



Sandroyd

Candidate Information Year 4 Teacher

Commencing January 2022

Introduction

Sandroyd is an independent, co-educational prep school for day and boarding pupils aged from 2-13 years. For over 130 years Sandroyd has represented the very best in prep school education. We aim to develop children through a combination of a caring and supportive environment with the provision of stimulating opportunities in and out of the classroom.

Sandroyd is very much a forward-looking prep school with a firm grip on tradition. In the Prep School we are proud of our record of academic success at both Scholarship and Common Entrance level and our Honours Boards tell a consistent tale of excellence in examinations to all leading public schools. This success is a result of the academic ethos in both the Prep and Pre-Prep Schools.

We are fortunate enough to enjoy wonderful facilities and resources. The school owns the freehold to Rushmore House and is set in extensive grounds within 600 acres of the stunning Rushmore Estate.

Sandroyd has approximately 220 pupils on the roll with 40 in the pre-prep and 180 in the main school. The heart of the school is in boarding and whilst many country prep schools have dramatically reduced their boarding in recent years, Sandroyd has bucked this trend. Our boarding is currently full.

Pastoral care is one of Sandroyd's great strengths. Each child has a personal tutor or form teacher who is responsible for monitoring academic progress, seeing that out of class hours are spent profitably and productively and generally being the first port of call whenever needed. The school aims to produce academic, well-rounded children and to that end operates a long day. The prep school day starts at 8.20am and finishes at 6.30pm for senior children in the prep school.



The Post

From January 2022, we are seeking to appoint a Year 4 teacher to teach one of our two Year 4 classes. Class sizes at Sandroyd tend to range from 10 to 16 pupils in each class. The successful candidate will be an inspirational class teacher and will join a thriving Junior Department. They will work closely with the Head of Junior Department, the Director of Studies and the Junior Department team.

Why Work at Sandroyd?

There are three main values that are ingrained into both our teaching and support staff. Upholding these values is a significant part of our working culture to ensure we operate as an effective team, in an inclusive, fun and enjoyable working environment. The success of Sandroyd is down to the attitudes, skill set and values of the staff. To ensure we are continually providing an outstanding education for all children at Sandroyd the values we work towards are:

- **Be better than yesterday**

Our staff are dedicated to going the extra mile to provide an exceptional education for each and every child at Sandroyd. Although often experts in their field, there is always room for improvement in our practice and we look for staff who are dedicated to continually learning themselves. Reflecting on where we can improve as a team, and individually, forms a key part of our practice.

- **Support the team**

Sandroyd has an all-embracing staff culture, which sees us support and communicate with one another at all times. For a team to be effective, each member of staff must care greatly about their colleagues. Sandroyd staff understand and appreciate that all members of staff in the school community are equally as important, and valued, in delivering a first class education for the children.

- **Be Passionate about doing the 'right thing' for the children**

When decision making and planning, it is essential that we consistently work towards our mission statement in assessing what is in the best interests of the children. Often this involves us going over and above to ensure an outstanding education for the benefit of the children at Sandroyd.



The staff at Sandroyd are undoubtedly our most important and valued asset, and we work hard to ensure they are rewarded appropriately. We work closely with everyone so that they have the correct training and support to be able to seek internal or external promotion as appropriate to their experience and skill level.

All employees at Sandroyd are enrolled in our Employee Assistance Programme which helps to provide practical information and counselling on a variety of topics. This is also available to family members of Sandroyd employees. The key benefits include confidential counselling sessions, provided by a third party company, available 24 hours a day, 7 days a week, 365 days a year. The Employee Assistance Programme can provide support on a wide range of work and personal issues from managing stress, managing life changes to support with bereavement or in providing financial or impartial career advice.

The Governors, Headmaster and Senior Leadership team are ambitious to ensure that Sandroyd remains at the very forefront of boarding prep schools in the country, and the successful candidate will be joining a thriving school at an exciting time.

Single accommodation in a shared house may be available for the correct candidate.

Our Mission Statement

To provide a happy environment that empowers children to flourish in their academic, cultural, sporting, and social endeavours.

This is achieved through:

- Providing a caring and safe school environment that ensures all members of our diverse community are respected and treated equally
- Outstanding teaching delivered by an inspirational team of staff
- Provision of a broad curriculum that, in addition to academic excellence, allows for the development of a child's character. This includes the provision of a wide variety of competitive sports, creative and performing arts opportunities as well as extra-curricular activities that provide a balanced education
- Small class sizes and an effective tutor system that ensure each child's skills and talents are nurtured and enhanced
- Promoting the importance of manners, kindness and respecting others
- Robust financial management to allow for investment in the facilities and equipment required to meet the aims of our mission statement
- A commitment to reducing our environmental impact

Candidate Specification

The successful candidate will have:

- A relevant teaching qualification and at least two years of recent and relevant experience post teaching qualification
- Recent, up to date and relevant experience in the latest methods for the teaching of phonics and numeracy to children of this age group
- Good computer skills and be competent in the use of ICT
- Excellent communication and organisational skills and the ability to work flexibly
- A desire to work as part of a collaborative team and an interest in sharing good practice and experience
- Great energy in their work and the ability to inspire children of this age
- The ability to build strong relationships with the staff and parents
- The highest standards of teaching would be expected, but above all, the desire for continued improvement in their teaching practice and a true team player will be key characteristics for the successful candidate.

Equality and Diversity at Sandroyd



We recognise the value of a workforce in which people from diverse backgrounds are encouraged to introduce fresh ideas and contribute to delivering an outstanding education. Our staff work in a supportive and safe environment, recognising their responsibility to value and respect each other's contributions. Standards of conduct are expected to be of the highest level to ensure that no one is harassed, bullied or victimised.

We are in favour of a workforce which reflects the make-up of the local and national population. No job applicant, temporary worker or employee should

receive less favourable treatment on the grounds of age, disability, gender, race and ethnicity, religion and belief (including no belief), marriage or civil partnership status or sexual orientation.

We are conscious that there are many groups that are currently under-represented at Sandroyd and we are committed to changing this. To that end, we actively encourage applicants from all backgrounds.

Further Information

Any offer of appointment will be subject to satisfactory references and criminal record checks via the Disclosure and Barring Service. Letters of application should state what particular skills and attributes you can bring to Sandroyd School, brief details of how you fit the position, including specific details of experience and achievements, and any interests and hobbies.

The completed application form and your brief letter of application should be addressed to the Headmaster and sent

via Miss Sarah Harding, Headmaster's PA, Sandroyd School, Rushmore Park, Tollard Royal, Salisbury, Wiltshire. SP5 5QD or by email to sharding@sandroyd.com.



Interested candidates should apply by 10am on Friday 24th September 2021. Interviews will be held at Sandroyd on Friday 1st October 2021.

Job Description

TEACHING AND LEARNING

1. Teach classes and subjects as assigned by the Director of Studies at the start of each term.
2. Ensure that a variety of teaching and learning strategies are employed during the course of a term.
3. Ensure that planning shows proper differentiation so that all pupils can make suitable progress.
4. Assess pupils regularly in accordance with the policy laid down in the Departmental Handbook for each subject and keep the relevant records. Use your assessments to plan future lessons.
5. Set preps as indicated by the prep timetable.
6. Set work for lessons when anticipated absence takes place.
7. Teach children according to their needs, including setting and marking of work. Regularly assess, record and report individual development, progress and attainment of pupils.
8. Complete reports according to School guidelines.
9. Engage pupils to use ICT where appropriate, to enhance their skills.
10. Maintain notes on PASS via the School Administrator.

PASTORAL CARE

1. Communicate with the Deputy Head (Pastoral) and relevant tutor to inform them of any significant occurrences or concerns that might affect the teaching, learning or wellbeing of any pupil.
2. Maintain good order and discipline of pupils at all times, being mindful of their health and safety.
3. Report accidents and any near misses to sister/bursar
4. Communicate any pastoral, safeguarding or behavioural concern using 3sys

TUTORING

1. Be aware of the pastoral needs of the pupils in your tutor group or form. Attend to these needs as far as possible. If you or the child feels another member of the school community is in a better position to meet those needs then pass on all relevant information.
2. Introduce yourself by e-mail and, where possible, in person to the parents of new members of your Tutor Group. Keep regular contact via phone or e-mail and be prepared to act as the first port of call for any concerns.
3. Ensure that the Headmaster, Houseparent and Deputy Head (Pastoral) as well as other relevant staff, are informed if there are serious concerns regarding a member of your group.
4. Make sure that you are familiar with the information on the PASS system and pastoral and academic information for pupils in your group is kept up to date.
5. Be aware of sporting, musical and academic successes of members of your form and make a point of congratulating them.
6. Ensure you are familiar with our safeguarding and pastoral software, 3sys, which is used to monitor concerns about children.
7. Complete fortnightly and mid-term assessments for each pupil and ensure that they are entered on the sheets in the PASS system.
8. Check subject reports at the end of each term and write a tutor report on each pupil. Tutor Reports should follow the whole school guidelines for report writing.
9. Lead tutor periods and take registration each morning.
10. Arrange for the election of a Tutor Group representative to the school council.
11. Set targets at the start of each term and consider them with the pupils at the end of term.
12. Monitor assessments and grades and discuss any particularly good or worrying results with the pupils concerned.
13. Be prepared to discuss general progress and behaviour with parents as required.
14. Help pupils as needed in co-ordinating different subjects and review files to ensure that they are properly maintained.
15. Check pupils' planners to ensure that they are being maintained in an appropriate manner.

PROFESSIONAL STANDARDS

1. Periodically review own teaching methods, plans and outlines of work.
2. Undertake regular mutual lesson observations as directed by the Headmaster and Director of studies
3. Attend daily Staff Briefing and all relevant staff meetings, as well as INSET
4. Support and maintain loyalty to the School at all times both during and outside school hours.
5. Help develop the School's ethos, aims, values and standards.
6. Attend School functions as requested – including parent/teacher meetings.
7. Maintain suitable discipline in the classroom and enforce school rules.
8. Be punctual for all lessons and meetings and try to end lessons promptly as a consideration to other members of staff.
9. At all times set a good example to pupils by following the guidance in the Staff Handbook and reinforced in the Policy File.
10. Ensure that rooms are tidy and that chairs are pushed under desks at the end of each lesson.
11. Undertake non-teaching duties, including boarding duties, in accordance with posted duty rotas, daily notices or general expectations as outlined in the Staff Handbook and Policies File.
12. Read and understood the school's Child Protection Policy, Anti-Bullying Policy, Code of Conduct and Staff Handbook.
13. Ensure that all pupil activities are carried out in a safe manner, that all risk assessments are completed for identified hazards and control measures are put in place to reduce risks to an acceptable level.

The post holder is initially responsible to the Head of Science and ultimately to the Director of Studies for the fulfilment of these duties.

This Job Description covers the principal tasks required of classroom teachers. It is not necessarily a complete list of everything required for the full professional discharge of duties.



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www.sandroyd.org