



## Candidate Pack

### The Opportunity: Primary Teacher for September 2019

Applicants must be qualified teachers, with a recognised teaching qualification in primary education. Candidates should have a proven track record of inspirational teaching and learning and should demonstrate a philosophy and approach aligned to the ethos of our school. The ideal candidate will be dynamic, motivated and committed to working collaboratively with all members of our team. They will have the ability to teach across the prep age range and preferably will have a specialism in a modern foreign language.

#### The ideal candidate will:

- Be a dynamic, flexible team player with high level inter-personal skills and excellent organisational ability.
- Add value to our positive and motivated staff team, in order to give our pupils the best possible opportunity for success.
- Take a proactive role in initiating activities to enhance the wider life of school

#### The Setting

St Edward's Prep aims to provide its pupils with a well-rounded education which allows children to discover and nurture their creativity to develop into independent, critical thinkers with a lifelong love for learning.

Our curriculum framework guides our pupils to meet the challenges of the 21st century by supporting their growth as productive, insightful, responsible and compassionate citizens in a global society. It focuses on developing independent, skilled learners through an inquiry approach to all areas of the curriculum.

St Edward's Prep has been providing first-class education in Reading for over 60 years. Our school has an excellent reputation for the quality of its teaching, small class sizes, academic rigour. Teaching is tailored to the individual child and, as a result, our pupils achieve great things, academically, on the sports field and in the performing and visual arts.

#### Important Dates

The closing date for applications is 9am on Friday 29<sup>th</sup> March 2019

Interviews will be held in the week on Tuesday 2<sup>nd</sup> April. If you would like to visit the school, please call to arrange an appointment.

#### Contact Details

Your application, which includes a letter outlining your educational philosophy, an up-to-date CV with at least two professional referees, should be emailed to: [t.glass@stedwardsprep.com](mailto:t.glass@stedwardsprep.com)

Further information about the school can be found on our website: [www.stedwardsprep.com](http://www.stedwardsprep.com)

And on our social media sites: [Facebook](#) and [Twitter](#)

## Job Description

Reports to: Headmaster and Senior Leadership Team

### General Responsibilities:

- Have due regard for the education of all pupils in the school in accordance with the aims and objectives as laid down in the school's ethos
- Provide pastoral care as an integral part of performing duties as a teacher and as a Form Tutor if required
- Take responsibility for the well-being of all pupils in the school
- Follow the school policies as described in the Staff Handbook
- Have due regard for the requirements of the school's curriculum framework
- Plan lessons effectively in accordance with the school's Schemes of Work
- Inspire a love of learning with high expectations of pupil performance
- Ensure that all lessons are inspirational
- Remain up to date with marking, assessment, record keeping and reporting
- Attend relevant courses and stay abreast of developments in education in general and personal area of expertise in particular
- Be prepared to collaborate and support colleagues in your specific area of expertise
- Serve the St Edward's family and community
- Play a proactive role in the extra-curricular programme at the school
- Participate in, where appropriate, and be supportive of, all events taking place within the school, including those organised by FREDS

### Specific Responsibilities:

- Perform the pastoral care and administrative duties of a Form Tutor
- Able to teach a modern foreign language across the prep age range

*The posts holder's responsibility for promoting and safeguarding 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 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 or welfare of children in the school s/he must report any concerns to the Headmaster.*