



# Lingfield

COLLEGE

Nursery | Prep | Senior | Sixth Form

## Lingfield College Recruitment Pack

PE Teacher Prep School

[www.lingfieldcollege.co.uk](http://www.lingfieldcollege.co.uk)

# Welcome

Thank you for your interest in working at Lingfield College Nursery & Prep.

As the Head of Prep, I am delighted to introduce you to our fabulous school, made special by the wonderful children, supportive parents and hard-working staff.

I am incredibly proud of the work that we do here daily. We have a huge responsibility to ensure our children get a rich and diverse education. Our school is one where children are nurtured in a family atmosphere, where they are given every opportunity to flourish, learn, create and grow as individuals.

We are a very happy school. The relationship between staff and students is exceptional; although very busy, it is a pleasure to work and study in such a friendly environment. Expectations of teachers and pupils are high, but this serves both to stimulate achievement and provide reward.

I hope you find everything you are looking for on our website to help you decide if Lingfield College is the environment you would like to work in. If you have any questions, our HR department will be happy to answer them for you.

**We look forward to welcoming you.**

*Jacky Shackel*

Mrs Jacky Shackel, Head of Lingfield Prep



# Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 2–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There is a wealth of extra-curricular activities available, and the students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

## Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

## Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links.

The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.



# Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



# What is it like to work here?



## Staff Benefits

- Pension contribution
- Induction, support & personal development
- Fee remission
- Complimentary lunches & refreshments.
- Free car parking facilities
- Cycle to work scheme
- Staff rewards scheme with discounts on hospitality & retail.
- Access to a 24/7 Employee assistance programme that offers lifestyle advice & wellbeing services
- Free access to our extensive sports facilities, including our gym.
- A range of wellbeing activities including fitness classes, massage and beauty treatments.
- Friendly staff common room and active programme of social activities.
- Access to borrow books from our library

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*I joined Lingfield College Prep in January 2021 as a Year 1 Teacher. Due to a second lockdown, my first few weeks teaching were online. I was very well-supported by colleagues and couldn't wait to meet my class in person. Since returning to class, I have really enjoyed teaching in this dynamic, fun school where the children thrive.*

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# Job Description

The Role : PE Teacher Prep School  
Reporting to : Head of Prep School Sport

## Key Responsibilities

- Plan, prepare and deliver lessons for all children from Reception to Year 6 in accordance with department schemes of work.
- Be able to coach, umpire and be responsible for running a team in fixtures/tournaments against other schools in a variety of sports, which may include some of the following: Football, Netball, Hockey, Athletics and Cricket.
- Have a specialist sport, preferably Netball &/or Hockey, but also have a breadth of knowledge across a variety of sports to confidently teach and coach practical lessons.
- Ensure team selections are made according to school policy.
- Deliver termly lunchtime and after school sports clubs.
- Help organise and run all year groups' Sports Days.
- Assess, record and report pupil progress for all children in Reception and KS1 and girls in KS2 in line with school policy and procedures.
- Carry out administrative duties, such as organising fixtures and tournaments, preparing team sheets using SOCS, liaising with the Catering department and booking facilities and transport.
- Attend Parents' Evenings, Open Days, INSET, and other school events.
- Attend staff briefings, department meetings and assemblies.
- Establish and maintain effective working relationships with parents and colleagues.
- Communicate with parents as necessary.
- Contribute to the work of the Department including maintaining displays, developing resources and other duties as required.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Perform supervision duties. Implement the School's policies on sanctions and rewards.
- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times.
- Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
- Take responsibility for personal professional development.

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed.

This is a common occurrence and would not justify a reconsideration of the grading of the post.



# Person Specification

## Skills and Qualifications

- Graduate and/or qualified teacher.
- Excellent teaching skills.
- Commitment to the highest standard of achievement for all pupils.
- Good interpersonal skills, ability to communicate effectively with a variety of people.
- Strong organisational skills.
- Good time management and ability to meet deadlines.
- Awareness of current educational research and developments.
- Good understanding of Independent Schools and their rationale.
- A driving licence and a D1 minibus licence or willingness to obtain one.
- A commitment to become involved in the extra-curricular activities of the School.

## Personal Qualities

- Ability to be discreet and maintain confidentiality at all times.
- Ability to remain calm under pressure.
- Commitment, loyalty and enthusiasm for the role.
- Confident, positive and flexible attitude.
- Commitment to undertake the professional duties of a teacher as laid out in the School Teachers' Pay and Conditions document (STPCD).
- Ability to create a positive and productive learning environment.
- Work well in times of change within the team.
- Ability to work flexibly and cooperatively and to encourage others.
- Uphold School aims.

## Salary

- Based on the Lingfield Teacher's Main Pay Scale.

# The Process

Please complete an application form to and return it to the HR Manager, Lingfield College, St Piers Lane, Lingfield, Surrey, RH7 6PN or email [hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)



[hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)

By email



By post

HR Manager,  
Lingfield College, St Piers Lane,  
Lingfield, Surrey. RH7 6PN

## Closing date:

Applications should arrive no later than 9.00am on Monday 6th March 2023. Interviews will be held 14th and 15th March 2023..

*Lingfield College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check via the Disclosure and Barring Service. At Lingfield College we uphold fundamental British values and expect all employees to do the same. Lingfield College is an Equal Opportunities Employer.*