



ASHFOLD SCHOOL



Candidate Brochure

Pre-Prep Teacher

Required for September 2024 (One Year Contract)



Candidate Brochure: Pre-Prep Teacher

Ashfold is a leading Independent Prep School for approximately 300 boys and girls aged 3-13 years. The School is set in 30 acres of beautiful grounds on the edge of the village of Dorton in the Buckinghamshire countryside, close to Thame. The School is a charitable trust managed by a Board of Governors.

We are seeking to appoint a full-time Pre-Prep Teacher on a one year fixed term contract to start in September 2024.

The successful candidate will be passionate about children's education and will work as part of a dynamic team of outstanding Teachers and Teaching Assistants. Enthusiastic and inspirational, they will be able to nurture the children's development through their innovative and exciting teaching practice. The successful candidate will be able to encourage the children to explore and question the world around them and learn from their stimulating environment.

The successful candidate will naturally possess excellent communication, administrative and organisational skills and will be able to foster positive relationships with the children, staff and the wider School community. They will be kind, caring and approachable and will be motivated to get involved with all aspects of our busy and vibrant Prep School.

Ashfold offers an excellent all-round education and a wealth of opportunities to excel both in the classroom and beyond. We encourage and celebrate participation in sport and the arts, including art and design technology, drama and music as well as a wide variety of extra-curricular activities enabling every child to develop their individual strengths, talents and interests and discover new ones.





Job Description:

Teaching

- Responsibility for a class of children to include all aspects of their development and pastoral needs.
- To plan, prepare and deliver appropriate learning experiences, using schemes as directed, based on agreed and published curriculum policies and in line with the school's aims and objectives, and the Pre-Prep Department's future plans.
- To provide a weekly plan of work for the different curriculum areas taught - planning to be done in consultation with parallel Teacher to ensure continuity and coverage of all curriculum areas.
- To ensure that work planned is suitably differentiated to meet the needs of all pupils in the class.
- To manage the classroom in such a way as to provide a suitable learning environment.
- To mark children's work in accordance with the Pre-Prep's marking policy.
- To bring to the attention of the Head of the Pre-Prep, children with perceived Special Educational Needs (in accordance with the School's SEN policy).
- To have a positive approach to behaviour management in line with the School's Policy and expectations.
- To monitor and evaluate children's academic and pastoral progress (including details of meetings with parents) keeping relevant systematic records.
- To maintain professional development both by undertaking self-assessment and appraisal by the Head of the Pre-Prep and by attending appropriate INSET courses.

Communication

- To develop positive links with parents and to liaise closely with them regarding individual pupils progress and development.
- To communicate effectively both orally and in writing with parents, colleagues and other agencies to support achievement and progress of pupils.
- To record and report to parents, a children's progress at regular parents' evenings and in termly written reports.
- To regularly communicate with your line manager about the children in your class to ensure all their developmental and pastoral needs are met and continuity of approach towards any issues which may arise.



ASHFOLD SCHOOL

Teamwork

- To contribute fully to the life & ethos of the School.
- To work closely as part of a team with all other staff at the School - both Teaching and Support staff.
- To establish constructive, positive and professional relationships.
- To be actively involved in all Pre-Prep and School activities including Assemblies, Plays, Meetings, Concerts, Open Mornings, Sports Days, Fund Raising Events, INSET etc. outside normal School hours if required.
- To maintain professional development both by undertaking self-assessment and appraisal by the Head of the Pre-Prep and by attending appropriate INSET courses.
- To be responsible for, and review, specific subject policy documents as requested, to amend as appropriate and to contribute to the process of curriculum development.
- To direct and monitor the work of the Teaching Assistant as appropriate.

Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular with Teachers and other Teaching Assistants.
- To participate, along with other staff, in the rota for playground duty/supervision.
- To participate fully in the Pre-Prep extra-curricular programme.
- To maintain confidentiality at all times in respect of School-related matters and to prevent disclosure of confidential or sensitive information.
- To assist with any other duties as may be reasonably required by the Headmaster, Deputy Head or Head of the Pre-Prep Department.

Safeguarding

The welfare, health and safety of all those who learn, work or visit Ashfold School is our prime concern. The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact with. They must adhere to and ensure compliance with the School's Safeguarding Policies and procedures at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of the children at the School they must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.

This role profile is not exhaustive and it will be subject to periodic review.



ASHFOLD SCHOOL

Person Specification:

Qualifications and Training	Essential	Desirable
Qualified Teacher (BEd, PGCE, QTS)	✓	
Experience		
An understanding of, and commitment to, the prep school ethos		✓
KS1 and/or EYFS teaching experience	✓	
Teaching Skills		
Ability to set high expectations which inspire, motivate and challenge pupils	✓	
Ability to promote good progress and outcomes by pupils	✓	
Ability to plan and teach well-structured lessons	✓	
Ability to adapt teaching to respond to the strengths and needs of all pupils	✓	
Ability to make accurate and productive use of assessment	✓	
A caring Teacher who ensures the best possible teaching and learning opportunities for all pupil	✓	
Personal Skills		
Accomplished IT skills		✓
Excellent interpersonal skills	✓	
Approachability and the ability to deal sensitively with staff, parents & children	✓	
Ability to work under pressure while maintaining a positive and professional approach	✓	
Excellent administrative and organisational abilities and an eye for detail	✓	
High personal standards	✓	
Team player	✓	
Must be well presented	✓	
Enthusiasm, positivity & energy	✓	
Communication Skills		
Outstanding communication skills	✓	
Ability to develop good relations with staff, parents, children and the wider School community	✓	



ASHFOLD SCHOOL



Terms and Conditions:

- We are seeking to appoint a full-time Pre-Prep Teacher on a one year fixed term contract to start in September 2024.
- Ashfold School has its own salary scale; the successful candidate will be offered a salary on the appropriate Ashfold Pay Scale depending on experience and qualifications.
- Service with the School is pensionable in accordance with the School's Pension Scheme.
- Free School meals and refreshments are provided on School and INSET days.
- There is a discount on School Fees for applicable staff.
- Free on-site car parking.
- Access to the School benefits and wellbeing resources.
- The School hosts various staff social events throughout the year.



The School

The School week runs from Monday to Friday and there is no Saturday School. We offer optional boarding (up to three nights a week from Year 5 and up to four nights a week from Year 6) which is very popular. Applicants should bear in mind that all academic staff are expected to contribute to the extra-curricular life of the School as well as teaching in the classroom.

Ashfold is broadly non-selective at the point of pupil entry and follows a wide and challenging curriculum to prepare pupils for both Common Entrance and Scholarship examinations. The majority of pupils remain at the School to the end of Year 8.

Pupils move on to a wide range of leading independent day and boarding senior Schools at 13+ including: Abingdon, Bloxham, Bradfield, Cokethorpe, Eton, Harrow, Headington, Magdalen College School, Radley, Rugby, Rye St Anthony, St Edward's, Oxford, St Helen and St Katharine, and, Stowe. Many of our children win scholarships or awards to their senior Schools.

Ashfold has been awarded 'EXCELLENT' in all categories by the Independent Schools Inspectorate (ISI) following our recent Compliance & Educational Quality Inspection.

A double "excellent" is the highest possible outcome for a school during a full Focused Compliance & Educational Quality Inspection.

Inspectors stated that the school was:

- **excellent**, both for the quality of pupils' academic and other achievements, and
- **excellent**, for the quality of pupils' personal development.

Further information can be found at [Latest report marks us 'excellent' - Ashfold School](#).





Applications

Those wishing to be considered for the post should download and complete an Application Form. Completed applications should be emailed to the HR Department, HR@ashfoldschool.co.uk or posted to:

HR
Ashfold School
Dorton
Buckinghamshire
HP18 9NG

Applications not submitted on the Ashfold Application Form, or applications not completed in full, will not be considered.

The closing date for applications is 12.00pm on Friday 17 May 2024.

Interviews:

Shortlisted candidates will be invited for an interview on Tuesday 21 and Wednesday 22 May 2024.

Ashfold School encourages early applications and reserves the right to close this vacancy and appoint prior to the application closing date if we receive a sufficient number of suitable applications. Ashfold is committed to the protections and safety of its children and the successful candidate will be subject to an enhanced DBS check.

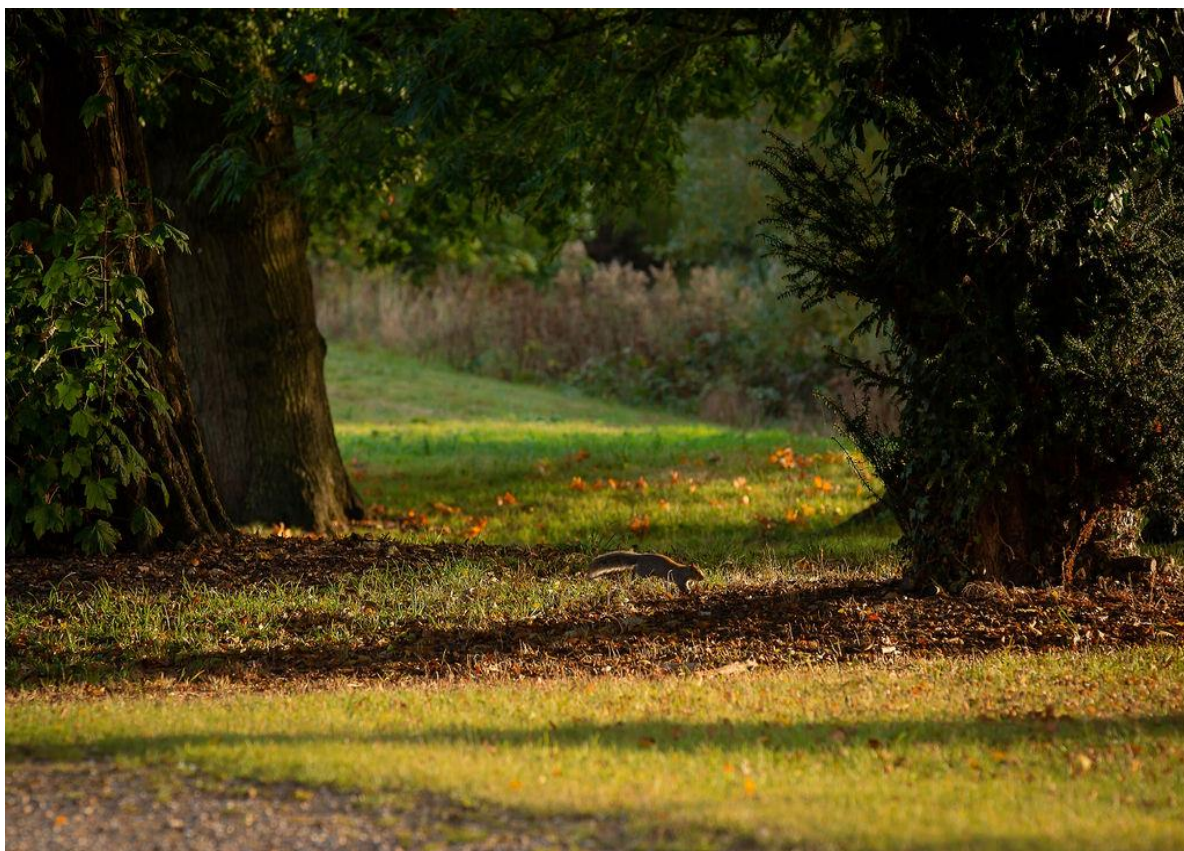
If you would like to discuss any aspect of the post in greater detail, please contact the Head of Pre-Prep, Elaine Giliomee on 01844 238237 or email elaine.giliomee@ashfoldschool.co.uk.





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