



WESTONBIRT
— SCHOOLS —

Prep School Class Teacher

Candidate Pack



WESTONBIRT SCHOOL

Located in the heart of the Cotswolds, Westonbirt School is housed in a magnificent building, formerly the home of the Holford family. It has extensive grounds, including a nine-hole golf course and is set in an area of outstanding natural beauty, situated opposite the world famous Westonbirt Arboretum with whom we have a good relationship.

The senior school is an independent boarding and day school for pupils aged 11-18. The school also benefits from sharing the grounds with Westonbirt Prep, a growing prep school and nursery. The school campus includes a sports centre and swimming pool and a 9-hole golf course.

The school consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave school with confidence and an ambition for lifelong learning.

For more information on Westonbirt School, please visit: www.westonbirt.org

WISHFORD SCHOOLS

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

THE OPPORTUNITY

We are looking for an inspiring, engaging and talented teacher who has the relevant skills to teach a Key Stage 2 class. The successful candidate will be passionate about teaching, dedicated to providing exceptional learning experiences within the classroom, and keen to contribute to wider aspects of school life.

Candidates are sought who can demonstrate a track record of successful teaching and particular aptitude for:

- Communication and relationship-building with pupils and parents;
- Planning and delivering high quality lessons;
- Using of a range of assessment to inform planning and learning;
- Working in a cohesive, supportive and sociable team;
- An ability to specialise in a subject alongside classroom teaching would be desirable.

Full job descriptions and person specification can be found in this pack.

REMUNERATION

An attractive salary and benefits package will be provided.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit by email to Miss Michelle Andrews, HR Officer mandrews@westonbirt.org. The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 11am on Thursday, 25th April 2019.

Interviews will be held on week commencing 29th April 2019.

This role will commence September 1st 2019

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Miss Michelle Andrews, HR Officer at mandrews@westonbirt.org.

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Job Description – Key Stage 2 Class Teacher

Overview

This is an exciting opportunity to teach a Key Stage 2 class in our thriving prep school, to be responsible for the care and education of the children in their class group and to ensure their academic progression as well as their wellbeing and happiness.

Main Responsibilities and Tasks

Teaching and Learning

- To offer a high level of all-round care and guidance to pupils in the tutor group
- To teach to an outstanding level in all subjects
- To provide a high level of pastoral care for all children in your care
- To provide parental feedback in the form of written reports and via verbal and written updates
- To employ effective behaviour management strategies
- To inform and organise children appropriately for day to day school life and particular events that affect them such as dance, drama and music and other extra-curricular lessons
- To act as Subject Co-ordinator for one or more subjects if required
- To teach all aspects of the curriculum to one's own class and possibly to specialise with other classes
- To liaise with other staff members regarding children in the form
- To assist with the planning and organisation of outings/visits involving the form
- To liaise with Subject Coordinators and Learning Support Coordinator to ensure a well-rounded education appropriate to the level of each child
- To maintain the ethos and standards of the school

Key Events and Academic Calendar

- To attend Parents' Evenings, information evenings, Open mornings and other key events

Continuing Professional Development

- To ensure up-to-date knowledge of educational issues and trends
- To attend relevant professional training courses and independent school sector conferences

Parents

- To ensure good, timely and appropriate communication is maintained with parents of pupils

General Duties

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils
- Providing guidance and advice to pupils on educational and social matters
- Making records of and reports on the needs of pupils
- Communicating and consulting with the parents of pupils as directed by the Head
- Communicating and co-operating with persons or bodies outside the school
- Participating in meetings arranged for any of the purposes described above
- To promote and market the school locally and nationally and to actively contribute to the activities of the school and support colleagues
- To be aware of and comply with Health and Safety policies, legislation and best practice
- To work within school procedures and codes of practice
- To undertake such other duties as are required by the Head.

Person Specification

The successful candidate will have the following skills, experience and qualities:

Skills

- Be an outstanding teacher
- Excellent communication skills and ability to build relationships with pupils, parents and colleagues
- Excellent planning, administration, time management skills
- To be able to use a range of assessment tools to inform future teaching and learning
- An ability to coach Games would be desirable but not essential.

Experience

- Educated to degree level with qualified teacher status
- Evidence of a commitment to continuing professional development
- It would be desirable to have experience of teaching Year 5 or a similar age group

Personal Qualities

- Leading by example with honesty and integrity
- A 'can do' attitude and the willingness to work hard to get things done
- A strong entrepreneurial spirit
- Ambition, energy, enthusiasm and commitment
- Interest in and drive to enhance the extra-curricular life of the school: music, sport, drama, etc
- Ability to play a significant role in the local community, raising the school's profile
- Leadership qualities including authority and empathy to connect with and inspire teaching and support staff
- A confident and outgoing personality that will be able to maintain the support of colleagues, parents and pupils
- Be able to take the initiative and able to take an idea and develop it through to completion
- Have a good sense of humour and be flexible and adaptable.