



# LORENDEN

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## **Class Teacher required for September 2024** ***Full-time, permanent***

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### **Introduction**

Lorenden Prep School is a small, thriving school of approximately 120 pupils with an excellent local reputation; most pupils come to the school from recommendations from other parents or staff. It is a friendly, family environment with one form entry and with high expectations of pupils of all ages. Lorenden received the highest gradings of 'excellent' in all categories in our ISI inspection. The school is a member of IAPS and is part of the Methodist Independent Schools Trust.

Lorenden has flourished because staff have generously and willingly given their time and energy to aid the academic and personal development of the pupils in the many forms that this may take.

It is the abiding hope of the Senior Leadership Team and Governors that all staff will approach their employment by the school in that same spirit. We develop self-disciplined, thoughtful children with a cheerful 'can-do' attitude to life and a strong sense of fair play. We thoroughly prepare our children socially, physically and intellectually for secondary education, and they leave with happy memories of their time with us.

We are looking for an excellent, enthusiastic and committed full-time teacher. The role is full-time and starts in September 2024. This will be a permanent contract. This vacancy has opened up due to the impending departure of our current Year 2 teacher, hence the successful candidate is likely to be based in Key Stage 1. We expect that this would be a full-time role, although given that several lessons are taught by specialist subject teachers at Lorenden, there is also scope for this to be made into a role in which the successful candidate was contracted for 4 or 4.5 days per week - this can be discussed during in-person visits and the interview stage.

The successful candidate will love teaching, with the ability and passion to inspire our kind, curious and hard working children.

Our classes are small and our children are well known to us all. As a class teacher you will prize effort, be able to challenge pupils of all abilities and provide excellent pastoral care.

### **Scope**

The role is permanent and full-time (although 4/4.5 days per week is also possible).

The role will include coordination of a subject area across the school.

The role includes leading one after school activity each week throughout the school year.

The role reports to the Head.

The role starts at 8am each day. There is a Homework Duty on a rota basis until the end of After School Care at 6pm and a staff meeting until 5pm every Monday.

There is an expectation of attendance at all INSET days - these are published in advance.

There is an expectation that staff will be willing to get involved in additional events out of school hours, such as the end of year Prize Giving Assembly, which takes place on a Saturday morning.

Please note that newly appointed teachers will not be enrolled into the Teachers Pension Scheme. The successful candidate will be offered enrolment to a Direct Contribution pension scheme, to which the school makes a generous employer contribution.

### **Job Description**

The Class Teacher's role is including, but not limited to, the following:

- Demonstrate excellent subject and curriculum knowledge;
- Make rigorous provision for the range of ability within the class; be aware of pupils' capabilities and prior knowledge; plan to build on these;
- Mark children's work promptly in accordance with the school's Assessment Policy: take part in regular scrutiny and evaluation;
- Set high expectations of the class in terms of academic work, behaviour and general attitude, reminding children regularly of the school rules and behavioural expectations;
- Teach a number of subjects to their class (some are taught by subject specialist teachers)
- Contribute to the wider curriculum by teaching a subject to other classes, where appropriate, and ensuring at least good progress for all pupils;
- Plan for the medium and short term as directed by the school;
- Work well as a team with other teachers in school, ensuring continuity of provision for pupils;
- Take responsibility for the wellbeing and pastoral care of each class member, ensuring the maintenance of good relationships;
- Be the primary source of information about each individual in the class: be the main link between the school and parents;

- Guide pupils to reflect on the progress they have made and their next steps;
- Make accurate and productive use of assessment in all subjects areas as required by the school's Assessment Policy and as directed by the Deputy Head;
- Be accountable for pupils' attainment, progress and outcomes in subjects taught;
- Monitor required AEN information and take appropriate action;
- Take responsibility for the overall quality of learning in the class;
- Ensure that the classroom is an attractive learning environment;
- Use school reward systems to good effect;
- Write and collate end of term reports;
- Take an interest in and encourage extra-curricular activities;
- Complete the attendance register twice daily;
- Establish good communication with parents and carers;
- Liaise with the Head or Deputy Head, or other staff regarding problems, as appropriate;
- Liaise with staff specialising in Special Educational Needs, as necessary;
- Sit with, and supervise, the class in assembly and at lunch time;
- Carry out supervisory duties at break times and after school as required;
- Attend Parents' Evening and make note of discussions;
- Be aware of any medical problems; to fill in an accident report form if on duty, or present at the time of an accident, ensuring that parents / staff are informed about accidents;
- Attend staff meetings (usually after school on Monday);
- Develop effective professional relationships with colleagues;
- To be aware of all school policies, especially those related to the safeguarding, supervision, first aid, health and safety, emergency procedures, anti-bullying and behaviour;
- Organise trips and events for the class to enhance their learning;
- Provide information for newsletters, social media and the school website;
- Be willing to be fully involved in the life of this busy independent prep school;
- Participate in the school's appraisal system;

- Keep up to date with the latest best practice, guidance, standards and requirements for primary education.

### **Person Specification**

A degree  
QTS/PGCE/Other recognised postgraduate teaching qualification  
An excellent teacher  
Committed to safeguarding pupils  
A team player; ability to work well with colleagues  
Friendly to all  
Resilient  
Supportive and caring  
Organised  
Adaptable  
Kind and honest  
Committed and willing to go the extra mile  
Able to work to a high level independently; use initiative  
High expectations of pupils  
Willing to learn and to improve own practice  
Friendly and approachable to colleagues, parents and pupils

### **Dates and Deadlines**

Pre-interview visits to the school are warmly welcomed, and can be booked in via this link - [Tour bookings for Lorenden Prep](#)

Closing date for applications: Midday on Friday 26th April 2024 (although we reserve the right to appoint prior to this date)

*References will be sought for shortlisted candidates prior to the interview date.*

**Lorenden Prep School is committed to safeguarding and promoting the welfare of children, and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service.**

**Safeguarding is of the highest priority at Lorenden and forms part of the interview and reference checks.**