



# HEYWOOD PREP

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CORSHAM

## KEY STAGE 1/2 TEACHER Candidate Pack



“Heywood Prep is a welcoming, friendly and open community. As a result, of feeling safe and well looked after, pupils thrive and challenge themselves to reach their full potential.”



ISI Inspection Report, June 2014

## **INTRODUCTION**

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We are seeking to appoint a talented and enthusiastic KS1 or KS2 specialist to join a supportive, caring and professional team.

The successful candidate will be experienced in teaching KS1 and/or KS2, will deliver inspirational lessons and contribute to our diverse extra-curricular provision.

A full job description and person specification can be found below.

Start date: September 2019

## **THE SCHOOL**

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Located in the heart of Corsham, Wiltshire, the school is housed in a beautiful Grade II listed Georgian building constructed in 1776. Heywood Prep educates boys and girls from age 2 to 11. At the end of Year 6, the majority of children leave for independent senior schools in Bath and Wiltshire, many winning award11s and scholarships. At present, we have approximately 240 children on roll.

Heywood Prep is a happy school which produces caring, thoughtful children. The staff place great emphasis on nurturing and developing the talents of each pupil, encouraging them to have open and enquiring minds which will equip them to thrive in the next stage of their education. Academic standards are high and there is a strong commitment to encouraging all pupils to experience a range of extra-curricular activities. Personal development is encouraged through excellent pastoral care. Socially, numerous activities are enjoyed by the children including sport, music and drama.

## **WISHFORD SCHOOLS**

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Wishford Schools is a small, friendly group of nine schools. 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.

As a family-run group, the group has a very long-term outlook. This enables investment in the staff, facilities and resources needed in order for the schools to thrive. The group firmly believes that if its pupils are happy and successful, then the business will also succeed. The schools are run in a business-like manner, but the happiness, safety and education of pupils always comes first.

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 with 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](http://www.wishford.co.uk)

## REMUNERATION

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An excellent salary and benefits package will be provided including access to the Teachers' Pension Scheme and school fees remission.

## APPLICATION PROCESS & IMPORTANT DATES

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Applicants should complete the school's application form and submit this by email to Mrs Tatiana Rhodes, School Business Manager ([tatiana.rhodes@heywoodprep.com](mailto:tatiana.rhodes@heywoodprep.com)).

We only accept applications on the Heywood application form and the application should be accompanied by a covering letter, addressed to the Head, of no more than one page. Please do not send a CV.

The closing date for applications is noon on Thursday, 28<sup>th</sup> February 2019.

Interviews will be held on Friday, 15<sup>th</sup> March 2019.

We would welcome candidates to visit the school before application. An appointment can be arranged by contacting the Head's PA, Mrs Lauren Harmon ([hmpa@heywoodprep.com](mailto:hmpa@heywoodprep.com) / 01249 713379).

*Heywood 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.*

## FORM TUTOR JOB DESCRIPTION

<b>RESPONSIBLE TO:</b>	Head Deputy Head Director of Studies Head of Pre-Prep/Head of Lower Prep/Head of Upper Prep
<b>PURPOSE OF THE JOB:</b>	Form tutors share the responsibility for the efficient running of the school and the provision of successful pastoral care and academic progress of all pupils.
<b>RELATIONSHIPS:</b>	The post holder is directly responsible to the Head, the Deputy Head, Director of Studies and the Head of Pre-Prep/Lower Prep or Upper Prep and works closely with fellow Form Tutors, Subject Teachers, the SENDCo and Teaching Assistants.
<b>RESPONSIBILITIES:</b>	<p><u>Teaching and Learning</u></p> <ol style="list-style-type: none"> <li>1. To teach inspiring differentiated lessons with high expectations of all pupils.</li> <li>2. To follow the curriculum, to promote the development of the abilities and aptitudes of the pupils in any class or group assigned.</li> <li>3. To prepare termly plans according to the schemes of work and to upload them into the relevant folder on the school network.</li> <li>4. To prepare weekly and daily plans in accordance with the schemes of work and to teach lessons to pupils according to the prepared plans.</li> <li>5. To evaluate lessons retrospectively in order to inform future planning.</li> <li>6. To assist in any review of schemes of work.</li> <li>7. To ensure that work is regularly and promptly marked following the school marking policy.</li> <li>8. To set and mark homework according to requirements and in line with the children's targets.</li> <li>9. To administer tests and examinations as appropriate to the year group, recording results as requested.</li> <li>10. To assess and record pupils' progress; provide or contribute to oral and written assessments, reports, and references.</li> <li>11. To undertake subject leadership responsibility as required.</li> <li>12. To liaise with the SENDCo and Teaching Assistants regarding any children with specific needs. As required, liaise with parents and other schools/agencies involved.</li> <li>13. To complete regular Performance Management Reviews through the school's appraisal system.</li> <li>14. To participate in 'Inset' Days and training courses.</li> <li>15. To be responsible for creating a stimulating, productive learning environment in the classroom and shared areas. Each Form Tutor has responsibility for the presentation of their classroom, cloakroom area and the school's communal spaces. Displays will be changed routinely at least once a term and preferably every half term. Cloakroom areas will be checked regularly by Form Tutors and measures introduced to maintain their tidiness.</li> <li>16. To utilise a variety of teaching methods and strategies to enthuse pupils and take their learning forward.</li> <li>17. To consult with specialist subject teachers to ensure the children in your class are progressing in all areas of learning.</li> </ol>

18. To lead and co-ordinate a specific subject as agreed with the Head.

#### Pastoral

19. To take shared responsibility for the pastoral care of all pupils in the school with specific responsibility for pupils within your allocated form.
20. To develop good relationships and regular communication with parents and to report to the Head or SLT any significant aspects. Form Tutors are responsible for maintaining the strong links between home and school. Form Tutors should encourage a regular constructive dialogue between parents and teacher through informal conversations, telephone calls, e-mails and more formal meetings scheduled throughout the school year. Notes should be kept in the pupil's file regarding conversations that prompted action or where any concerns were expressed.
21. To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned, maintaining good order and behaviour in line with the school's policies and expectations.
22. To maintain an accurate daily marked register, to maintain the accuracy of data held, to distribute information as required, to receive letters from parents, to report any absences to the School Office in line with school policies.
23. To maintain the high standards of dress and behaviour for their pupils.
24. To adhere fully to all school policies including; Anti-Bullying, Safeguarding and Behaviour Policies.
25. In addition to attending all assemblies with their forms, Form Tutors are responsible for coordinating form assemblies, ensuring that the pupils are prepared and that parents are invited to attend.

#### Administration and other responsibilities

26. To attend Parents' Evenings, informal meetings with parents and extra-curricular activities as required, including Open Mornings if required.
27. To undertake break/lunchtime supervision duties as required.
28. To organise/assist with after-school activities as required.
29. To attend staff meetings and briefings in accordance with the calendar of meetings and routines published at the start of each term.
30. To report any concerns regarding their pupils at staff briefings so that other staff are kept informed.
31. To plan/supervise/assist with off-site day and residential trips if requested.
32. To maintain high standards of professionalism at all times.
33. To ensure good and effective liaison across the school and to promote positive relationships with senior school colleagues.
34. To supervise, and as far as practicable, teach for a reasonable time any pupils whose teacher is not available to teach them.
35. To use the allocated non-contact time productively to include activities such as planning and preparing lessons, assessing children's work and attending meetings, recording and reporting on the development, progress and attainment of pupils.
36. To follow and support all school policies and procedures.
37. To complete records, grade cards and reports within the published deadlines and to ensure all are filed appropriately.

**KS1/2 TEACHER  
PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>ESSENTIAL</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>– Degree level qualification</li> <li>– QTS</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>– Experience teaching KS1 and/or KS2 National Curriculum</li> <li>– Experience teaching children with a range of abilities</li> <li>– High levels of personal and professional integrity</li> <li>– Confident use of ICT</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>– A commitment to getting the best outcome for each and every pupil</li> <li>– Strong knowledge of KS1 and/or KS2 National Curriculum</li> <li>– An understanding of a range of teaching and learning styles for pupils with a range of abilities and needs</li> </ul>
<b>SKILLS AND APTITUDE</b>	<ul style="list-style-type: none"> <li>– Excellent written and spoken English</li> <li>– High level classroom teaching skills</li> <li>– Good interpersonal skills with colleagues, parents and pupils</li> <li>– Effective planning and evaluation to ensure appropriate progression in pupils' learning</li> </ul>
<b>DISPOSITION</b>	<ul style="list-style-type: none"> <li>– A positive and child-centred approach</li> <li>– Commitment to the safety and welfare of all pupils</li> <li>– Strong team working skills</li> <li>– High degrees of self-confidence, personal energy and dynamism</li> <li>– Personal warmth, good rapport with pupils, colleagues and parents</li> <li>– Excellent organisational skills</li> <li>– Appropriate levels of personal presentation</li> <li>– An understanding of, and commitment to, the School's ethos</li> <li>– Flexibility and willingness to be involved in School life</li> </ul>