

Candidate information

Primary (Key Stage 2) Teacher

Required for September 2018



AN INTRODUCTION TO SPRING GROVE SCHOOL

At Spring Grove School we offer an outstanding all-round education and a fantastic start in life for boys and girls aged 2 to 11 years.

We are a happy, family prep school that specialises in 'free-range' children: nurturing and developing all who join to their full potential. We are able to do this because we have small classes in which our children receive expert attention and tuition, preparing them perfectly for both grammar and senior independent schools.

Set within an idyllic 14 acre rural setting close to both Ashford and Canterbury, Spring Grove School is one of the most beautiful playgrounds in Kent. Our school is small enough for us to know every child, as well as their family, and for us to encourage each and every pupil in our care to be self-confident and independent learners. The children at Spring Grove School live and breathe our school motto 'Always do your best'.

We love the outdoors, we enjoy competition, we sing, dance and play, explore and love to learn. Former pupils look back on their time here as magical and inspiring.

We are a truly independent day school and are a recognised member of The Independent Association of Prep Schools (IAPS). We offer a wide range of subjects, extra-curricular activities and clubs.

We want Spring Grove to be a school that parents, teachers and staff would have wanted to attend when they were children. Our teachers are tasked to remember this philosophy when they are planning their lessons and activities - enjoyment is at the heart of everything we do!

We firmly believe Spring Grove School is unique and a great place for children to grow.

For more information, please visit the school's website www.springgroveschool.co.uk

OUR VISION

To be a leading truly independent prep school in Kent, offering boys and girls the very best start in life. A happy family-orientated school that gives every child the space and opportunity to grow with confidence, academically and holistically, in a changing world.

OUR MISSION

We will develop all the children who join Spring Grove to their full potential, academically, socially, physically and emotionally in a supportive, caring and friendly community. Within a beautiful rural setting our school is small enough for us to know every child and their family and encourage them to support the school motto: 'Always Do Your Best'.

OUR AIMS

Pupils at Spring Grove School will:

- Fulfil their potential: spiritually, morally, socially, culturally and academically to the best of our and their ability. We go the extra mile to achieve our aims.
- Learn in a stimulating environment: we can develop knowledge and skills and nurture a love of learning that will be lasting.
- Grow a thirst for knowledge: we encourage our pupils to develop a spirit of enquiry and an ability to work hard and independently and to value knowledge for its own sake.
- Be considerate: we constantly encourage children to develop a strong social and moral conscience, to look after their neighbour and realise the importance of becoming a good citizen.
- Develop a strong sense of well-being: we ensure that, as far as possible, your child will develop as a whole personality in a confident, responsible, successful and happy manner.
- Always Do Their Best: an approximate translation of our Latin motto, *Ad Alta Praeclara*.

THE ROLE: Primary (Key Stage 2) Teacher

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| Dates | Job start September 2018 |
| Salary | Competitive, dependent upon experience |
| Location | Wye, Kent TN25 5EZ |
| Contract type | Full-time |
| Contract term | 1 year, maternity cover |

Spring Grove School is looking to appoint an outstanding Primary Teacher to work across Key Stage 2. Equally adept in teaching all subjects, including English and Maths to first-class levels, we require a teacher with high academic expectations and who is also committed to developing the whole child and nurturing potential.

The successful candidate will be focused on the joy of learning, innovative and inspirational in their teaching and ready for a role in an academically ambitious school. He or she will be well-qualified with up-to-date knowledge and understanding of engaging pupils, creative and forward thinking, with an ability to support the school's aims and work co-operatively as part of our 'family' team.

Experience of various curricula, including Key Stage 2 English and Maths, is essential. A knowledge of the 11+ testing system, special educational needs (SEN) and more able, gifted & talented programmes would also be advantageous. The Primary (Key Stage 2) Teacher will report to the Director of Studies.

This one year, maternity cover, teaching role is an excellent opportunity for a dynamic applicant who enjoys motivating and educating young minds in a constantly changing world.

For an informal discussion about the role please contact the Headmaster, Mr Bill Jones, on 01233 812337.

Closing date for applications: Friday 15th June 2018, at 1pm

Interviews (if selected): w/c Monday 18th June 2018

An application form and this information pack may also be downloaded from the school website www.springgroveschool.co.uk. This information pack, our terms of employment and an application form may also be requested by email from apeirson@springgroveschool.co.uk.

Completed application forms should be accompanied by a covering letter and should be marked Private and Confidential to Mrs A Peirson, Assistant Bursar, Spring Grove School, Harville Road, Wye, Ashford, Kent TN25 5EZ or emailed to apeirson@springgroveschool.co.uk. CVs alone will not be accepted.

Spring Grove School reserves the right to close applications early and make an appointment at any stage.

Spring Grove School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and therefore, we expect all workers and employees to share this commitment. All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List check through the

Disclosure and Barring Service (DBS) and satisfactory employment references which will be taken up prior to interview (if selected).

Please note:

Applicants should be willing and able to teach across the primary curriculum.

All teachers at Spring Grove School are expected to play a full part in our extra-curricular and clubs programme and to join in fully with school life. Please state curriculum interests on the application.

Spring Grove School benefits:

- Excellent ICT support
- Competitive salary and benefits
- Free school lunches (term time only)
- Free onsite car parking
- A friendly, supportive working environment and staff
- Professional development
- Well-motivated pupils
- Private Pension Scheme

JOB DESCRIPTION:

Title: Primary (Key Stage 2) Teacher

This one year, maternity cover, teaching post, reporting to the Director of Studies and Headmaster, will be responsible for the teaching of allocated Spring Grove School classes and pupils, including effective lesson planning and classroom management. The post will play an important supportive role in maintaining the high levels of academic achievement at Spring Grove School.

The Governing Body expect that academic staff such as a Primary (Key Stage 2) Teacher would be flexible and multi-skilled and able to take on any portfolio or area of responsibility. The challenges and demands in a school mean that specific responsibilities have to change from time to time, and this role is one in which adaptability and creativity are paramount. This list should not be seen as exhaustive.

As a Primary Teacher you will:

- Ensure that the children's needs are met, both academically and pastorally.
- Maintain a current awareness of educational trends and initiatives affecting the age group and subject(s) taught.
- Set an example of good practice and share ideas with colleagues.
- Contribute to the subject co-ordinator's action plan which forms part of the School Development Plan.
- Be aware of your appraisal targets and work to meet them.
- Research and attend training to develop your skills and keep up to date with curricular developments, in line with your appraisal targets and the School Development Plan.
- Meet deadlines for report writing, as instructed by the Director of Studies.
- Keep up to date with marking and follow the school marking policy, ensuring that work is marked, and particularly that subject-specific vocabulary is corrected.
- Have high expectations of children's presentation, handwriting and the quality of their writing in all subjects.
- Review and where necessary replan the curriculum in liaison with the subject co-ordinator and/or Director of Studies, taking into account your subject's place within the whole school curriculum and its links with other subjects, recent developments nationally, the School Development Plan and the need for continuity and progression.
- Ensure that the whole school curriculum long term planning document is kept up to date for at least the coming half term.
- Ensure that medium term planning is in place for your subject(s).
- Take a fair and appropriate share of duties, as instructed by the Deputy Head.
- Monitor, evaluate and review any policies linked to your subject(s) or age group(s).
- Be aware of the individual needs of all pupils taught and provide differentiated learning experiences for pupils, setting realistic targets for next steps.
- Promote independent learning and creative thinking.
- Organise appropriate educational visits to enrich learning in your subject(s).

- Develop and maintain personal ICT capability and use ICT within teaching across the curriculum.
- Plan where pupils can make suitable and appropriate use of ICT in your subject(s).
- Where possible, promote numeracy through your subject(s).
- Implement assessment in your subject(s), keep a record of pupil attainment and use assessment appropriately to inform planning.
- Attend parents' evenings and school functions as appropriate.
- Be prepared actively to promote the school's ethos and to take an active part in after school clubs and activities.
- Encourage and manage contact with parents, maintaining accurate written records of all meetings.
- Take class assemblies on a rota basis.
- Attend whole staff, Key Stage and departmental meetings and INSET days.
- Develop subject links with outside agencies including IAPS.
- Follow all relevant school policies.
- Promote your subject, celebrate pupil's work and create a vibrant learning environment with current and relevant displays.

All staff at Spring Grove School are required as part of their salaried employment to:

- Promote the best interests of the School through the excellence of their own work and courtesy shown to visiting members of the public, prospective and present parents, and other professionals;
- Work co-operatively with other colleagues and members of the SMT;
- Act professionally in all situations;
- Attend and contribute constructively to meetings, as required to do so;
- Arrive at school at a time to ensure they are prepared to organise or assist as needed;
- Attend school functions and concerts, as required to do so;
- Help review policies and to participate in working parties, as required to do so;
- Take responsibility for the development of their own careers, through training and the acceptance of additional responsibilities;
- Be conversant with the School's Safeguarding Policy and treat pupils with kindness and respect; and
- Be aware of the School's Health & Safety Policy, to abide by it, and to make a positive personal contribution to its further development.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Additional information:

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out. In allocating time to the performance of duties and responsibilities, the post holder will be able to work within the school's normal working day but it is expected that, in a busy independent preparatory school, certain duties may reasonably require extra attention out of school hours and in holiday time.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every year (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post. The school undertakes to provide appropriate induction, mentoring and professional development for the Primary (Key Stage 2) Teacher.

Guidance for applicants:

Suitability for the post will be measured through application form, interview, lesson observation, supporting evidence (e.g. certificates, portfolios etc) and references undertaken.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applications should consist of a covering letter and a Spring Grove School application form stating two referees. CVs alone will not be accepted.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering.

PERSON SPECIFICATION:

Title: Primary (Key Stage 2) Teacher

Spring Grove School is committed to safeguarding and promoting the welfare of children and young people. Therefore, we expect all workers and employees to share this commitment.

All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List check through the Disclosure and Barring Service (DBS).

| | Essential These are qualities without which the Applicant could not be appointed. | Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria. |
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| Qualifications/ Professional Development | QTS Graduate of a recognised British university or international equivalent | Post graduate qualification in education Evidence of recent involvement in professional development |
| Skills and Experience | Excellent communication skills Outstanding classroom practitioner with proven experience of working successfully with Key Stage 2 Highly competent ICT skills | Proven experience of teaching the core subjects of English and or Mathematics Experience of 11+ Testing Integrated approach to use of ICT in the classroom |
| Knowledge | Sound knowledge of the Key Stage 2 curriculum, including English and Maths and a familiarity with a variety of learning styles Awareness of issues affecting education in Key Stage 2 | Knowledge of the EYFS and Key Stage 1 curriculum and of effective strategies for differentiation Knowledge and understanding of recent key educational issues throughout the primary phase Knowledge of the independent preparatory school market Knowledge of SEND, EAL and More Able, Gifted & Talented programmes and of effective strategies |
| Personal competencies and qualities | Sympathy with the Christian ethos and activities of the school Ability to work independently and to take the initiative Sensitivity to others and the ability to work cooperatively Wholehearted commitment to the life of a vibrant school community | |