

## **APPOINTMENT OF FULL-TIME, PERMANENT CLASS TEACHER IN THE PRE-PREPARATORY SCHOOL FOR SEPTEMBER 2019**

King's Rochester is a co-educational, independent school with 610 pupils between the ages of 3 & 18, including around 60 boarders. King's is formed of a Nursery/Pre-Preparatory School, a Preparatory School and a Senior School. The size of the school creates a strongly supportive, friendly atmosphere with an emphasis on excellent academic results within a full and rounded co-curricular programme.

The school is situated in the most historic part of Rochester, adjacent to the Cathedral and Castle. Rochester is 35 minutes from London on the high speed rail link and enjoys excellent road connections to other parts of the country. The school has a long heritage, having been founded in 604 AD and is part of the Cathedral Foundation. While candidates need not be Anglicans, it is important that they should feel sympathy with the Christian tradition of the School and in particular its moral values. The Principal is a member of HMC and the school is also a member of IAPS and the Woodard Corporation.

The Pre-Preparatory School is housed in a modern, purpose-built, building, Chadlington House, and has around 150 boys and girls (in Reception Year, Year 1, Year 2 and Year 3) and a Nursery of approximately 30 children (attending on a sessional basis). King's Pre-Preparatory School is a "Tied House." Mr Roger Overend, Acting Principal of King's School is Head of all three schools. The Headmistress of the Pre-Preparatory School, reports through him to the Governors and has authority for the School delegated through him.

We are seeking to appoint a Class Teacher from September 2019. Qualified teacher status and experience would be welcome but NQTs will also be considered. The school's classrooms are purpose-built with excellent indoor and outdoor facilities. A teaching assistant supports the work of each class. Small class sizes of 18-20 are the norm. There are weekly planning meetings and staff meetings, and plenty of support is given by colleagues in the Common Room.

The enclosed 'Job Description' explains in detail the duties and responsibilities of a Class Teacher in the Pre-Preparatory School. The salary on the King's pay scale, which is pensionable under the DfE Teachers' Superannuation Scheme, will be advised at interview. **Closing date for the receipt of applications is 12pm on Monday 25<sup>th</sup> March 2019.** Applications should be made by using the school application form provided accompanied by a covering letter.

All application documents should be sent to:-

Mrs Catherine Openshaw, Headmistress  
King's Rochester Pre-Preparatory School  
Chadlington House  
Lockington Grove  
Rochester  
Kent  
ME1 1RH  
Telephone: 01634 888566  
Email: [preprep@kings-rochester.co.uk](mailto:preprep@kings-rochester.co.uk)  
Website: [www.kings-rochester.co.uk](http://www.kings-rochester.co.uk)

Interview to be held on the afternoon of 2<sup>nd</sup> April 2019.



## **JOB DESCRIPTION PRE-PREPARATORY SCHOOL CLASS TEACHER**

### **MAIN DUTIES:**

1. To take responsibility for planning and implementing appropriate learning programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
3. To manage additional adults within the classroom.

### **PRINCIPLE ACCOUNTABILITIES:**

1. To plan work for the class in accordance with national and school curriculum policies and in co-operation with subject leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum relevant to their age.
2. To ensure a close match between the learning experiences offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. To make appropriate educational provision for children should they have learning difficulties and for those children learning EAL, with support from the Educational Support Coordinator (ESCo) and other teachers.
4. To provide children with opportunities to manage their own learning and become independent learners.
5. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
6. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.

7. To maintain a high standard of display both in the classroom and in other areas of the school.
8. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become responsible in their own learning.
9. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
10. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
11. To communicate and consult with parents and carers as necessary, about children's care, progress and attainment.
12. To respect and support the worship and ethos of our Cathedral-linked Christian School.
13. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
14. To take responsibility for the management of other adults in the classroom.
15. To be committed to the school's continuing professional development programme.
16. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
17. To run a weekly after-school club to further the extra-curricular opportunities available to pupils.
18. To take responsibility for a curriculum subject area or area of the school as agreed with the Headmistress as detailed below:
  - Promote the teaching of the agreed subject/area throughout the school in line with school policies.
  - In conjunction with the Headmistress or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject/ area, supporting other staff if necessary.
  - Develop and monitor a scheme of work for the subject suitable to the needs of the Pre-Preparatory School catering for 3 – 8 year olds
  - Take responsibility for maintaining and evaluating all material resources.
  - To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Headmistress



## **PERSON SPECIFICATION CLASS TEACHER**

### **QUALIFICATIONS**

- Suitable Teaching Qualification (QTS)

### **EXPERIENCE**

1. A proven track record of recent and successful class teaching in mixed ability classes of primary age.

### **KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB**

1. Good understanding of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children.
2. Thorough knowledge of the National Curriculum and Early Years Foundation Stage Curriculum.
3. Good subject knowledge of the National Curriculum subjects
4. Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy.
5. An understanding of equality of opportunity issues and how they can be addressed in schools.
6. An understanding of safeguarding and health & safety best practice in education, and the need to ensure the safety and wellbeing of all pupils.

### **SKILLS AND ABILITIES**

1. To demonstrate the skills of a good teacher, including ability to:
  - a. Interest, encourage and engage pupils
  - b. Provide appropriate levels of challenge, so that pupils make good progress
  - c. Use methods and resources that enable all pupils to learn effectively
  - d. Use assessment information effectively to plan next steps in children's learning
  - e. Make effective use of time
  - f. Secure high standards of behaviour
  - g. Make effective use of teaching assistants and other support
  - h. Enable pupils to acquire new knowledge and skills
  - i. Enable pupils to develop the skills to work independently and collaboratively

- j. Enable pupils to develop self-esteem and respect for others
  - k. Create a well organised, stimulating learning environment
2. Ability to make a significant contribution to a school ethos that promotes high achievement.
  3. A commitment to raising achievement.
  4. The ability to work as part of a team in planning and implementing the curriculum.
  5. The ability to work within the framework of national and whole school policies to ensure consistency of practice.
  6. The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process.
  7. A commitment to further your own professional development and to the principle of continuous improvement.
  8. A commitment to teaching in a Cathedral-linked Christian school.

The Teacher is responsible for:-

- a) Agreeing, planning and delivering a programme of lessons for pupils
- b) Preparing pupils for examinations when appropriate, sharing performances with parents when appropriate and preparing pupils for public performances/ concerts for parents organised by the School.
- c) Maintaining a register of lessons delivered each week, and pupil attendance
- d) Assessing pupil performance and producing written reports about pupil progress once a term

**2019**