



# ARNOLD LODGE SCHOOL

4-18YRS CO-EDUCATIONAL INDEPENDENT DAY SCHOOL



**Teacher of Junior School**  
Recruitment Pack  
February 2018



ARNOLD LODGE  
4 - 18 yrs Co-educational Independent Day School

## **School Mission:**

**To develop the  
happiness, confidence  
and skills of each  
pupil so they can be  
successful in their  
aspirations.**



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## An Introduction to Arnold Lodge

Located in the heart of Royal Leamington Spa, Arnold Lodge is a 4-18 Independent School in Warwickshire, which places the happiness of children at the heart of our curriculum. We believe that it is only when children are happy can they grow in confidence and become aspirational learners.

We believe that every child deserves the right to succeed in education whether they are aspiring for A\* grades or pushing to do the best they can. We deliver an outstanding education for the pupils in our care whether this is providing the highest levels of welfare, nurture and support or the academic quality of our GCSE results year-on-year.

It is our aim to ensure that every pupil feels safe, happy and confident in school while developing the skills they need to be successful in the modern world. Alongside this, we set out to value every pupil for their strengths (and through our pastoral sessions help our pupils to know their own strengths) and support each pupil to make the most progress they can academically and socially. This will look different from pupil to pupil but the bottom line is the same; each child will fulfil their own potential, whatever that may be.



## Arnold Lodge's Ethos

- Every child in school should feel happy, safe and confident
- Every child should have the opportunity to develop and be valued for their individual strengths
- Every child should make the most academic and emotional progress they can in a supportive and positive environment
- Every child should develop the skills they need to be successful in the future

We believe that children are worth more than a limited entrance examination and it is for this reason we select on a child's potential and the value we can add – not on tapered academic assessments. Every child who joins Arnold Lodge deserves the right to feel happy, safe and confident in school and to be able to make the most progress they can.

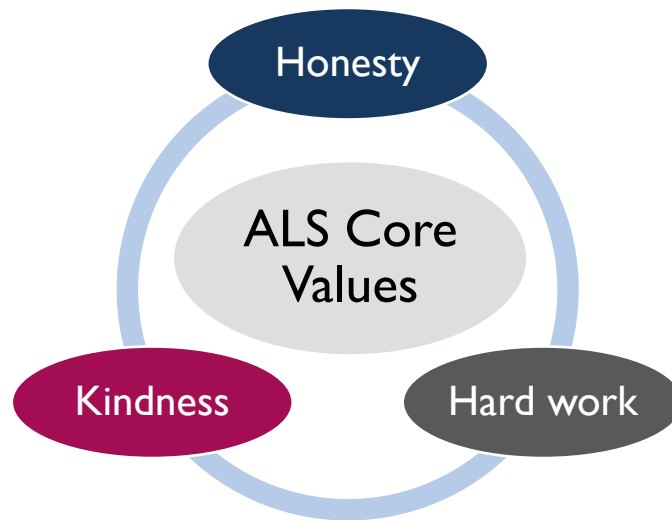
Academic study at Arnold Lodge is not about percentages and statistics, it's about the individual pupil and helping them to attain the very highest that they can. School is about so much more than classroom teaching, of course. Our approach continues in music and sport where pupils are encouraged to take part, gain experiences and to enjoy being active, creative and on the stage. Some of our pupils are outstanding artists or musicians and these skills are valued highly at Arnold Lodge. All of our pupils are encouraged to develop their leadership skills; from joining our Pupil Parliament, taking part in Duke of Edinburgh right the way to being selected Head Pupil, there are opportunities throughout the school for children to grow in confidence and find new interests and passions.



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## Arnold Lodge's Core Values



Arnold Lodge's Core Values of Honesty, Kindness and Hard Work support the school mission and ethos to create a wonderful school environment. These values apply to every member of the school community – adults should aspire to these as much as the children should. We are, after all, role models for the children. This seemingly simple triumvirate creates a powerful recipe for success in teaching, learning and the work place.

The Core Values are central to the house system in school with each house representing a core value. Pupils, on entry to Arnold Lodge, take a short questionnaire to ascertain which of the core values is most akin to their personality and each member of staff will do the same as well as having the chance to earn points towards house competitions as well.

<h2>VERITAS</h2>  <p>Live the school values; don't just talk about them</p> <p>Embrace, don't resent, other opinions</p> <p>Be honest with yourself first</p> <p>Do the right thing at the right time</p>	<h2>AMICUS</h2>  <p>Forgive mistakes; we all make them</p> <p>Respect everyone and their contribution</p> <p>Smile. Help others smile, too</p> <p>Be grateful for the kindness of others</p>	<h2>DEDICAS</h2>  <p>Always give your best</p> <p>Be ready to put in the work that isn't seen</p> <p>Inspire others by aspiring to be your best</p> <p>Only expect from others what you are willing to put in</p>
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## Teacher of Junior School

**Required for September 2018**

**Job Start:** September 2018

**The Post:** This is a real opportunity to make a difference in an outstanding 4-18 Independent School. Located in the heart of Royal Leamington Spa, Warwickshire, we deliver a bespoke learning experience to unlock the talents and potential of each and every child that comes through our doors. As Arnold Lodge enters a period of growth, we need a talented teacher, passionate about raising standards and ensuring achievement for all.

Due to the expansion of our Junior School, the opportunity has emerged for a talented teacher to join our team to teach within our Junior School (Reception to Year 6). While it is likely that the successful candidate will teach in Key Stage 2, there is the opportunity to work within Key Stage 1, as well.

If you'd like to know more before applying please contact us via [reception@arnoldlodge.com](mailto:reception@arnoldlodge.com) / 01926 778050 or visit [www.arnoldlodge.com](http://www.arnoldlodge.com) for the full information pack, application form and the job specification.

Arnold Lodge is committed to safeguarding our children. The successful candidate will be required to provide an Enhanced Disclosure from the DBS and a disqualification by association disclaimer before any appointment is confirmed.

**Applications:** Applications should be addressed to the Headteacher, Mr D Preston. Applications by email are acceptable. Please send these to [reception@arnoldlodge.com](mailto:reception@arnoldlodge.com) addressed for the attention of Mr D Preston. All applications must contain the following:

- A fully completed application form (found on the school website – [www.arnoldlodge.com](http://www.arnoldlodge.com) – under 'general information').
- A fully completed Recruitment Monitoring Form
- A letter of application of no more than two sides of A4 in size 12 font
- The names and contact details of two referees, both of whom should have known the applicant in a professional capacity.

Though Applicants may also provide a curriculum vitae **in addition** to the elements outlined above, they are not required to do so.



## Job Description – Teacher of Junior Phase

<b>Job Title</b>	Teacher of Junior Phase
<b>Summary of the Role</b>	To act as a teacher of the Junior Phase and support the academic and pastoral development of pupils at Arnold Lodge
<b>Line Manager</b>	Head of Junior Phase
<b>Liaising with</b>	SLT, ELT, Teaching and Support Staff (Nursery/Junior/Senior School)
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Teach effective lessons ensuring pupil progress</li> <li>• To write reports about pupils and their needs, as requested by the Headteacher</li> <li>• To promote and foster constructive home/school partnerships; to attend Parents' Meetings and liaise with parents as and when necessary</li> <li>• To maintain and develop a positive working relationship with all members of staff; to attend/deliver INSET and liaise and cooperate with colleagues on whole school matters</li> <li>• To share responsibility with all colleagues for the pupils' pastoral care and safety, including duties in accordance with prepared rotas</li> <li>• To demonstrate a commitment to personal, professional development</li> <li>• To show commitment to and cooperate in the process of Performance Review/Appraisal/QA</li> <li>• To run at least one extra-curricular clubs, extension or enrichment activity</li> <li>• To carry out such other duties as may reasonably be required by the Headteacher</li> </ul>
<b>Monitoring, Assessment, Recording and Reporting</b>	<ul style="list-style-type: none"> <li>• Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;</li> <li>• Mark and monitor pupils' work and set targets for progress;</li> <li>• Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;</li> <li>• Undertake assessment of students as requested by examination bodies, departmental and school procedures including administration matters related to coursework or similar assessment tasks such as standardised testing;</li> <li>• Liaise with the Headteacher over examination entry requirements including decisions as to tier of entry;</li> <li>• Prepare and present informative reports to parents as required;</li> <li>• Undertake assessment of students and participate in the school's system reporting to parents.</li> </ul>
<b>Pastoral Duties</b>	<ul style="list-style-type: none"> <li>• Act as a form tutor to an assigned group of students if assigned;</li> <li>• Promote the general progress and well-being of individual students and of the tutor group as a whole;</li> <li>• Liaise with the Headteacher and Designated Safeguarding Lead and other colleagues to ensure the implementation of the school's pastoral system;</li> <li>• Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;</li> <li>• Contribute to the preparation of Action Plans and progress files and other reports;</li> <li>• Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;</li> </ul>



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	<ul style="list-style-type: none"> <li>Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;</li> <li>Contribute to PSHE and citizenship and enterprise according to school policy</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>Engage in the process of target setting at individual and school level and provide support towards their achievement</li> <li>Promote high standards of teaching, learning and assessment and participate in school monitoring and evaluation procedures as a member of the Extended Leadership Team</li> <li>Monitor and evaluate the success of SEND across the school</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>General administrative functions as and when required</li> <li>Support the Academic Lead with Internal Examinations including the mock exams.</li> <li>To perform any responsibilities associated with being a member of the school's staff, as reasonably directed by the Headteacher</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.



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## Person Specification – Teacher of Junior Phase

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>A good honours degree</li> <li>PGCE</li> </ul>	<ul style="list-style-type: none"> <li>QTS</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Trained to teach in Key Stage 1 or 2</li> <li>Willingness to teach in either Key Stage</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching in Key Stage 1 and Key Stage 2</li> <li>Ability to offer a 'lead' subject</li> <li>Experience of being a form tutor</li> </ul>
Skills	<ul style="list-style-type: none"> <li>IT literate and enthusiastic in the use of ICT to enhance teaching and learning</li> <li>Good communication and interpersonal skills</li> <li>Ability to prioritise workloads and to be well organised</li> <li>Ability to promote the school's aims and ethos positively and effectively</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of a range of pedagogical approaches</li> </ul>
Personal	<ul style="list-style-type: none"> <li>A commitment to extra-curricular activities in school and the wider curriculum</li> <li>A passion for a range of sports</li> <li>Independence and ability to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Flexible with an excellent work ethic</li> <li>A sense of humour and a positive attitude</li> </ul>

