



Feltonfleet

PREPARATORY SCHOOL

Teacher of English

Required for **September 2018 or January 2019**

Full-time English Teacher

The advertisement in the TES is as follows;

An enthusiastic and inspirational teacher of English, qualified and experienced in teaching Years 5 to 8, is required to join an excellent team in this dynamic, flourishing day and boarding prep school. Willing and able to coach Games and/or contribute strongly to other extra-curricular activities.

Closing date: **Friday 4th May 9.00am**

Interviews will take place on **Thursday 10th May 2018**.

Ideally, the successful candidate will be:

- Qualified to teach English to Year 8, embracing CE and Scholarship.
- Capable of working as part of a strong team, but also able to show initiative, work independently and support the continued development of the English Department.
- Willing and able to coach games and/or contribute strongly to other extra-curricular activities.
- Committed to the busy day and weekly boarding ethos.
- Good fun, inspirational, brilliant with children and completely at ease with parents.
- Able to work closely with our Learning Enrichment Department to ensure all students' needs are met.
- Keen to liaise regularly with the school librarians, to promote new initiatives and a love of reading and literature.

Feltonfleet School

Feltonfleet is a thriving, co-educational day and weekly/flexi-boarding prep school located near the A3 in Cobham, Surrey. There are 400 pupils on roll, of which 80 are in the Pre-Prep, Calvi House. The School is set in 30 acres of woodland and grounds, and presents a marvellous working environment. It has charitable status and there is a board of Governors.

The Headmistress is Mrs Shelley Lance, who commenced leadership of the school in January 2018. There are 45 full-time teaching staff and a large support team. Approximately 60 boys and girls are weekly or flexible boarders. We follow a Monday to Friday routine, with matches for prep school pupils on Saturday mornings.

Feltonfleet enjoyed a highly successful ISI Inspection in November 2012 and an outstanding judgement from ISI for our boarding provision in November 2015. All areas of the School have been refurbished and the Lower School classrooms (Years 3 and 4) were completely re-shaped in 2014. A state of the art Theatre and Dance Studio were opened in May 2015, transforming the front of the School.

The approach to teaching and learning at Feltonfleet is exciting and challenging, with an emphasis on growth mind-set. Change is eagerly embraced by colleagues and pupils who share a passion for learning and finding new and better ways of doing things, consequently standards are high. Creativity, thinking skills and instilling a thirst for independent learning are at the heart of our approach.

Staff are well supported through a Professional Development Review programme which encourages colleagues to seek appropriate courses. The School has a strong internal programme of INSET and is constantly seeking to raise standards.

Demand for places in the School is considerable.

English at Feltonfleet

The English Department consists of four full-time members of staff with Years 5 to 8. It is increasingly well resourced with interactive whiteboards in all classrooms. The Department has achieved an excellent reputation within its teaching and delivery of English. Our primary aim is to support the pupils and provide an atmosphere within the classroom where they can enjoy the learning of English.

The successful candidate would be expected to play a supporting role within the management of the department. A full timetable of English will be taught, including classes up to Year 8.

Years 5 and 6 have seven 30-minute periods of English per week and Years 7 and 8 have six 30-minute periods per week. There are also additional lessons for weaker students in Years 7 and 8. English in Years 5 and 6 is divided into four sets of approx. 13-14 pupils per set. The schemes of work follow the English Programme of Study and Common Entrance Syllabuses. The top set in Years 7 and 8 comprise of some higher tier CE candidates and potential academic scholars.

Job specification – English Teacher

a. Accountable

- To the Assistant Head (Teaching & Learning)

b. Responsible

- For teaching a full timetable to English sets in each of Years 5 to 8.
- For tutorship of a form of approx. 18 pupils.

c. Key areas of responsibility

- To carry out all the usual duties of a subject teacher.
- To support the Subject Leader in department initiatives.
- To promote high quality teaching and learning of the School's English curriculum.

- To ensure that the classroom is an invigorating environment for effective learning, embracing pupils' work on paper, display and in the general atmosphere created in the classroom.
- To write twice yearly academic reports, and monitor and evaluate pupils' learning, liaising closely with the Subject Leader and the Assistant Head (Teaching & Learning).
- To be accessible and amenable to regular parental contact, and develop open, easy and professional relationships with parents.
- To undertake supervisory duties in the course of the school day (eg. break, lunch, prep).
- To possibly coach boys' or girls' Games.
- To attend staff meetings, School INSET, and attend professional courses to enhance teaching effectiveness and qualifications.
- To support and contribute strongly to the corporate life of the School (eg. contributing material to newsletters, the school magazine, the website, attending events, such as termly Open Morning, etc).

d. Person specification

A sense of humour, adaptability, a commitment to team work and a strong desire to make a difference are vital to our philosophy. A can do, will do attitude must be the driving intent of the successful teacher, allied to a sensitive and sympathetic approach to the overall role.

In addition to candidates' ability to perform the duties of the post, the interview will also explore the issues relating to safeguarding and promoting the welfare of children including;

- Motivation to work with children and young people
- The ability to form and maintain appropriate relationships and personal boundaries with children and young people

For an appropriately qualified candidate, there is an opportunity to be involved with the Games programme, working closely with the PE Department, and coaching school teams.

The Feltonfleet day is long and busy, and we shall certainly look for, and reward, a strong commitment to the whole life of the school.

We would be delighted to welcome applications from colleagues currently working in the maintained sector. However, understanding our high expectations, a commitment to working very hard, and clear evidence that you are going to get fully involved in the life of this excellent school, is paramount. You need not have worked in a prep school before, but you do need to understand and have empathy with the ethos and spirit of prep schools and independent education.

Other areas of School life

All teachers appointed to Feltonfleet are expected to contribute fully to the extra-curricular and pastoral life of the School.

Pastoral care is a strong feature of Feltonfleet life. An interest and involvement in boarding as a House Tutor is a requirement for residential staff (i.e. those occupying school accommodation).

Weekly and flexi-boarding for boys and girls is an important element in the life of the School. Non-residential staff are not expected or required to support boarding as a boarding tutor.

Games and the wider life – An involvement in Games would be well received, and there could be opportunities to coach front line teams. The School expects its teachers to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the school depends upon teachers who, for example, coach games, direct plays, support and organise clubs and society meetings, or take children on trips and residential expeditions.

Salary and support

Rent free accommodation could be available for a candidate willing to take on some boarding duties. The School is strongly committed to on-going training and development. We offer a formal induction programme, and follow the Government's mentoring scheme for NQTs.

The seven point salary structure is based on the maintained sector pay scales plus a Feltonfleet allowance. Salaries are paid according to a seven point scale. An NQT would be placed on point 1 which at current rates is £28,875; a teacher at the top of the scale, point 7, is paid £42,550.

The successful appointee will also be entitled to the following:

- The children of full-time staff are educated at a reduced rate
- Use of a staff laptop/iPad
- Use of corporate games clothing for Games coaching
- Free school meals

This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a time when interest in the School, and demand for places is considerable, the future is very exciting.

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following;

The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons' for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement 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 of welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmistress.

The successful candidate will be required to provide an enhanced CRB Disclosure. In seeking references on short-listed candidates, the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Applications

A brief letter of application, and a completed and signed application form should be addressed to the Headmistress, Mrs Shelley Lance, as soon as possible.

Mr Simon Pomeroy, The Assistant Head (teaching & learning) and Mr Neil Kumar, English Subject Leader, would be delighted to talk on the phone to any candidate who would like to know more about the post. They can be contacted at the School (01932 862 264), or by email: simon.pomeroy@feltonfleet.co.uk or neil.kumar@feltonfleet.co.uk

Full details of the post and application forms are available on the school website - www.feltonfleet.co.uk - or from the Headmistress's PA, Mrs Heidi Tripp: hmpa@feltonfleet.co.uk or 01932 862 264.

Interviews will take place on **Thursday 10th May 2018**.

Shelley Lance
April 2018