

12th February 2021

YEAR 3 TEACHER (MATERNITY COVER) INFORMATION FOR APPLICANTS

THE SCHOOL

Westminster Cathedral Choir School (WCCS) is one of London's leading academic prep schools, and a choir school for the choristers of Westminster Cathedral. The School was founded in 1902 to provide boarding choristers to sing the daily liturgy in the new cathedral. In 1976 day boys were introduced and current numbers stand at two hundred and sixty-three boys, aged four to thirteen (Reception – Year 8). The twenty choristers receive major scholarships towards fees.

Westminster Cathedral Choir School is academically selective and prepares boys for leading senior schools at 13+, including City of London, Dulwich, Eton, Harrow, King's College Wimbledon, Marlborough, St Paul's, Tonbridge, Westminster and Winchester. Almost all choristers achieve major music scholarships.

In 2017, WCCS opened a new Pre-Prep for boys from Reception to Year 3, which is now flourishing.

THE POSITION

The governors seek to appoint an outstanding Year 3 Teacher (maternity cover), who can teach boys across the curriculum from April 2021. WCCS is a selective, central-London School: applicants should wish to work in a fast-paced environment, where academic, professional and parental expectations are high.

The successful candidate will be fully supportive of the School's mission, Catholic ethos and traditions and set a positive, professional example to boys. The successful candidate's responsibilities are detailed below.

Teaching

- To teach to an exemplary standard throughout the school
- To maintain order, discipline and calm in class to ensure effective teaching and learning
- To follow the set schemes of work for Reception
- To integrate ICT into teaching and learning, available for inspection by the Deputy Head Master (Academic) and/or Director of Studies
- To develop cross-curricular links with other subjects as well as PSHCE/SMSCD
- To organise and/or attend curricular-enriching trips
- To produce wall displays which change on a termly basis
- To mark pupils' class work and prep, in line with School policy
- To prepare thoroughly for ISI inspections

Administration

- To keep records of effort and achievement, in line with School policy
- To write reports as required, following stated protocols
- To liaise closely with Heads of Department and the SMT as required
- To attend staff meetings as required, adhering to the procedures and protocols published in the staff handbook

Pastoral care

- To set and maintain clear expectations of behaviour in all classes and cover lessons
- To follow and support the School's stated policies on rewards and sanctions, anti-bullying and child protection
- To treat all pupils with equanimity
- To report all pastoral concerns to the Deputy Head Master (Pastoral)

Health & Safety

- To complete risk assessments as required
- To prepare for and respond to inspections of health and safety, internal and external

Personal conduct

- To welcome prospective parents and visitors into lessons (with the Head Master or a member of staff designated by him) at any reasonable time
- To maintain professional dress and appearance
- To maintain mannerly and professional spoken and written relationships with all colleagues, parents and pupils
- To be publicly supportive of the School's mission, aims and aspirations and Catholic ethos

Other

- To offer an extra-curricular activity, out of School hours, once a week during term time
- To participate in appraisal meetings with whichever staff member the Head Master designates to oversee individual staff appraisals
- To participate in lesson evaluation by peers and the SMT, following the set protocols
- To attend INSET training as required
- To undergo any other training as reasonably required
- To cover staff duties/accompany games as required
- To attend whole-School Mass, if teaching on that day
- To follow all policies, protocols, procedures and regulations as stated in the staff handbook

Flexibility

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Head Master.

THE PERSON

This position would suit an energetic teacher used to working in a fast-paced environment, where academic, professional and parental expectations are high.

CHILD PROTECTION

WCCS is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, referees and the Disclosure and Barring Service.

TERMS

This post is temporary, to cover maternity leave.

THE BENEFITS

The successful candidate can expect an excellent salary and the opportunity to teach bright boys in one of London's leading preparatory schools.

HOW TO APPLY

Candidates should complete the application form and send it with a brief (one page only) letter of application to Neil McLaughlan, Head Master.

Applications should be sent by email.

Email lauger@choirschool.com

An additional CV or supporting statement is not required.

Candidates who would like an informal discussion about the post are welcome to contact our Head of Pre-Prep, Mrs Juliet Rodger.

Email jrodger@choirschool.com

The closing date for applications is **Monday 1st March**. Interviews will be held over Zoom on **Thursday 4th March**, and will include teaching a lesson to Year 3 boys over Google Classroom.