



HILDEN GRANGE SCHOOL
62 Dry Hill Park Road
Tonbridge
Kent, TN10 3BX



Job Description

Job Title	Key Stage One Leader and Teacher (Full time)
Reports to	Head of Pre-Prep and Early Years

Job purpose

An opportunity to work in one of Kent's leading Prep Schools.

Hilden Grange School is an independent preparatory school which educates pupils from 3-13 years. It was founded in 1929 and is now part of the Alpha Plus Group, the Gold Standard in educational provision. The school has access to more than twenty acres of attractive grounds, on the northern fringe of Tonbridge, Kent. We are committed to providing the best education for children in our care and all we have high aspirations and expectations for every child.

We are looking to recruit a Key Stage One Leader and Teacher. The Key Stage One Leader will be responsible for providing leadership and management of the school's key stage curriculum, delivering high-quality teaching and effective use of resources. They will work alongside the Head of Pre-Prep and the Heads of Department in the Prep to maintain high standards of learning and achievement for all pupils, while also carrying out their duties as a classroom teacher.

As Key Stage One Leader, they will contribute to the whole-school self-evaluation and school improvement planning, and be responsible for mentoring and developing staff within the key stage. They will offer guidance and support to key stage teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice.

The key stage leader will be expected to fulfil the responsibilities of a teacher including planning and teaching lessons, assessing pupils' progress, and managing behaviour effectively.

Duties and Responsibilities

Strategic development

- Contribute to strategic decision making, working with Head of Pre-Prep to share expertise and insight, and help shape the school's vision.
- Set high expectations for all pupils in Key Stage One and inspire and motivate staff and pupils to reach and maintain high standards.
- Lead staff by setting standards through personal classroom practice, demonstrating different strategies to deliver improved pupil performance in Key Stage One learning
- Provide guidance and support to staff within the key stage.

Teaching and learning

- Show an understanding of the school's current systems for recording pupil progress within the key stage.

- Oversee the use of schemes of work and their delivery, and measure impact on teaching and learning.
- Work with Heads of Department, Pre-Prep and SLT to review the curriculum and make sure there is continuity and progress.

Leading staff

- Alongside the Heads of Department, Pre-Prep and SLT establish short-, medium- and long-term plans for developing and resourcing the Key Stage One curriculum.
- Develop the school's approach to assessment within Key Stage One and support in leading strategy to improve the quality of teaching and learning
- Monitor the quality of teaching and learning within Key Stage One (e.g. through observations, analysing performance data, etc.)

General duties

- Develop own professional knowledge and skills through courses and reading, aligning with the school's ethos and current strategic needs.
- Attend meetings according to school policy, and lead where required
- Where required, prepare and deliver reports to relevant groups (governors, parents, etc)

Qualifications, Skills and Experience

The person appointed should have the following qualifications, training and experience:

- Qualified teacher status with evidence of professional development relevant to this role.
- Teaching within the primary phase, including evidence of outstanding teaching directly linked to Key Stage One delivery
- Ideally, evidence of team leadership, including school development and/or improvement
- Aptitude for whole-school key stage leadership or equivalent, providing strategic and practical oversight
- Ideally, any experience of developing and delivering any staff development programmes
- Implementing teaching and learning strategies to improve quality and pupil attainment

Signature & Date of post holder

Job Holder:

Signature:

Date:

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.