



ST EDWARD'S PREP

A WISHFORD SCHOOL

Key Stage 2 Teacher – English, for September 2021



INTRODUCTION

Thank you for your interest in Key Stage 2 Teacher – English Co-ordinator

We are an independent school with a strong family and community ethos. We are looking for teacher who is passionate about English and would like to lead the subject across the school. The right candidate will be a dynamic, inspirational teacher with a positive attitude; someone who is willing to take on new challenges and is an excellent team player. This opportunity could be full time or 0.5FTE part time position. If it were a full-time position, the teacher would be a form teacher and teach their class other non-core subjects through our exciting thematic, inquiry driven curriculum.

I look forward to reading your application and hope to meet you soon.

Kind regards

Jonathan Parsons

Headteacher

ABOUT THE SCHOOL

St Edward's Prep is an independent prep school that provides a safe, happy environment in which children develop a love of learning and gain the confidence, character and the capability to fulfil their potential. A school in which pupils develop a passion for and awareness of the world, that empowers them to act and make it a better place for all.

St Edward's Prep has been providing first-class education for boys in Reading for over 60 years. Our school has an excellent reputation for the quality of its teaching, small class sizes, academic rigour and the traditional values we encourage in a warm and caring environment. Over the last few years we have been developing an exciting approach to teaching across the school that encourages pupils to enquire, ask questions and develop a deeper understanding of the world they live in. This has naturally led us to start welcoming girls to our Reception class from September 2021.

For more information visit www.stedwardsprep.com

WISHFORD SCHOOLS

St Edward's Prep is proud to be part of Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving Heads with time to focus on the children within their care. In addition, Heads work closely with an Advisory Board of experienced school leaders and each other, meaning that someone is always available to offer advice and support. For more information on the Wishford Schools group, please visit: www.wishford.co.uk. The full job description and person specification can be found below.

REMUNERATION

This is a position could be full or 0.5FTE part time with a competitive salary depending on experience. An excellent benefits package will be provided including access to the pension scheme and school fees remission.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit this by email to Tracy Glass, School Business Manager, at t.glass@stedwardsprep.com. There is no need to send us a CV or letter of application as all details are on the form. However, particular attention will be given to any relevant experience and your personal statement that should include information about your approach to/philosophy of education, your reasons for applying and how you are suitable for the role.

The closing date for applications is Monday 10th May 2021

Interviews Monday 17th May 2021

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Tracy Glass on 0118 2077 184 or t.glass@stedwardsprep.com

St Edward's Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

POST: KS2 TEACHER, ENGLISH CO-ORDINATOR

Reports to: Headteacher, St Edward's Prep

General Responsibilities:

- To contribute to maintaining a culture of safeguarding by keeping an up to date knowledge of safeguarding policy and practice
- To 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 mission statement and policy documents
- To provide pastoral care as an integral part of performing duties as a teacher and as a Form Tutor if required
- To share in the corporate responsibility for the well-being of all pupils in the school
- To follow the policies for the smooth running of the school as laid down in the Staff Handbook
- To have due regard for the requirements of the National Curriculum and the Senior School entrance requirement syllabus as appropriate
- To plan lessons effectively in accordance with the school's Schemes of Work and Programmes of Study
- To teach in as exciting and stimulating a way as possible in order to inculcate a love of learning and of school, at the same time having high expectations of pupils and their performance
- To keep up to date with marking, assessment, record keeping and reporting
- To attend relevant courses and stay abreast of developments in education in general and personal area of expertise in particular
- To play an active role in the extra-curricular programme at the school
- To join in where appropriate, and be supportive of, all events taking place within the school, including those organised by the PTA

Specific Responsibilities:

- Take responsibility for the development and profile of the English language through a culture of coaching, support and guidance for staff, pupils and parents
- Be responsible for co-ordinating departmental documentation for one subject area and ensuring that the requirements for the following are met:
 - Policy
 - SOWs and Planning
 - Assessment Feedback
 - Departmental Development Plan
- With guidance from SLT, ensure the smooth running of the subject and the consistency of teaching approach across the school
- Coordinate/advise on trips, visitors and theme days to enhance the subject
- Co-operate and liaise with teachers in the School and other educational establishments as appropriate
- Manage the departmental budget
- Keep abreast of the latest developments in teaching within the subject area and with curriculum issues and debate
- Keep the Library organised and stocked with the latest books

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 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 Designated Safeguarding Lead.

Personal Specification

The successful candidate will have the following skills, experience and qualities:

- **Essential**
 - A commitment to safeguarding and promoting the welfare of children.
 - Primary Teaching Experience
 - A teaching qualification from the UK or overseas at degree level
 - Knowledge and experience of teaching English within the primary age range.
 - An enthusiastic and inspirational teacher able to instil a love of learning in their pupils.
 - Be able to adhere to the school's values and ethos.
 - To display professionalism in all areas such as punctuality, work ethic, honesty, reliability and collaboration.
 - Have excellent organisational and time management skills.
 - Have the ability and passion to ensure the delivery of superb care and education.
 - A good standard of written, oral and IT skills.
 - A good team player who can support with many aspects of a busy Prep School life

Desirable

- Experience of leading a subject or area in a school
- A confident and sensitive communicator with both adults and children.