

Junior Prep Teacher

Required Autumn Term 2021



Edgeborough



An Introduction to Edgeborough

Edgeborough is an outstanding co-educational Preparatory School with approximately 355 pupils aged between 2 and 13. The School was founded in 1906 as a small, privately owned boarding school for boys and was registered as a charitable trust in 1966. The School became co-educational in 1992. The Pre-Prep and Nursery have been added subsequently.

The School is set in 50 acres of beautiful, rolling Surrey countryside in Frensham. It is extremely well resourced both in terms of buildings and staff. Facilities include a Sports Hall, Theatre, Music, Art, DT and Dance studios, state of the art Science and ICT facilities, Swimming Pool, an outstanding Boarding House and a large Astro-turf.

The pupils are polite and respectful, energetic and confident, while the teachers harness this enthusiasm with creative lessons and a friendly approach. Subject specific experts teach lessons in the Prep School while in the Pre-Prep pupils learn through exciting discoveries, entertaining topics and well structured lesson plans.

The School boasts an award-winning, in-house catering team. An exemplary Boarding House offers a nurturing home away from home. The Music, Arts and Design Technology departments encourage talent to win regular prizes and the dedicated sports staff have the enthusiasm to motivate each pupil to find a love of exercise and a healthy way of living alongside earning regular regional and national success. Investment in buildings, facilities and staffing provide a first class foundation for an exceptional school.

Edgeborough is non-selective. Pupils enjoy small classes and excellent teaching. There is a very successful Learning Support Department which gives provision to those who need support whilst fine tuning the learning of those who are most able.

The School enjoys a very strong reputation and is well-known for the successful preparation of boys and girls for entry to some of the country's finest Senior Schools. These include: Bradfield College, Canford, Charterhouse, Churcher's College, Cranleigh, Eton College, RGS Guildford, Guildford High School, Harrow, Lord Wandsworth College, Marlborough College, Monkton Combe, Prior's Field, Radley, St Catherine's Bramley, St Swithun's, Wellington College and Winchester College. Overall entrance results are high and a large number of pupils have been successful in gaining scholarships throughout the disciplines.

More than anything else, however, our philosophy here is that happy children will thrive and succeed and our aim, therefore, is to facilitate a warm, nurturing atmosphere where children feel safe and happy.



The Opportunity

Edgeborough School is seeking a highly motivated, passionate and qualified Key Stage 2 teacher to inspire children in our nurturing, caring and collaborative Junior Prep Department (Years 3-5).

Edgeborough is one of Surrey's top Prep Schools and is a fantastic environment in which to work. The staff room is a warm, friendly and vibrant place with everyone pulling together in their quest to keep Edgeborough right at the forefront of Prep School education in the UK. Never has its warmth and camaraderie been so important, and so noticeable, as now.

There is a very positive buzz about Edgeborough which has resulted in significant growth recently – pupil numbers are up by 20% in three years in spite of COVID and the testing educational, economic and political climates.

We fully recognize that children learn best when they are enthused, engaged and happy and we pride ourselves on the exceptionally friendly, inclusive and nurturing provision that we offer, where children and their families feel confident, involved and valued.

With Edgeborough situated so favourably in some truly stunning grounds, outdoor learning is integral to who we are and what we do, particularly in the Junior Prep. The ideal candidate will share our commitment to high academic standards as part of a genuinely rich and holistic education. As a school with community at its core, we are also seeking an individual who will embrace school-life in its fullest sense and actively involve themselves in the many varied and wonderful opportunities that Edgeborough has to offer. If you are passionate, energetic and forward-thinking then you will fit in brilliantly.



Job Description

General Information

Job Title: Junior Prep Teacher

Start date: Autumn Term 2021 or sooner if possible

Responsible to: Head or Senior Leadership (as required)

Liaising with: Teaching Assistants, Learning support (LEAP) staff, the School Listener

Employment Status: Full Time, Permanent

Department: Junior Prep

Remuneration: A competitive salary will be offered, in line with the successful candidate's qualifications and experience.

Main Responsibilities

Planning, Teaching and Classroom Management:

The teacher shall carry out the professional duties of a school teacher under the direction of the Headmaster, and these shall include:

- Planning and preparing engaging and well-differentiated lessons in accordance with the aims and objectives of the school and the programme of study, as determined by the subject co-ordinator, or Head of Junior Prep.
- Teaching the pupils assigned to each class and being responsible for the welfare of the children for the time of the lesson.
- Contribute to the collaborative planning process with subject and year group colleagues, including attending planning meetings.
- Ensure appropriate use of the resources available to you to promote pupil progress and well-being, include Teaching Assistants, the LEAP department and the School Listener.

- Maintaining good order and discipline amongst the pupils and safeguarding their health and safety whilst they are under your supervision.
- Taking responsibility for the pastoral care of the children in your form, liaising with staff and parents where necessary.
- Assessing, recording and reporting on the development, progress and attainment of pupils in accordance with procedures laid down.
- Maintaining a high level of communication with the parents of the children within your form, ensuring all are kept up to date with necessary information.
- Liaising with colleagues to ensure continuity of teaching and learning in each class.
- Supervising and, as far as is practicable, teaching any pupil whose teacher is not available to teach them.
- Assisting in the supervision of pupils before during and after school, as directed by the leadership team.
- To be responsible during a fire alarm for the supervision of the pupils of any class they are teaching out of the buildings and their subsequent registration.
- To be responsible for the organization and supervision of pupils during relevant school trips in the manner laid out in the staff handbook.
- Participating in any meetings affecting the school and its pupils as appropriate.
- To issue and monitor rewards and sanctions for pupils in your form, highlighting anomalies or concerns.
- Maintaining resources and displays in an ordered way and to a high standard.
- Participating in training, professional development and appraisal.

Job Description

Other Responsibilities

All staff are required to play their full part in the effective and efficient running of the school. This would include:

- Taking extra-curricular activities and Games
- Supervision duties
- Carrying out any other duties which may be reasonably required by the Head
- Stay informed about events, general school organization and staff discussions by reading the minutes from whole school meetings and notices posted on electronic whole-school platforms.
- Take part in events that may be during the evenings or, occasionally, at weekends, within reason.
- Have a good working knowledge of whole school policies and aims.
- Promote the ethos, good name and reputation of the school at all times.
- Any other reasonable request made by the Department Head, Deputy Head or Head.



Our Ethos

At Edgeborough, more than anything else, our philosophy and belief is that happy children will thrive and succeed. Therefore, our aim, across the school is to facilitate a warm, nurturing atmosphere where children feel safe and happy.

Person Specification

Experience and Knowledge

- Experience working with children of relevant age
- Experience assisting with the assessment, recording and reporting of pupils' progress
- Full working knowledge of relevant policies/codes of practice/legislation (i.e. statutory requirements concerning Equal Opportunities, Health & Safety, SEND and Child Protection).
- The ability to use ICT effectively to support teaching and learning and to monitor children's progress.

Skills and Abilities

- The desire, energy and capability to be an outstanding and inspiring teacher.
- An understanding of children and an ability to respond to their interests, learning needs and individual characters.
- The ability to relate well to children and adults, and to build positive working relationships.
- An understanding of classroom roles and responsibilities.
- Confidence and competence when managing the learning and behaviour of an individual, a small or large group, or whole class.
- Ability to develop high quality, engaging and learning-rich learning resources, activities and experiences.

Personal Qualities

- An effective team player who works collaboratively and effectively with others.
- Excellent interpersonal skills, communicating (verbally and in writing) effectively to a range of audiences.
- Warmth, sensitivity, kindness and respect to all, especially the children.

Qualifications and Training

- Qualified Teacher Status
- Degree or equivalent
- Strong Numeracy and Literacy skills (GCSE)

Other Factors

- Commitment to work with children.
- Desire to improve own practice / knowledge through self-evaluation and learning from others.

A number of out of term hours will need to be worked throughout the year to allow for: INSET and OUTSET dates, progress review meetings, Open Days etc. Induction, Appraisal and Professional Development. As part of the Professional Development Programme, INSET Training is provided for 2-3 days before the start of each term.

Terms of Appointment & How to Apply

Terms and conditions of Employment

The Salary offered will be competitive, based on the qualifications and experience of the successful candidate. Full details of the terms and benefits of the post will be discussed with the successful candidate at the time of the initial offer.

Application process

Interested candidates should complete the School's application form available at <https://www.edgeborough.co.uk/work-for-us/> together with a covering letter explaining your suitability for the role, addressed to Mr Dan Thornburn, Headmaster. Please email both documents as pdf files to recruitment@edgeborough.co.uk or by post if you prefer to Mrs Gillian Dixon, Head's PA, Edgeborough School, Frensham, Farnham, Surrey. GU10 3AH.

The closing date for applications is **09.00 on Friday 26th February, 2021.**

All applications will be acknowledged by email. All applications received will be handled by the School in accordance with the requirements of the Data Protection Act 2018. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact the Head's PA, Gill Dixon by telephone on 01252 792495

Interviews will be conducted in the week commencing **Monday 15th March** and, COVID restrictions permitting, will be held at Edgeborough.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

