and concern for others that are part of the school's tradition and mission;
- To attend departmental meetings, and other such meetings as are required, including staff meetings, INSET sessions, and other such training as may be necessary;
- To act in accordance with the Staff Handbook and the Staff Code of Conduct;
- To undertake supervisory duties in accordance with the staff duty rota;
- To be fully aware of and to implement the school's policy on Health and Safety, both when pupils are in school and when they are engaged in school activities elsewhere;
- To cover for absent colleagues when necessary;
- Attend school functions, including after hours, as directed by the Headmistress;
- To take part with the Headmistress and senior team in an annual Professional Development Review meeting, which will include the agreement of professional development/training objectives for the coming year;

*This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.*

# KEY STAGE 1 CLASS TEACHER PERSON SPECIFICATION



The following lists provide the Personal Characteristics and Essential skills, qualities and experience for this post at Pennthorpe.

AREA	ESSENTIAL	DESIRABLE	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree or comparable qualification</li> <li>Qualified Teacher Status (or NQT)</li> </ul>	<ul style="list-style-type: none"> <li>Higher degree or evidence of further study</li> </ul>	<ul style="list-style-type: none"> <li>- Application</li> <li>- Teacher Ref. No.</li> <li>- Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>An understanding of the learning needs of pupils of all academic abilities</li> <li>Ability to set high expectations within KS1 and a commitment to raising standards or pupil achievement</li> <li>Ability to monitor, evaluate and review pupil performance</li> </ul>	<ul style="list-style-type: none"> <li>Experience of the specific responsibilities within the job description</li> <li>Monitoring the effectiveness of teaching and learning at Foundation and Key Stages 1</li> </ul>	<ul style="list-style-type: none"> <li>- Application</li> <li>- Interview</li> <li>- References</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working/study placements in other schools</li> </ul>	<ul style="list-style-type: none"> <li>- Application</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Strives for excellence in all aspects of work</li> <li>Sets high standards and expectations of colleagues and pupils</li> <li>Extensive, up to date knowledge and understanding of the primary curriculum</li> <li>The ability to support and inspire children and to encourage them to engage with learning opportunities</li> <li>An innovator – excited by change, able to turn innovative thinking into practical and successful outcomes</li> <li>Motivate pupils at all levels of ability, thus ensuring that all pupils fully access KS1 curriculum</li> <li>Committed to cross curricular collaboration across the school</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of effective teaching practices targeted at improving progress of both individual pupils and groups.</li> </ul>	<ul style="list-style-type: none"> <li>- Application</li> <li>- Interview</li> <li>- Lesson</li> <li>- References</li> </ul>

Personal Qualities	<ul style="list-style-type: none"><li>• Well-organised, energetic and self-motivated</li><li>• Must possess a willing attitude and have a flexible, intelligent approach to tasks</li><li>• Evidence of being able to build and sustain effective working relationships with students and staff</li><li>• Play a full and active role in the wider development of the school</li></ul>	<ul style="list-style-type: none"><li>• An excellent health and attendance record</li></ul>	<ul style="list-style-type: none"><li>- Application</li><li>- Interview</li><li>- References</li></ul>
--------------------	--	---	--