



BISHOP'S STORTFORD COLLEGE

ESTD 1868

Shell Class Teacher





The feel of Bishop's Stortford College is always forward-looking, recognising from the start the sort of world our pupils will be entering and the skills they need. We are a hard-working, down-to-earth, and highly successful community.

Set on the edge of a market town between London and Cambridge, the down-to-earth atmosphere at our co-educational day and boarding school, is the perfect launch pad for outstanding achievement.

WELCOME FROM THE HEAD

Thank you for your interest in working at the College. Since joining here in 2020, I have had the immense pleasure of working with our dedicated and talented team of staff, at the same time as leading our vision for the future.

Bishop's Stortford College is the modern face of independent education. Together we are embarking on a collective strategy that unites staff, pupils and our wider community in delivering academic excellence balanced with personal growth and strong values of decency and kindness. This is what an education for today and tomorrow must deliver.

Underpinning everything is a unique community spirit that enables everyone to succeed, and to be happy doing so. Here there is a togetherness where none of us is as important as all of us.

We do not look like most schools of our type. We do indeed have the huge campus with wonderful facilities. But we are, different in some important ways. I hope that by reading through the following pages and our *Information for Candidates*, you will see this for yourself and consider applying for this role.

Kathy Crewe-Read



INTRODUCTION TO THE COLLEGE

One of the UK's leading co-educational, day and boarding schools, Bishop's Stortford College is a diverse and infectious mix of enthusiasm and dedication, making it an extremely stimulating place to work.

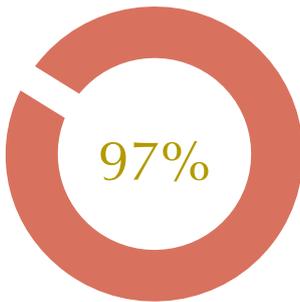
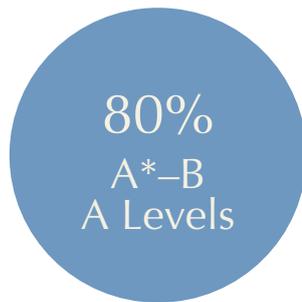
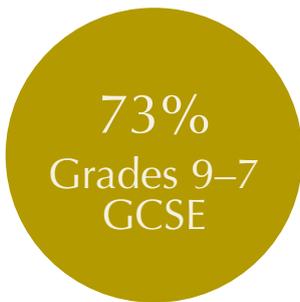
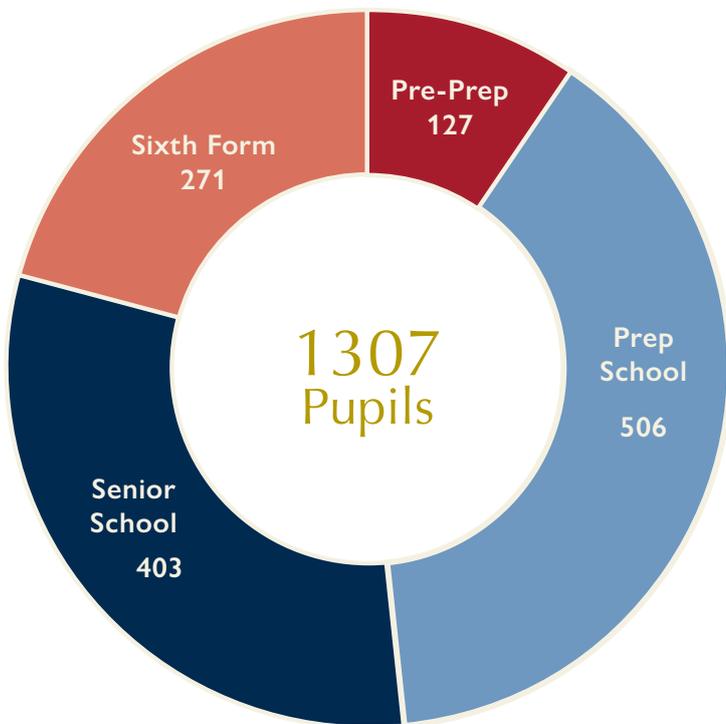
Seen as one College, three schools, there are approximately 1,300 pupils aged four to 18 years old on the shared site, blending full, weekly and part-time flexi boarders with day pupils. We offer an academically selective but deliberately broad educational offer that looks to deliver excellent examination results but also an opportunity for individual qualities and character growth in a safe, inclusive and caring community. It is the unpretentious and successful delivery of this whole person, ready for the modern world, that allows us to stake claim to being the modern face of independent education.

The Head reports directly to the Chairman of the Governing Council and has responsibility for the whole College, though day-to-day management of the Prep School and the Pre-Prep is delegated to the Heads of those schools. The College Head has day-to-day responsibility for the Senior School. The Head leads the whole College with the support of the Executive, retaining specific responsibility for strategy and related strategic implementation plans, marketing, communications and admissions and development activity. The current Head is a member of HMC.

The College was established in 1868 as the Non-Conformist Grammar School and became Bishop's Stortford College in 1901. The Prep School was opened in 1902 and the Pre-Prep department in 1995, when the school went fully co-educational. The Prep School and Pre-Prep School are now separate with their own buildings, but they make use of facilities shared with the Senior School, including the swimming pool, dining room and playing fields. We continue to improve and enhance our estate. In recent years, there has been extensive renovation of classrooms across all three schools, and this enhancement and development will continue as part of our Estates Master Plan.



THE COLLEGE IN NUMBERS



Placed at a university
of their choice





Pupils are organised across the three schools, with Music and Sports departments, together with Professional Services, working across all three schools. Professional Services incorporates Admissions, Commercial, Development, Finance, HR, Facilities and Estates, IT, Marketing and the Medical Centre.

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.

The College has a forward-thinking approach supported by eight strategic pillars:

- Delivering academic excellence through a modern curriculum
- Developing strong personal values through the provision of outstanding pastoral care
- Finding the best in every pupil by developing every pupil's unique strengths
- Attracting ambitious, enthusiastic pupils and communicating about College life
- Being a great place to work, recognising that staff are the most important resource
- Enhancing the environment through a programme of maintenance and improvement
- Maximising resources to deliver both affordability and teaching excellence
- Inspiring governance and leadership which is accountable, responsible, courageous and has clear vision

SHELL CLASS TEACHER

Are you looking for an active and varied role within a friendly and purposeful community?

Bishop's Stortford College is a place of learning that provides an outstanding range of opportunities for developing well-rounded, skilful, and happy young people, enabling them to build confidence for life.

There is a continuous buzz of activity around the College and while the Teachers provide an exceptional level of education to our pupils; the Professional Services teams work hard to ensure they can do this in a beautiful environment with the best facilities.

The College is seeking to appoint a Class Teacher to inspire and educate the extraordinary pupils in Shell, in our Prep School (years 3 and 4).

The successful candidate will be eager to contribute to the extra-curricular work of the department and the wider life of a thriving day and boarding school. This is an exciting opportunity for a teacher at any stage of their career to join a team of exceptional practitioners in very well-equipped classrooms and work areas.

Terms: Full-time

Reports to: Head of Shell

Responsible for: N/A

Salary: College Salary Scale

Holidays: Onsite term time only, unless reasonably required by the Head

Fee Remission: Where relevant, fee remission may be offered to the children of the successful candidate, subject to normal entry requirements being met.

Full details of benefits are detailed in the *Information for Candidates* document.

Closing date for applications: Thursday 14th March 2024 at 9:00am

For more information about this post or the College, in the first instance, please contact Danelle Butteriss, HR Administrator, for a confidential discussion.

recruitment@bishopsstortfordcollege.org

01279 972743

JOB DESCRIPTION

MAIN RESPONSIBILITIES

The core functions to be carried out by the job holder include:

- Acting as a Form Tutor and General Subjects Teacher for Years 3 or 4.
- Assessing and reporting on the pupils' progress;

Prep School Responsibilities

- pastoral and academic welfare of the pupils in your class and the Prep School;
- carrying out supervisory duties, which may include some after school commitments; and
- taking part in the Prep School extra-curricular activities;

All staff are required to:

- Arrive punctually at School in time for registration (whether or not you are free first period) and for lessons.
- Be of smart appearance and to set a good standard of dress and behaviour.
- Attend assembly each day unless excused by the Head or the Deputy Head.
- Attend Staff Meetings or other meetings, Committee or Department Meetings as required.
- Ensure that deadlines for Reports, Commendations etc. are met.
- Undertake duties conscientiously as required.
- Attend major College functions such as Speech Day, Carol Services, plays, concerts, some of which may be on a Saturday morning.
- Use their interests and expertise to benefit the children in activities outside the curriculum after school or during the holidays e.g. drama, skiing, theatre visits, sports' tours, expeditions etc.

Academic Requirements:

- Teach subjects as required by the Head.
 - Attend Parents' Evenings of pupils you teach.
 - Record and monitor pupils' attainment and progress under the systems operated by the School and to write reports on pupils as required.
 - Attend INSET training at School and at other venues where appropriate.
 - Organise, in consultation with your HoD, trips and visits to places of interest which support your area of the curriculum.
 - Work collaboratively and participate in the development of appropriate syllabuses, materials, schemes of work and departmental administration.
 - Work collaboratively with a teaching assistant, planning for and communicating their deployment clearly, during preparation meetings.
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- Be responsible for the fabric and appearance of the teaching room to which you are assigned (and surrounding corridors).

As a form tutor:

- Be responsible for the pastoral and academic welfare of the pupils in your Form.
- Liaise with parents to support a pupil's academic and pastoral development.
- Support, where possible, pupils in your Form by attending concerts, plays, School or House sports matches in which they are participating.
- Write a Tutor's Report for each pupil in your Form as required.
- Attend Parents' Evenings for your form, liaising as necessary, with other subject teachers, so that feedback is available to parents for all subjects.

ADDITIONAL DUTIES

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves. A flexible approach to all aspects of this role is essential.

This role may involve a small amount of Saturday mornings and flexible hours in order to attend out of work-time meetings and events. The post holder will be required to travel nationally and internationally if required.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to, and ensure, compliance with the College's Safeguarding Policy at all times. If, while 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 their Line Manager or the College's relevant Safeguarding Lead.

EQUALITY AND DIVERSITY

The College strives to be diverse and inclusive. It encourages applications from people who identify as Black, Asian or from a Minority Ethnic background, who are underrepresented at the school.

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status, or other reason. The post holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

SAFETY, HEALTH, ENVIRONMENT AND FIRE

The post holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses to the Line Manager on the day they occur.

The post holder is not to interfere with or misuse any equipment provided, in accordance with the Act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

DATA PROTECTION

The post holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

EMPLOYMENT TERMS AND CONDITIONS

Full details of the terms and conditions are set out in the employment contract and the employment manual. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to consider the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- Application form
- Interview
- References
- Medical questionnaire
- DBS application

EDUCATION AND QUALIFICATIONS

Essential

- A good standard of general education.
- Degree level qualification.

EXPERIENCE AND SKILLS

Essential

- Suitably qualified and experienced teacher.
- Good organisational ability.
- Good communication skills.
- Creative approach to problem solving.
- Work well with colleagues, providing direction where necessary.
- Excellent ICT skills.
- Ability to interact with staff from all disciplines.
- Understanding of the needs of pupils in a school setting.

Desirable

- Experience of Independent Preparatory and Senior School.
- Experience of working in Lower Key Stage Two.
- Experience of working in a changing environment.
- Good spelling, grammar and numeracy skills.

PERSONAL QUALITIES

Essential

- Flexible, motivated and an ability to deal with unpredictable situations.
- Tact, discretion and listens whilst maintaining confidentiality.
- Able to take responsibility for own area of work.
- Ability to get on with colleagues and pupils.
- Sense of humour.
- Energy and commitment.
- Loyalty.

Desirable

- Able to promote the image of the College through an articulate and confident approach.
- Organisational ability: to be systematic; efficient; meet deadlines and priorities.
- Ability to become involved in all areas of College life for example: Art, Drama, Music, Swimming, PE and Games.

OTHER

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.

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APPLICATION PROCESS

YOU SHOULD SUBMIT:

- A completed application form

Applications should be made electronically via the College website.

Applications will be screened shortly after the closing date and shortlisted applicants will be invited in for interview soon thereafter.

- Early applications are encouraged, and we are open to the possibility of making an appointment prior to the published closing date.
- Due to the high volume of applications received, we regret that it is not possible to provide feedback to candidates at the application stage.

Bishop's Stortford College is committed to safeguarding. There will be an enhanced DBS check prior to the appointment.

Registered Charity Number: 311057.

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Co-Educational Day and Boarding 4 to 18 Years

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INFORMATION FOR CANDIDATES