



A M E S B U R Y

**“An ‘amazing’ place for their education...”**

**ISI Inspection 2017**

**COVER TEACHER OF LATIN (7 HOURS PER WEEK),  
HISTORY, REASONING and R.S.**

Amesbury is an oversubscribed, independent co-educational day preparatory school catering for pupils between the ages of 2+-13+.

The main catchment area includes Godalming, Haslemere, Midhurst, Petersfield and Farnham. The area is very well catered for in educational terms, with strong infant and primary school provision. In spite of intense competition Amesbury has emerged as one of the strongest preparatory schools in the area and features in the Good Schools Guide.

The School was inspected by ISI in September 2017, and judged to be excellent in all categories and subcategories. Needless to say the school was also found to be fully compliant.

Pupils leave to join a wide range of the best day and boarding senior schools in the UK including Brighton College, Bedales, Bradfield, Bryanston, Canford, Charterhouse, Cranleigh, Frensham Heights, Guildford High School, Harrow, Lord Wandsworth College, Marlborough College, The Portsmouth Grammar School, Priors Field, RGS Guildford, Rugby, Seaford College, St Catherine's, Tormead, Wellington College, Winchester College et al.

Since 2012 the School has invested £3m in capital projects, including a purpose built Common Room, a Dance Studio and a £1.3m Visual Arts Centre. In addition to which the school has recently made a significant investment in infrastructure and tablet technology.

Recent projects include the development of new Reception Classrooms and refurbishment of our Science Laboratories.

Amesbury is a day school. Registration is at 8.15am and school finishes at 5.45pm. There are no weekend commitments. It is a special place. We work hard, have fun, innovate, and strive to be exceptional.

# **COVER TEACHER OF LATIN, HISTORY, REASONING and R.S.**

## **Personal Information**

This is a full or part-time cover position and the right candidate may have oodles of experience or be starting their NQT year.

The School operates own pay scales which are generally above National Pay Scales. For graduates entering their first year of teaching, the school offers a more generous salary than would be the case in most school environments in addition to a bonus to celebrate the 'successful completion of an NQT year.

There is a designated and experienced NQT supervisor. Amesbury has successfully supported many teachers through their NQT year. The school is member of the South Farnham Teaching School Affiliation.

### **a) Qualifications**

- Graduate (Single or Joint Hons) or Hons Graduate in another appropriate field.
- Teaching Qualification PGCE/GTTP/SCITT (Primary or Secondary English)
- MA or other further relevant study (desirable, but not essential)

### **b) Character & Personality**

You will:

- Be the opposite of a clock watcher and want to go the extra mile
- Understand that relationships, not rules, make schools successful
- Have a sense of humour
- Be an energizer rather than an energy sapper
- Be willing to roll up your sleeves and 'pitch in'
- Dive head first into a very busy, creative school
- Be committed to working hard every day in order to develop something incredible.
- Take the initiative, work independently, and be prepared to take intellectual risks
- Want to work collaboratively
- Be a strong communicator
- See creative opportunities that are not always obvious
- Be utterly reliable

### **c) Child Protection / Safeguarding**

Amesbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.

All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.

# COVER TEACHER OF LATIN, HISTORY, RS and PSHEE

## Job Description

### Overview

A teaching role working with children across the age groups (Years 3 – 8).

### School Aims

Our principle purpose is quite straightforward. It is simply that we want every child to enjoy his or her time at school; to feel valued as individuals, in an environment where their talents can prosper to the benefits of the community, so that when the time comes to leave us, each child will do so with confidence high, skills sharpened and personalities rounded.

More specifically we aim to:

- Develop in every child the necessary skills, aptitudes and abilities to enable him/her to move on to senior school and beyond as an emotionally resilient, autonomous learner.
- Develop a caring community within the school by encouraging commitment, courtesy, co-operation, tolerance and compassion towards one another whilst understanding that each individual is a member of a wider community.
- Promote and nurture a close relationship between home and school in the partnership of education.
- Provide pupils with a model of how an excellent organisation is run, one in which there is culture of high achievement, a willingness to adapt and a propensity for innovation.
- To create the circumstances in which all members of staff have the opportunity for personal development and feel able to make the fullest of contributions to school life.
- Fulfill our social and environmental responsibilities to society.

### Reporting

1. This teacher is appointed by the Headmistress and reports to a designated Head of Department for line management purposes.
2. The Head of Department is responsible for this teacher's PPDP.

### Purpose

1. Teach an agreed timetable.
2. Work closely with the Heads of Department on a day to day basis in order to develop a strong culture of the subject throughout the school.
3. Work collaboratively with other colleagues.
4. Actively support the smooth running of the department on a day to day basis.
5. Implement effectively all safeguarding and child protection policies and practices.

## **Specific Responsibilities**

1. It is the job holder's responsibility for promoting and safeguarding the welfare of children for who s/he is responsible, or with whom s/he comes into contact, to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the role, the job 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 School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
2. Share responsibility for teaching a selection of classes across the age range from Year 3 to Year 8 (including Latin Scholarship candidates) and maintaining high standards across each year group, irrespective of age, gender or ability.
3. Be a Form Teacher/Shadow Tutor
4. Contribute to the development of a vision for the Department. One that is suited to the schools aims, the current and future needs of all pupils, and which states the case for a cultural education which will ensure that all children irrespective of their ability or aptitude are well catered for.
5. Support the Head of Department in the preparation of school policies relating to the teaching: content, methodology, organisation, implementation and evaluation. In order to ensure a well-balanced, innovative and challenging curriculum, one which provides opportunity for continuity and progression across year groups.
6. Take responsibility for specific Schemes of work, classes, year group reports, medium term plans, assessments and monitoring as agreed.
7. Ensure that assessment data is used effectively in order to inform curriculum planning, thereby ensuring that lessons are appropriately differentiated for every pupil.
8. Inform the Head of Department promptly of any concerns in relation to the progress of any child and to provide feedback for the Learning Support Group and other external professionals when necessary.
9. To work closely with the Learning Support teachers to ensure a joined up approach to target setting and to ensure every child makes progress.
10. Successfully manage the interface between school, parents and the wider community, recognising how crucial this function is in an independent fee paying school. In particular to actively promote good school/home relationships and to maintain high levels of communication with parents with regards to academic issues.
11. Work closely with the Head of Department in order to ensure that all aspects of the Prep School Baccalaureate are effectively introduced and developed in relation to the department including attendance at relevant meetings, etc.
12. Contribute to the process of annual departmental self-evaluation and development planning.

13. Contribute to the development of an annual Department budget within an agreed time frame and to take responsibility for ensuring its effective monitoring and control.
14. Carry out supervisory duties at lunch and playtimes, cover lessons as required.
15. Actively participate in all aspects of marketing the department as directed by the Marketing Manager including the effective use of notice boards, calendar entries, parental curriculum evenings etc. Reporting of events in newsletters and the school magazine and when appropriate, external media agencies e.g. newspapers, TV and radio.
16. Be responsible for such tasks and attendance at such functions as are deemed appropriate given the nature of the role, for example keeping up to date records monitoring and assessing the progress of all classes taught, contributing to the school's reporting system, communicating professionally with parents, attendance at parental meetings, staff training, setting, marking and the moderation of examinations.
17. Assist in the work of developing this department through helping to organise and trips (day and residential), specialist visitors, exhibitions and other such events.
18. Attend staff training and Inset days as per the School Calendar.
19. Monitoring the health and safety of the department and being pro-active about reporting/resolving issues you recognise.
20. Report damage, wear and tear of classrooms, tables and chairs, boards, etc., to the Bursar's Office and to ensure that all equipment is regularly serviced and that departmental work space is kept clean and tidy in co-operation with Duty Staff.

### **Miscellaneous**

1. Set an example in terms of continuous personal development, particularly through the Amesbury PPDP programme and by participating in appropriate training to maintain up to date professional expertise.
2. Undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned by the Headmistress including chairing/participating on such committees and working parties as the Headmistress may require.
3. Participate as widely as possible in the extra-curricular life of the school.
4. Be pro-active on behalf of the school in external matters, particularly in relation to those concerning IAPS, PSB and local partnerships with schools.
5. Treat as a professional confidence, any information concerning individuals, gained in the course of school life, in accordance with the school's confidentiality policy.