

PRIMARY PROJECT COORDINATOR September 2025

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1520 pupils and 107 boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon.

Whitgift School is committed to outstanding links with the local community including local primary schools. We strongly believe our splendid facilities and expertise should be shared however possible.

The Vacancy

We are looking to appoint an enthusiastic and effective teacher to lead the Whitgift School Primary Project. The successful candidate will have experience in teaching in a state primary school. The Primary Project Coordinator will be expected to teach all of the lessons of the Whitgift Primary Project, with the exception of the single lesson per day taught by a subject specialist. The core hours of this role are classroom based from 10am-2pm each day, but it is expected that the successful candidate would also teach an appropriate subject to Whitgift students during Period 1 and/or Period 7, before and after the Primary Project lessons. The current post holder teaches PSHE and Computing to Year 6 and Year 7 Whitgift students, but the subject can be flexible for the right candidate. It is anticipated that this role is 0.8-1.0 FTE depending on how much teaching of Whitgift students the successful candidate does.

The main purposes of the role are to:

- Contribute to the high-quality teaching and assessment of both primary pupils and Whitgift pupils
- Coordinate all aspects of the Whitgift Primary Project and effectively communicate with partner schools
- Be involved in other aspects of the partnerships work at Whitgift, including coordinating the annual Fairfield Halls concert and taking a leadership role at the Community Summer School for 1 week during the summer holidays
- Be willing to get involved in the wider school co-curricular programme, to teach Whitgift students as appropriate, and to actively be involved in the pastoral system at Whitgift

Primary Project

- Book schools to visit Whitgift as part of the Primary Project
- Liaise with the Assistant Head (Partnerships & Development) and Admissions department regarding new primary school links
- Maintain a good understanding of the primary Computing curriculum and stay up to date with advancing technology and resources
- Teach stimulating and engaging computing lessons using the latest resources

- Liaise with class teachers regarding the programme for the week, ability levels and prior knowledge of the pupils, SEND requirements, safeguarding declarations etc
- Oversee the lessons taught by Whitgift specialist subject teachers
- Be responsible for visiting teachers and pupils at all times when they are on site
- Manage the Primary Project budget and purchase stationery and equipment
- Train and monitor Sixth Formers who assist with the Primary Project
- Measure the impact of the Primary Project and liaise with the Assistant Head (Partnerships & Development) to evaluate the findings- making improvements where necessary
- Set and mark homework for the pupils
- Maintain an inspiring environment within the rooms used for the Project
- Liaise with the grounds team regarding outdoor learning and the use of the Copse and Water Garden
- Organise the loan of computing kit and resources to primary schools
- Teach Whitgift pupils an appropriate subject during Period 1 and/or Period 7

Pastoral

- Promote and protect children's welfare in all aspects of their contribution to school life, demonstrating a clear understanding of safeguarding and Keeping Children Safe in Education (KCSIE)
- Establish a safe classroom environment, rooted in mutual respect
- Be aware of the systems within the School to support safeguarding
- Hold students to a high standard in terms of their conduct and general behaviour around the School, maintaining good order and discipline

Professional

- Attend Department meetings, Staff meetings, Open Events, Parents' Evenings, Inset Days and other such events as the Headmaster may, from time to time, reasonably require
- Ensure the effective and meticulous registration of both tutor groups and teaching sets
- Cover for absent colleagues and invigilate examinations
- Assist with administrative, organisational and other tasks as may reasonably be expected as requested by the Head of Department or Senior Leadership Team, ensuring effective communication between students, parents and staff.
- Support the Marketing and Admissions teams through involvement in school Open Events, and sharing information about activities and student achievement that promote the School
- Participate in the Professional Development Review process
- Perform any other duty which the Headmaster, from time to time, might reasonably request
- Foster the good name of the School in all dealings with students, parents and the wider public.

Personal Profile

Whitgift teachers should have the following qualities and attributes, or the potential to develop them:

- Interest in your subject (Computing) and commitment to conveying that to your students
- Current experience of coordinating the teaching of Computing in a primary setting (highly desirable)
- Kindness and a belief in the ability and potential of all students to grow and develop
- Clear and effective communication with colleagues, students and parents
- Collaborative approach to work
- Self-reflective and committed to a coaching ethos
- Resilience and flexibility to respond to challenges and change
- Willingness and ability to embrace digital technology to enhance learning
- Engagement with international trends and global perspectives
- Respectful and inclusive of diversity in all its forms
- Commitment to making the School's vision and values a reality

Conditions of Service

The John Whitgift Foundation has its own generous salary scale, which is significantly above that of the maintained sector. Starting salaries are dependent on relevant qualifications and experience for the post. The Governors review salary scales annually in September to ensure that they remain competitive.

Staff are expected to make a significant contribution to the co-curricular life of the School and this is reflected in the salary offered. A strong commitment to the pastoral and house system is also anticipated.

Free membership is available at the onsite gym. In addition, teachers can choose between membership of the Teachers' Pension Scheme with 3 X salary life assurance cover or a defined contribution (DC) scheme which they can tailor to meet their financial goals and includes 5X salary life assurance cover.

Teachers also enjoy our Employee Discount Club, Discounted school fees for permanent staff working at, or for, the Foundation Schools (permanent posts only and upon successful completion of the probationary period) to a maximum discount of 50% of salary (pro rata for part time staff), membership of a healthcare plan, a range of family-friendly benefits and season ticket loan. Accommodation may be available. Assistance is offered towards removal expenses.

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

For any specific queries about the role, please email Charlotte Letchford on c11@whitgift.co.uk. Alternatively, for general queries, please telephone Human Resources Department on 020 8688 9222 or e-mail SchoolHR@whitgift.co.uk.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.



Whitgift School (part of the Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening, including statutory checks with past employers and the Disclosure and Barring Service and online media checks (including personal, professional and other online activities)

April 2025