



**CRICKLADE  
MANOR PREP  
SCHOOL & NURSERY**

## **KEY STAGE 1 CLASS TEACHER**

### **Candidate Pack**

**(Full time)**



# Introduction

An energetic, enthusiastic and ambitious Year 1 or Year 2 class teacher is required to join this highly regarded co-ed prep school through an exciting phase of development and expansion. This successful candidate will work as part of the Pre-Prep team as the school transitions from a single form entry school to a double form entry school.

**Key dates:** Apply by noon on Friday 16<sup>th</sup> April 2021

**Job start:** September 2021

**Location:** Cricklade, Wiltshire (SN6 6BB)

**Contract type:** Full time

**Contract term:** Permanent

## The Setting

Cricklade Manor Prep is a long-established Independent Prep School located in the heart of Cricklade, Wiltshire. Cricklade is a short drive from the M4 and A419, making it easily accessible from Cirencester, Swindon, Malmesbury and surrounding areas.

The school is housed on an 8-acre site within the town, including a handsome Grade II listed manor house, a separate EYFS department housed within a walled garden, a number of purpose-built classroom blocks and extensive sports facilities including Astroturf and grass pitches, a sports hall and swimming pool.

## The Experience

Cricklade Manor Prep educates boys and girls from age 2 to 11. At the end of their time at the school, pupils move on to a wide range of independent, grammar and maintained schools. The school's mission is built around three key pillars: Challenge, Motivate & Prepare.

The school aims to:

- Develop the academic, musical, creative, sporting and other talents of each boy and girl.
- Provide outstanding pastoral care in a secure, happy, nurturing environment, underpinned by principles of tolerance, kindness and respect.
- Create an outward-looking ethos, building links with parents and the local community.
- Prepare leavers for entry to senior schools at 11+.
- Enable leavers to be confident, capable, caring and independent minded.

To find out more about the school visit: [www.cricklademanor.com](http://www.cricklademanor.com)

## The Future

In September 2017, the school joined the Wishford Schools group and Guy Barrett was appointed as Headmaster to lead an exciting period of investment, modernisation and development. The school was relaunched as Cricklade Manor Prep in January 2018 and has been through an exciting few years of development and growth.

## Wishford Schools

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

For more information on the Wishford Schools group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)

## **The Opportunity**

The Headmaster invites applications for the role of Key Stage 1 4 Class Teacher.

The successful candidate will support the school's growth and development by participating fully in all aspects of school life. This is a very hands-on role, and is best suited to an action-oriented individual.

Candidates are sought who can demonstrate:

- Excellent communication and relationship-building skills;
- Excellent teaching skills.
- An energetic, proactive approach.
- Willingness to contribute fully to school life.

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

An affinity with independent schools would be advantageous, but experience within the sector is not a requirement.

## **Remuneration & Terms**

An excellent salary and benefits package will be provided and the potential for school fees remission.

## **Application Process & Important Dates**

Applicants should obtain an application form from <https://www.cricklademanor.com/vacancies/> and submit this by email to [jacky.barratt@cricklademanor.com](mailto:jacky.barratt@cricklademanor.com)

The application form may be accompanied by a covering letter of no more than one page addressed to the Headmaster. Candidates are also invited to submit an article they have written to support their application.

Visits to the school can be arranged; please contact Jacky Barratt to make an appointment.  
[\(jacky.barratt@cricklademanor.com\)](mailto:jacky.barratt@cricklademanor.com)

The closing date for applications is noon on Friday 16<sup>th</sup> April 2021.

*Cricklade Manor 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.*

# Job Description

## Key Stage 1 Class Teacher

Responsible to:	Headmaster Deputy Head Head of Pre-Prep
Purpose of the job:	Class Teachers share the responsibility for the efficient running of the school and the provision of successful pastoral care and academic progress of all pupils.
Relationships:	The post holder is directly responsible to the Headmaster, Deputy Head and Head of Pre-Prep and works closely with fellow teachers, the Learning Support Coordinator and Learning Assistants.
Responsibilities:	<p><u>Teaching and Learning</u></p> <ol style="list-style-type: none"><li>1. To provide a safe, friendly, stimulating environment in which the pupils can flourish.</li><li>2. To follow the curriculum in order 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 set and mark homework according to requirements and in line with the children's targets.</li><li>8. To administer tests and appraisals as appropriate to the year group, recording results as requested.</li><li>9. To assess and record pupils' progress; provide or contribute to oral and written assessments, reports, and references.</li><li>10. To liaise with the Learning Support Coordinator and Learning Support Assistants regarding any children with specific needs. As required, liaise with parents and other schools/agencies involved.</li><li>11. To complete regular Performance Management Reviews through the school's appraisal system.</li><li>12. To participate in 'Inset' Days and training courses.</li><li>13. To be responsible for creating a stimulating, productive learning environment in the classroom and shared areas. Each teacher 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 teachers and measures introduced to maintain their tidiness.</li><li>14. To utilise a variety of teaching methods and strategies to enthuse pupils and take their learning forward.</li><li>15. To consult with specialist subject teachers to ensure the children in your class are progressing in all areas of learning.</li></ol> <p><u>Pastoral</u></p> <ol style="list-style-type: none"><li>16. To take shared responsibility for the pastoral care of all pupils in the school with specific responsibility for pupils within your allocated form.</li><li>17. To develop good relationships and regular communication with parents and to report to the Headmaster and/or Head of Department any significant aspects. Teachers are responsible for maintaining the strong links between home and school. Teachers should encourage a regular constructive dialogue between parents and teacher through informal conversations, telephone calls, e-mails and more formal meetings scheduled throughout the</li></ol>

	<p>school year. Notes should be kept in the pupil's file regarding conversations that prompted action or where any concerns were expressed.</p> <ul style="list-style-type: none"> <li>18. 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.</li> <li>19. 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.</li> <li>20. To maintain the high standards of dress and behaviour for their pupils.</li> <li>21. To act upon, record and file day book entries following incidents or when concerns arise. To adhere fully to all school policies including: Anti-Bullying, Safeguarding and Behaviour policies.</li> <li>22. In addition to attending all assemblies with their forms, teachers are responsible for coordinating form assemblies, ensuring that the pupils are prepared and that parents are invited to attend.</li> </ul> <p><b>Administration and other responsibilities</b></p> <ul style="list-style-type: none"> <li>23. To attend Parents' Evenings, informal meetings with parents and extra-curricular activities as required, including Open Mornings if required.</li> <li>24. To undertake break/lunchtime supervision duties as required.</li> <li>25. To organise/assist with after-school activities as required.</li> <li>26. To attend staff meetings and briefings in accordance with the calendar of meetings and routines published at the start of each term.</li> <li>27. To report any concerns regarding their pupils at staff briefings so that other staff are kept informed.</li> <li>28. To plan/supervise/assist with off-site day and residential trips if requested.</li> <li>29. To maintain high standards of professionalism at all times.</li> <li>30. To ensure good and effective liaison across the school and to promote positive relationships with senior school colleagues.</li> <li>31. To supervise, and as far as practicable, teach for a reasonable time any pupils whose teacher is not available to teach them.</li> <li>32. To be prepared to teach any year group within KS2 during employment.</li> <li>33. 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.</li> <li>34. To follow and support all school policies and procedures.</li> <li>35. To complete records, grade cards and reports within the published deadlines and to ensure all are filed appropriately.</li> </ul>
Annual Review:	This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

# Person Specification

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

## Skills

- Excellent written and interpersonal communication skills.
- Be an outstanding classroom practitioner.
- An ability to build relationships with pupils, parents and colleagues.
- Excellent planning, administration and time management skills.

## Experience

- Educated to degree level with qualified teacher status.
- Evidence of a commitment to continuing professional development.

## Personal Qualities

- Ability to work well under pressure in a busy school environment.
- A very organised approach to work.
- Attention to detail and commitment to the highest standards of work.
- Lead by example with honesty and integrity.
- A ‘can do’ attitude and the willingness to work hard to get things done.
- A strong entrepreneurial spirit.
- Be able to take the initiative and able to take an idea and develop it through to completion.
- Ability to play a significant role in the local community, raising the school’s profile.
- Ambition, energy, enthusiasm and commitment.
- A confident and outgoing personality.
- Flexible and adaptable.
- A good sense of humour!