

Appointment of KS2 Class Teacher Fixed Term from September 2024

Information for Applicants



St Teresa's School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the Disclosure and Barring Service.

Class Teacher – The Role

We are seeking to appoint an outstanding and creative KS2 Class Teacher on a fixed term contract from September 2024. This position offers an exciting opportunity to work within a highly successful friendly school, with well-behaved girls, and small class sizes.

The School

St Teresa's is a flourishing Catholic independent school for girls from 8 to 18 years, founded in 1928 by the Sisters of Religious Instruction. The school offers a strong, caring community based on its Catholic traditions, and is an inclusive community that welcomes girls from all backgrounds. Our core values (Faith; Community; Compassion; Intellect; Character) knit the school together, resulting in an atmosphere of mutual support, vibrancy and kindness.

Location

St Teresa's stands in grounds of 55 acres in an area of outstanding natural beauty between Dorking and Effingham in Surrey. There is easy access to London by road or rail; both Gatwick and Heathrow are within 45 minutes' drive.



A number of facilities have been provided to meet the needs of a modern education. These include a Sixth Form Centre, Equestrian Centre, Tennis Academy, a Performing Arts Centre comprising a large theatre, drama studios, music classrooms, practice rooms and recording suite. In addition, pupils at St Teresa's enjoy a swimming pool and an all-weather pitch.

The Preparatory School

St Teresa's Preparatory School is situated on-site with the Senior School under the leadership of its own Head. There are approximately 120 pupils on role with two form entry from Year 4 through to Year 6. We are a friendly, dynamic school with well-behaved girls, supportive parents and a nurturing, forward thinking SLT.

The Preparatory School provides a rich and stimulating curriculum, aiming for academic excellence at all times. Our girls benefit from small class sizes of around (15 to 20 pupils) as well as specialist teaching in a number of different subjects. The school was judged to be 'Excellent' in all areas in its most recent ISI report and 'Outstanding' in all areas in its diocesan inspection report. St Teresa's Preparatory School is a member of the Independent Association of Preparatory Schools (IAPS), the Girls' Schools Association (GSA), Catholic Independent Schools' Conference (CISC), the Boarding Schools' Association (BSA) and the Independent Schools Council (ISC).

Facilities

The school benefits from its own large, spacious hall; well-equipped libraries; music rooms; drama studios; all-weather surfaces for netball, hockey and tennis; a heated 25 metre swimming pool; a forest school; an Equestrian Centre; a Tennis Academy; a 3.5 million pound Performing Arts Centre; a technology hub and a refurbished sports hall.

The Vision

In 2019, neighbouring and complementary schools St Teresa's and Cranmore came together to form Effingham Schools Trust (EST), based on a diamond model – a powerful and exciting educational proposition, delivering all the advantages of both single sex and co-education to girls and boys. The partnership has proven incredibly successful, providing new opportunities for pupils of all ages, and bringing strength and stability to both schools.

EST is delighted to be able to build on this success with Manor House School joining the Trust from September 2023, forming a dynamic educational triumvirate. Three modern, progressive schools, Cranmore, Manor House and St Teresa's each have enviable track records, delivering best practice teaching to their pupils, whilst maintaining exceptional pastoral care.

The new partnership will allow each school to focus on its strengths whilst retaining its individuality, presenting to all pupils an extraordinarily rich variety of shared events, facilities and resources to provide a distinctive and distinguished education for pupils of all faiths and backgrounds.

EST's diamond model will offer the benefits of the co-ed classroom to very young pupils, the benefits of the single sex classroom in later prep and secondary years, before finally returning to co-education at Sixth Form. This method reflects and acknowledges that girls and boys approach their learning in differing ways at different developmental stages.

Class Teacher – Roles & Responsibilities

We are seeking to appoint an outstanding and creative KS2 Class Teacher. The successful candidate will be an inspirational classroom practitioner. This is an exciting opportunity within a welcoming and experienced team.

JOB DESCRIPTION

Purpose of Job

- To work in partnership with the Headteacher to support learning in line with the school's Mission Statement/Values, the National Curriculum, codes of practice and school policies and procedures
- To take responsibility for the education and welfare of a designated class of children, having due regard to the requirements of the school's Mission Statement/Values, the National Curriculum, codes of practice and school policies and procedures
- To be supportive of the Catholic ethos of the school

Duties and Responsibilities

- To plan lessons that ensure pupils experience a broad, balanced, relevant and stimulating curriculum
- To teach all areas of the curriculum as required by the school, motivating pupils with enthusiastic and imaginative presentation
- To ensure pupils' work is regularly marked, giving constructive feedback and sharing next-step targets
- To ensure a close match between the learning experiences offered and the individual needs of the pupils in the class, so that each child is appropriately challenged and achieves to the maximum of her capability
- To support the identification of, and make appropriate educational provision for, pupils with Special Educational Needs, those who have English as an Additional Language, those who are Able, Gifted and Talented and those with any other individual needs, with support from the Subject Leaders, Head of Learning Development and outside agencies.
- To take full account of up-to-date educational theory and practice with particular regard to
- Assessment for Learning and the use of Formative Assessment in line with the school's Teaching and Learning Policy
- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline
- To ensure that the majority of the pupils' work is closely linked to first-hand practical experience
- To provide pupils with opportunities to manage their own learning and become independent learners
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect
- To maintain a high standard of display both in the classroom and in other areas of the school
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work

- To assess pupils' progress, maintain records and provide written reports to parents in accordance with school policies
- To use assessment data to identify strengths and weaknesses and set challenging targets that will raise academic achievement
- To communicate and consult with parents and with outside agencies, as necessary, about pupils' progress and attainment
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice
- To carry out a share of supervisory duties in accordance with published schedules
- To provide internal cover when required
- To liaise with support staff both school-based and from other external bodies as required
- To take responsibility for the management of other adults in the classroom
- To take up the opportunity for Continuous Professional Development through self-directed reading, courses and in-service training
- To keep up to date with the latest technology in order to facilitate online learning when necessary
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school
- To attend and lead assemblies and collective worship
- To attend staff meetings and school functions as appropriate, including events and activities that may run during the evening or at the weekend
- To contribute to the delivery of the extra-curricular programme

To undertake whatever else may reasonably be requested by the Headteacher in support of the aims of the School.

Job descriptions are subject to review by SLT and may change from time to time.

Class Teacher – Person Specification

Teaching Ability, Experience and Curriculum Understanding

The successful candidate will be:

- A university graduate and a qualified teacher
- An excellent, creative classroom practitioner
- Committed to achieving the highest possible standards
- A competent user of information and communication technology

The successful candidate will have:

- Evidence of the management of his/her own continuing professional development
- A clear understanding of the National Curriculum, assessment and modern teaching techniques
- An appreciation of the need to prepare pupils for Entrance Examinations
- High expectations of pupils and teachers
- Clear and balanced views about pastoral care and discipline
- Understanding of child development and ability to recognise and respond to individual pupil needs

Skills and Attributes

The successful candidate will have:

- Ability to relate effectively to primary aged pupils
- Ability to work as part of a team
- Ability to communicate effectively both orally and in writing with a wide range of audiences
- Excellent ICT skills
- An understanding of issues regarding Health and Safety across the whole school and the whole school community

Personal Qualities

The successful candidate will be:

- Passionate about inspiring children to learn
- Enthusiastic
- Dedicated
- Adaptable
- Committed to promoting equal opportunities.
- Understand and be committed to the aims of a Catholic independent school
- Supportive of the Catholic ethos

The successful candidate will have:

- Common sense and initiative
- A positive disposition!

Remuneration and Benefits

Our staff enjoy working as part of a strong school community.

We reward our talented staff with a range of benefits.

Salary

Salaries are competitive and in line with independent school teaching scales.

Continued Professional Development

All staff have access to professional development training as part of the school's performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Fee Remission

Discounts available on school fees. Full terms and conditions provided by the Director of Finance.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Cycle to work

Cycle to work scheme for staff members.

Parking

Parking for staff members is provided on site.

Counselling Service

A free, confidential 24-hour telephone service available 365 days per year.

Use of School sports facilities

Staff may use the school's 25-metre indoor pool when available.

Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. A Letter of Application addressed to the Headteacher should accompany the application form.

Short listed applicants will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed in more detail. They will also be asked to complete a series of relevant tasks, including teaching a 30 minute lesson. Interview panels will include at least one person trained in Safer Recruitment.

Further information including examination results and the Independent Schools' Inspection Report can be found on the School's website www.st-teresas.com

As part of St. Teresa's commitment to safeguarding and promoting the welfare of children, any offer of employment to this post will be subject to receipt of a satisfactory Disclosure and Barring Service check, along with qualifications, two satisfactory references and a satisfactory response to a Health Questionnaire. **Please note that references will be taken up on short listed candidates prior to interview.**

Closing Date for Applications:	Monday 13th May 2024
Applications should be sent to:	Mrs Karen Babler (Recruitment Manager) k.babler@st-teresas.com
Interviews will take place on Monday 20th May 2024	St Teresa's School Effingham Surrey RH5 6ST

St Teresa's reserves the right to interview at any stage of the selection process.