



**St Swithun's**  
**WINCHESTER**



## **Candidate Brief**

**Prep School Teacher**  
**For September 2021**

## **The School:**

St Swithun's Prep School, Winchester is an IAPS school for girls aged 4-11 with a co-educational nursery from age 3. The girls benefit from excellent teaching, sporting and recreational facilities.

It adjoins a leading GSA school offering day, weekly boarding and full boarding for 520 girls aged 11-18. St Swithun's senior school is academically selective and regularly appears in the top 30 schools in the national league tables.



## **Ethos:**

At St Swithun's prep school children's happiness is at the heart of everything we do. We know that confidence is fundamental to success, so all activities are characterised by a palpable sense of fun and enjoyable challenge to ensure that pupils flourish in every way during their time with us. Children here all enjoy a huge range of opportunities to shine wherever their interests lie; they are guided to give their very best, astonish their audiences and receive their applause. They are the leaders of tomorrow, and it is an enormous honour and privilege to be a key influence in their development. Whilst gently selective and keenly focussed on intellectual rigour, we offer a genuine all-round education and we place enormous importance on creative and performing arts. We offer an inclusive, yet appropriately competitive sports programme; and we encourage children to have fun, take risks and get stuck in to all that we have on offer.

## **Community:**

St Swithun's was founded in 1884 by Anna Bramston, daughter of the Dean of Winchester, and Christian values underpin our approach to education. We provide a civilised and caring environment in which all girls and staff are valued for their individual gifts and encouraged to develop a sense of spirituality and of kindness. We believe that kindness and tolerance are at the heart of any fully functioning community. Our staff are friendly and supportive, and the school is committed to supporting the wellbeing and professional development of its employees.

The school is committed to maintaining the vision of its founder by offering bursaries for girls who would otherwise not have the opportunity of a St Swithun's education.

## **The St Swithun's Learning Community:**

Our pre-prep curriculum, including our co-educational nursery and girls-only provision from reception through to year 2, is designed around the children's interests and intrinsic motivations, harnessing their love of asking

questions and allowing them to become independent learners. Passions for learning, literature and life are developed from the earliest of days. Then, throughout our junior classes from year 3 to year 6, we continue to hold the development of character and the pursuit of academic excellence in equally high regard. Children enjoy a weekly timetable that is opulent and varied; it emphasises the core subjects of English, mathematics, science and computing but balances these with a huge amount of sports, humanities, arts, languages and extra-curricular opportunities too.

Although we carefully prepare children for successful and stress-free transition to a range of leading independent schools, including our own senior school, we never resort to a meaningless hot-housing approach and remain committed to maintaining a rich and inspiring curriculum.

## **Location:**

The school is set on an impressive and attractive campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only a 50-minute journey from central London.

Winchester is well connected by road, rail, air and sea, allowing convenient and affordable holiday opportunities for staff. There is also easy access to the New Forest, the south coast, and the West Country.

Winchester and its surrounding areas offer outstanding local cultural, historical, sporting and entertainment opportunities in addition to fantastic access to outdoor pursuits. Southampton and Winchester Universities are in close proximity, as are a wide range of good state and independent schools.

## **Facilities:**

The prep school is housed in a pair of state of the art buildings that opened in 2015 and 2016. The main block houses classrooms alongside specialist areas for Art and Design Technology, Computing, Food Technology, Science and Music. The adjacent building is comprised of a Gym and a multi-purpose auditorium with retractable tiered seating.

As well as the modern prep school building, the school has use of some facilities which it shares with the senior school including a 600 seat performing arts centre and a full-size swimming pool. The grounds are spacious and encompass sports fields, tennis courts and gardens.

The School is securely financed and this has enabled a continuous development programme over the years, which has made it possible for the School to keep pace with new requirements in terms of curriculum and equipment.

The School is registered as a Company Limited by Guarantee and as a Charity, and it has a wholly owned subsidiary company (St Swithun's School Letting Company Limited).

Further details of the School can be found at [www.stswithuns.com](http://www.stswithuns.com)

## **The role**

The school is seeking a Prep School Teacher; specialism or interest in KS2 would be a distinct advantage.

The job description sets out, but is not limited to, the main roles and responsibilities of the post.

### General

- All staff may be asked to undertake other specific duties which may, from time to time, be reasonably requested by the Head of Prep School.
- All staff are expected to promote and safeguard the welfare of children and young people, comply with the school's Safeguarding policy and adhere to all other policies set out by the school.
- All staff must comply with the Staff Code of Conduct, setting exemplary standards of behaviour, appearance and attitude.

### Class Teacher

- Planning effectively, and in collaboration with colleagues where necessary, under the direction of the Heads of Subject, Department and Phase
- Delivering high-quality lessons that ensure rapid development and strong levels of pupil engagement and enjoyment
- Focusing on individuals to ensure differentiation is appropriate and supports inclusion
- Keeping informed about best practice in teaching and learning and curriculum or syllabus changes
- Liaising with the SENDCo, as appropriate, to ensure the best possible provision for pupils with SEND
- Following the school's policies on marking, setting homework, tracking pupil progress and reporting to parents
- Maintaining a purposeful and focused atmosphere in the classroom and setting the highest expectations of behaviour and attitudes to learning
- Running an after school club, attending school trips and, as required, residential trips
- Carrying out supervisory duties as part of the school rota
- Covering absent colleagues when required
- Ensuring communication with parents, pupils and staff is effective and professional at all times and supports the wider vision and aims of the school
- Ensuring an attractive and inspiring classroom environment is maintained at all times and that displays promote and celebrate children's academic achievements
- Attending meetings, training, INSET, assemblies and occasional weekend events such as the school fete, as required.
- Meeting all deadlines for the efficient running of the school (e.g. reports, planning, work scrutiny submissions)

### Form Tutor

- Being the first and principal person in the chain of pastoral care for a pupil, encouraging the spiritual, moral, social, cultural and physical development of the pupils within the form;
- Monitoring the personal behaviour, appearance and attendance of pupils, insisting on high standards and leading by example, adhering to the Code of Conduct at all times and ensuring pupils do so too.
- Being available for pupils and parents outside teaching hours to attend to any pastoral or academic issues
- Dealing with any academic or pastoral concerns relating to pupils effectively and professionally, liaising with relevant members of the Leadership Team as necessary.
- Ensuring that the form room retains an organised, tidy appearance and that displays are inviting, well maintained and current.
- Ensuring pupils are registered in accordance with the school's policy.
- Ensuring that communication with parents, pupils and staff is effective and professional at all times and that all communication supports the wider vision and aims of the school.
- Attending meetings, training, INSET and assemblies as required.
- Meeting all deadlines for the efficient running of the school (e.g. reports)

## Person Specification

All St Swithun's employees are expected to adhere to the school's code of conduct, and foundation virtues.

## Qualifications and Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• QTS</li><li>• University degree</li><li>• Knowledge of the latest curriculum developments</li><li>• Experience of planning engaging lessons that enable high quality learning and rapid progress</li><li>• Experience of using a range of tools and data to support the progress and achievement of pupils</li><li>• Experience of promoting the personal development of children</li><li>• Enthusiasm for teaching English and Humanities</li></ul>	<ul style="list-style-type: none"><li>• Post graduate qualifications</li><li>• Paediatric first aid qualification</li><li>• Experience teaching in both maintained and independent schools</li><li>• Experience of or interest in KS2</li><li>• Enthusiasm to teach girls sports including Cricket, Netball and Football</li></ul>

## Key Skills and Qualities

Essential	Desirable
<ul style="list-style-type: none"><li>• Capable of teaching across the primary curriculum</li><li>• Outstanding communication skills (with excellent spoken and written English)</li><li>• The ability to work as part of a happy team and be a positive and empathetic colleague</li><li>• The ability to problem solve and calmly support others if things go wrong</li><li>• The ability to manage workload, time and complex demands effectively</li><li>• A firm commitment to the safeguarding and protection of children and young people</li></ul>	<ul style="list-style-type: none"><li>• An understanding of the needs of parents who are heavily invested in the education of their children</li></ul>

## Terms and Conditions

Core hours are Monday to Friday, from 8am to 4.30pm. In addition, there is an expectation that staff will offer an after school club each week. Staff are required to attend INSET days - typically five per year. There are a number of events in the evening, such as music recitals and productions, as well as occasional weekend events such as the summer fete at which attendance is required. Staff are expected to contribute fully to the wider community and life of the school. School holidays are generous, in line with the rest of the independent prep school sector.

St Swithun's has its own competitive pay scale. Salary will be commensurate with the experience of the candidate. The school also provides a range of benefits for teaching staff including: private health insurance cover, discounted gym membership and health benefits, and a generous fee remission for any of their children attending the school.

The first year of employment will be probationary and the appointment is subject to safeguarding checks including satisfactory references and clearance by the Disclosure and Barring Service.

## Application Process

**Please send your completed application form to:**

HR Department  
St Swithun's School  
Alresford Road  
Winchester  
SO21 1HA

Or by email to [recruitment@stswithuns.com](mailto:recruitment@stswithuns.com)

**Closing date for applications:** Monday 17 May at 5pm

**Interviews:** Interviews will be held week beginning Monday 24 May

**The school reserves the right to appoint prior to the closing date**



*St Swithun's is a registered charity providing education for girls aged 3-18 (and boys in the nursery) and is committed to safeguarding and promoting the welfare of children. All staff are expected to share and support this commitment and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

## Child Protection Statement

Every pupil should feel safe and protected from any form of abuse which, means any kind of physical abuse, emotional abuse, sexual abuse, neglect and peer on peer abuse. All children without exception have the right to protection from abuse. No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs.

The school recognises that, because of their day-to-day contact with pupils, staff are well placed to observe the outward signs of abuse, and reinforces that our approach must be that, "it could happen here". Abused children and 'children in need' are at greater risk of suffering from mental health problems in adult life so early intervention is critical. Intervention to protect children and promote their wellbeing does not just mean thinking about pupils who may be at risk of abuse, but also thinking about pupils who may need intervention as a 'child in need' e.g. a pupil suffering from mental health issues or with a disability. These responsibilities apply to all staff, members of the School Council and volunteers working in the school.

We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.

We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.

The Headteacher ensures that the recommended procedures are followed when recruiting staff.

## Application Explanatory Notes

- Applications will only be accepted from candidates completing the school's application form in full. CVs will not be accepted in substitution for completed application forms.
- Candidates must be aware that all posts in the school involve some degree of responsibility for safeguarding children.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- In accordance with government guidelines, we may seek references on shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview. In cases where this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer wherever possible. If the current/most recent employer does/did not involve work with children, then the second reference should, if applicable, be from the employer with whom the applicant most recently worked with children (or engager if a self-employed or voluntary role). If the applicant has never worked with children previously, then references should be from an employment context, an academic context if this is not applicable, and finally a character reference from someone of 'good standing' in the community. Referees should never be a relative or someone known to the applicant solely as a friend.
- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description / role outline for the position. If the referee is a current or previous employer, they will also be asked to confirm the following:-
  - the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, and disciplinary record;
  - whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
  - whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.
- The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be discussed with the applicant before any appointment is confirmed. The School may also telephone the author of a reference to confirm its authenticity or to request elaboration of answers as appropriate.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or department for education.

## Interview

- Interviews, except in extenuating circumstances, will be conducted in person at the school.
- During the interview process an applicant's suitability to work with children, and for the role for which they have applied will be explored.
- Applicants will be required to provide documentation confirming their [Right to work in the uk.](#)
- Applicants will be required to provide documentation suitable for obtaining a [Disclosure and Barring Service \(DBS\) check.](#)
- Applicants must also be able to show evidence of any qualifications on which their application relies.

## Conditional offer of appointment: pre-appointment checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references
- Verification of identity and qualifications
- A satisfactory DBS disclosure
- A check of the children's barred list
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness
- Further checks, dependent on the role. For full guidance please refer to the school's recruitment policy.
- Satisfactory completion of a probationary period.