



Leehurst Swan School

TEACHER – KEY STAGE 1

CANDIDATE PACK



THE SCHOOL

Leehurst Swan is the leading co-educational independent day school for pupils age 4-16, in the city of Salisbury, Wiltshire. With over 180 pupils on roll aged 4 to 16, and an excellent ISI inspection rating in 2017; the School is under the leadership of Mrs Mandy Bateman and was found compliant in all components of the recent Regulatory Compliance Inspection that was conducted by the ISI at the beginning of March 2020.

Leehurst Swan School has a truly unique offering and a warm and authentic family feel where every member of the community is encouraged to 'Find Your Voice'.

At Leehurst Swan, our pupils are at the heart of everything we do. We recognise the uniqueness of each child and it is our privilege to guide them on the road to discovering their talents and achieving their true potential. We offer a family-friendly, nurturing environment and a broad and varied education which both stimulates and challenges. We seek to encourage a true enthusiasm for learning, and to help pupils grow in knowledge, wisdom and understanding.

We have been educating children on this site for over 100 years and our academic record is very strong. However, we also firmly believe learning should be imaginative and fun, and we place learning and laughter at the heart of all that we do. We are a small school, which allows us to provide individual attention, exciting opportunities and creative activities for all our children.

THE ROLE

This is a permanent, full-time teaching position for a KS1 class starting from September 2024.

APPLICATION PROCESS AND IMPORTANT DATES

Applicants should download an application form and provide the following documents:

- A covering letter;
- A current and up to date CV.

Applications should be emailed to Mrs Lindsay Chater bursar@leehurstswan.org.uk

Leehurst Swan School is committed to safeguarding and promoting the welfare of children and young people. All our staff are trained in child protection and work within the staff code of conduct and whistle blowing policies.

Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

If you would like further details about the school, or you would like to have a look around the school, please contact the School Office in the first instance.

Closing Date for Applications: is Wednesday 15th May at midday

Interview Date: Tuesday 21st May

Candidates will be expected to plan and teach a thirty-minute observed lesson, followed by a forty-minute interview. There will also be an opportunity to tour the school and meet staff and pupils during the day.

JOB DESCRIPTION

PREP TEACHER – KEY STAGE 1

Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all;
- Be responsible and accountable for achieving the highest possible standards in work and conduct;
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils;
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards;
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach;
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements 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 this demonstrating knowledge and understanding of how pupils learn;
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them;
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject);
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics;
- 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;
- Make accurate and productive use of assessment to secure pupils' progress;
- Give pupils regular feedback, both orally and through accurate 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 homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate;
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly;
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils;
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary;
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils;
- Have high expectations of behaviour, promoting self-control and independence of all learners;
- Carry out playground and other duties as directed;
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies;
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them;
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments;
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil;
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school;
- Cover for absent colleagues when required.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships;
- Deploy support staff effectively as appropriate;
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate;
- Communicate and co-operate with relevant external bodies;
- Make a positive contribution to the wider life and ethos of the school.

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate;

- Participate in and carry out any administrative and organisational tasks required.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues;
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal;
- Proactively participate with all appraisal arrangements.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality;
- Perform any reasonable duties as requested by the Head of Prep and/or the Headteacher.