



## Appointment of KS 2/3 Science Teacher Full-Time, Maternity Cover Candidate Information Pack wef Sept 2021



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# THE SCHOOL

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## **Introduction and Background**

Although a relatively new School, Newton Prep has benefited enormously over the past 30 years from the founder, Dr Walji's, vision and the exponential growth of the School. During this period, the development of spacious facilities has provided the impetus for the School to grow from strength to strength in all its endeavours for the progress of the pupils under the leadership of three experienced Heads, their staff, good advice from the School Council and supportive parents who have all shared the aspiration of aiming high.

Newton Prep has no particular religious affiliations. It is academically selective from Reception and the current roll is 620.

The Newton Scholarship Fund, now known as the Newton Bursary Fund, a registered charity, was also created at the time the School was launched. Over the years the Fund has supported around 15 pupils each year on means-tested bursaries.

## **The Vision**

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide should have a strong academic base, an imaginatively broad curriculum with provision for children with a range of abilities, including those with high aptitudes in specific subjects, giving a rich learning experience for all children.

Moreover, the Newton education should have a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere should be full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high and good governance bolsters these aspirations. Our focus should be on developing ambition in the children to progress to the most appropriate senior school.

Newton Prep should be a model for best practice in all aspects of prep education.

## Mission Statement and Core Values



*'If I have seen further than others, it is by standing on the shoulders of giants.'*  
*'My powers are ordinary. Only my application brings me success.'*  
*Sir Isaac Newton*

### MISSION STATEMENT:

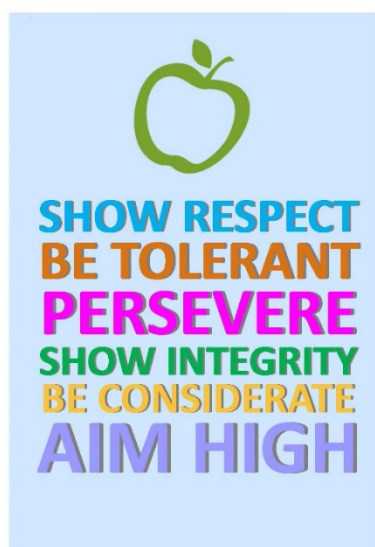
Established in 1991, Newton Prep is a thriving school for boys and girls, aged 3-13. The School is unashamedly ambitious for its pupils, who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. We want them to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others. Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

### OUR KEY AIMS ARE:

-  To ensure that every child is given opportunities to flourish and develop in all areas of school life
-  To listen and respond to the 'pupil voice'
-  To celebrate and embrace difference and diversity
-  To encourage every child to make their own positive contribution to the life of the School
-  To prepare each child very well for the range of senior school entrance examinations
-  To provide a forward thinking educational experience that equips the children for life in the future

## Core Values

At Newton Prep, we aim to instil in the children six core values that we believe are fundamental to a rich and successful education. For the Upper School, these are:





## **Governance and Leadership**

Newton Prep is a proprietorial School owned by Newton Prep Ltd. The Board of Directors, through the Chairman, has delegated the running of the School to the Head and the Senior Leadership team. The Board is advised by the School Council, which has several sub-committees: Education, Finance, General Purposes, Nominations, and Fees & Salaries. The Board is ultimately responsible for the governance of the School.

The School Council is made up of many eminent educationalists. The Council and its committees meet once a term to support, challenge and inspire the senior leadership team. A list of members of the School Council can be found on the School website.

### **The School Council**



### **The Head**



The Senior Leadership Team is led by the Head, Mrs Alison Fleming, BA Theology, PGCE Pri, MA (Ed). Prior to her appointment in 2013, Alison was the Head of Dulwich College Junior School for four years.

## Senior Leadership Team



Newton Prep has four Deputies: Deputy Head - Upper School (Years 3 to 8), Deputy Head - Lower School (Nursery to Year 2), Deputy Head - Academic and Deputy Head - Senior School Transfer. The SLT comprises the Headmistress, the four Deputies and the Bursar.

- The Deputy Head – Academic (DHA) is responsible for the curriculum throughout the School and for matters of staff training and management.
- The Deputy Head – Upper School (DHUS) leads a team of Heads of Year and is responsible for the smooth running of the Upper School (Prep)
- The Deputy Head – Lower School (Pre-Prep) (DHLS) leads the EYFS team and Heads of Year in the Lower School for preparing the children to progress to Upper School.
- The DHUS and DHLS are the designated Child Protection Officers for their section of the School.
- The Deputy Head – Senior Schools Transfer (DHSS) is responsible for ensuring the smooth and successful transfer of Years 6 and 8 pupils to senior School.

## Location

The School is conveniently situated in close proximity to Battersea Park station; (3 minutes' walk; 4 minutes' journey from Clapham Junction and Victoria stations) and Queenstown Road station (5 minutes' walk; 4 minutes' journey from Clapham Junction and 7 minutes from Waterloo station). It is an area that is changing more dramatically than any other in central London due to the re-development of Battersea Power Station and the surrounding areas.

## Facilities



Despite its central London location, Newton Prep, centred around an early 20th century elementary school building which has been extensively remodelled, has outstanding, spacious facilities which include:-

- a 300 seat auditorium;
- a 120 seat recital hall (and recording studio);
- a music technology studio;
- two dance studios;
- 3 IT suites;
- two libraries;
- 3 state-of-the art science laboratories;
- 2 art studios;
- 2 gymnasiums;
- a large sports hall;
- a full size floodlit all-weather pitch;
- year-group learning pods for lower school children; and
- a school garden.

## School Structure

**Lower School:** Two nursery classes lead onto four classes from Reception - Year 2. There are currently 50 children in the nursery, whilst class sizes in Reception - Year 2 range from 17-20 children. There is a full time Teaching Assistant in each class from Reception-Year 2 and both Nursery classes have a full-time teacher as well as a full-time and part-time Teaching Assistant. Music, French and PE are taught by subject specialists.

**Upper School:** There are four classes per year group from Years 3 - Year 6, reducing to three in Years 7 and two in Year 8. Class sizes range from 16-20. Whilst many pupils (particularly girls) move to senior School at 11+, the number of children staying on in Years 7 and 8 has increased over the past three years. The curriculum is taught by subject specialists from Year 5 upwards. In Years 3 and 4; Art, Computing, French, Music and PE are taught by subject specialists.

We prepare children for entry to some of the best senior schools in the country, both day and boarding. As many senior Schools are now no longer requiring pupils to take Common Entrance examinations in all (if any) subjects, we are pioneering curriculum innovation in Years 7 and 8.

Details of all aspects of school life, including the School prospectus and most recent inspection reports (a regulatory compliance inspection took place in October 2017), can be found on the School's website [www.newtonprepschool.co.uk](http://www.newtonprepschool.co.uk).

## The Curriculum

Our curriculum is both broad-based and demanding.

We achieve an effective balance in our educational provision through our well-organised timetable, and the delivery of age and ability-appropriate subject matter. In the Upper School, there are six lessons a day, each lasting 55 or 50 minutes long. In the Lower School, the lengths of individual lessons vary according to the requirements of the subject. We follow the national Early Years Foundation Stage Curriculum and use the National Curriculum for Key Stages One, Two and Three as the basis for all planning. We follow the ISEB Common Entrance syllabuses for 11+ and 13+ examinations (though the Newton Diploma has replaced Common Entrance in the Humanities in Years 7 and 8), but the curriculum is not reduced to responding slavishly to examination demands. Subject specialist teachers are deployed to enhance the children's learning experiences.

## **The School Day**

The school day begins at 8.20am. For Upper School children the teaching day finishes at 4.00pm. There is a wide variety of extra-curricular activities for children from Reception to Year 8.

## **Pastoral Care**

Pastoral Care is key to the excellent relationships that exist between our pupils and teachers. This includes discussions and group work with Form Teachers as well as a planned programme of PSHE lessons (Personal, Social and Health Education). Our Heads of Year also play a significant role in monitoring and addressing issues to do with pupils' emotional well-being. In addition, we have a full time Wellbeing Co-ordinator whose role is to support children with any social or emotional issues they may be experiencing.



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## KEY STAGE 2/3 SCIENCE TEACHER (Full-Time, Maternity Cover)

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### Position and Role

We are seeking a highly motivated and inspirational teacher with a passion and depth of knowledge to join our Science Department in September 2021, for a full-time maternity cover position.

The Science Department at Newton Prep makes a significant contribution to the School's aim to meet the needs of academically able students as well ensuring that our pupils reach the demanding standards of London day School exams, Common Entrance and Scholarship level exams at 11+ and 13+.

The Science Teacher is appointed by the Headmistress and is responsible via the Head of Science, to the Deputy Head of Upper School in pastoral matters and to the Deputy Head Academic in academic matters.

Start date: **September 2021**

# JOB DESCRIPTION AND PERSON SPECIFICATION

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Newton Prep	
<b>Job Description – Key Stage 2/3 Science Teacher (Full-Time, Maternity Cover)</b>  <b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Summary of the role</b>	<p>We are seeking a highly motivated and inspirational teacher with a passion and depth of knowledge to join our Science Department in September 2021, for a full-time, maternity cover position.</p> <p>The responsibilities of the Science Teacher include :</p> <ul style="list-style-type: none"> <li>▪ Being an effective member of the Science Department and a supportive and reliable colleague.</li> <li>▪ Preparation and teaching of high quality lessons across in line with the School’s schemes of work.</li> <li>▪ The ability to inspire older pupils especially (Years 5-8) with a love of science.</li> <li>▪ Ensuring that lessons are well prepared and appropriate to the ability level of the pupils. This will mean providing challenge for our most talented pupils and giving support to those with any mild special educational need.</li> <li>▪ Showing through planning, teaching and assessment, an awareness of the requirements of senior school entrance exams at both 11+ and 13+ (including Scholarship exams).</li> <li>▪ Using the principles of formative and summative marking to ensure that all children make progress.</li> <li>▪ Keeping a record (e.g. teacher’s mark book) of children’s work in order to track their progress and to identify the gaps in their learning.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Writing high quality reports to parents and communicating effectively with parents at formal parents' evenings and through more regular, informal contact, about the progress of their child.</li> <li>▪ Keeping accurate and full pupil records.</li> <li>▪ Attending and contributing to Departmental and staff meetings.</li> <li>▪ Playing a key role in organising and running the School's annual STEAM week.</li> <li>▪ Attending occasional School open mornings (which take place on Saturday mornings).</li> <li>▪ Attending occasional evening functions to support the PTA.</li> <li>▪ Covering duties such as playground, prep, lesson cover as directed by the Headmistress/Deputy Head Upper School.</li> <li>▪ Participating in the vibrant extra-curricular programme, including running of at least one after-school club.</li> <li>▪ Being a form tutor.</li> <li>▪ Participating in INSET.</li> <li>▪ Being punctual for lessons and arriving at School before the start of the school day.</li> <li>▪ Following guidance published in the Staff Handbook.</li> <li>▪ Undertaking such additional duties as the Headmistress may reasonably require from time to time.</li> </ul>
<b>Line management responsibility for</b>	The post holder will not be responsible for managing the workload of anyone else.
<b>Reporting</b>	The Science Teacher is appointed by the Headmistress and is responsible via the Head of Science, to the Deputy Head of Upper School in pastoral matters and to the Deputy Head Academic in academic matters.

You may also be required to undertake such other comparable duties as the Headmistress requires from time to time.

## **Newton Prep**

### **Person Specification – Key Stage 2/3 Science Teacher (Full-Time, Maternity Cover)**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

#### **Qualifications and Experience:**

- An appropriate teaching qualification i.e., BA (Ed), BEd or PGCE.
- The ability and willingness to teach in Years 5-8.
- A sound knowledge of the Key Stage 2 and 3 Science National Curriculum (and a willingness to become familiar with the Common Entrance and Public School Scholarship syllabuses).
- Experience and knowledge of the use of formative assessment to encourage pupil progress.
- Skills and experience in providing differentiated teaching to meet the needs of the ability range.
- Excellent communication skills – both written and verbal.
- Good time management and organisational skills.
- The ability to communicate effectively with and give direction to the Science Teaching Assistant and other teaching assistants who assist in lessons.
- Ability to form and maintain suitable relationships and personal boundaries with children and young people.
- Positive attitude to behaviour management.
- The ability to use IT in day-to-day teaching.
- The ability and desire to work as an effective member of a team.
- A strong cultural fit with the School's ethos and values with regards to enthusiasm, commitment and ability to take part in the full life of the School both during and outside of teaching hours.
- Enhanced disclosure via the DBS.



# APPOINTMENT PROCESS

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Newton Prep is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced DBS including a Barred List check and references that are satisfactory to the School.

The closing date for applications is **Monday 1<sup>st</sup> March 2021 at 9.30 am**. However, the School reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

Application packs, including the Application Form, are available from our website [www.newtonprepSchool.co.uk](http://www.newtonprepSchool.co.uk). Candidates should complete the School's Application Form electronically and email it, along with a covering letter, to the HR Manager at: [hrmanager@newtonprep.co.uk](mailto:hrmanager@newtonprep.co.uk). Alternatively forward it to the HR Manager, Newton Prep, 149 Battersea Park Road, London, SW8 4BX. If you have any queries about the application process, please contact the HR Department on 0207 720 4091 Ext 1255.

Please ensure that you include the names of two referees and details of employment since leaving School. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

Interviews will be held week commencing **Monday 8<sup>th</sup> March 2021**.

Start date: **September 2021**

## Summary of Main Terms & Conditions of Employment

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The following information provides guidance, without prejudice, on the expected main terms and conditions of employment.

A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of your acceptance of your provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualifications, references, ID, right to work and medical checks) that are satisfactory to the School as well as satisfactory checks from the DBS and Teacher Regulation Agency.

**Salary:** A competitive salary package, above the national teacher's scale for Inner London, will be offered in accordance with the School's salary scale which will reflect the experience and qualifications of the successful candidate. Salaries are paid by BACS transfer on the last working day of each month in twelve equal payments.

**Period of Employment:** Full-time, Maternity Cover.

**Working hours:** Normal School hours during term time are 8.15am to 4.30pm Mondays to Fridays. You are required to be available for work at all times when the School is open, and at such other times (including during School holidays, at weekends and before and after the School's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmistress for the proper performance of your duties.

**Pension:** The School currently provides access to the Teachers' Pension Scheme administered by Teachers' Pensions and governed by the Teachers' Pensions Regulations 2010 as amended from time to time. This may be subject to change on reasonable notice. The post holder will automatically be enrolled unless he/she expresses a wish to opt out.

**Fee Remission:** A discount of 50% is given on School fees for children of employed staff attending Newton Prep (subject to satisfying the School's admission criteria).

**Sick Pay:** The post holder will be entitled to receive sick pay in accordance with the table below during any absence on account of illness, injury or other disability provided he/she complies with the terms of the sickness policy set out in the Employment Manual.

Length of Service	Full Salary Payable for 'x' days of term	Half Salary payable for 'y' days of term
First year – 120 days of service	25	0
First year – over 120 days of service	25	50
Second year	50	50
Third year	75	75
Fourth year	100	100

**Other benefits:** Staff gym, free on-site parking, cycle-to-work scheme, free school lunch, tea and coffee during term time, 24 hour counselling and legal advice service, training and development opportunities.

**Probation:** The first four months of your employment are probationary. During this probationary period either you or the School may terminate your employment by giving not less than two weeks' prior written notice. The School may, at its discretion, extend the probationary period for up to a further three months. Your continued employment will be reviewed at the end of your probationary period.