

MARLBOROUGH HOUSE SCHOOL

Key Stage 2 Class Teacher

About Our School

Situated in beautiful, spacious grounds on the edge of the Kentish village of Hawkhurst, Marlborough House is a thriving school for 3 to 13 year olds, consisting of a Nursery, Pre-Prep and Prep school. We also offer flexi-boarding opportunities for pupils aged 8 and over.

Marlborough House is a happy school community where **'Valuing Self and Others'** is at the heart of everything we do. Everyone here receives a warm welcome; ours is a school where you will hear laughter, where **"some children really do skip between lessons"** (Good Schools Guide, July 2016) and where pupils, teachers and parents are known as individuals. Teachers and children work together to achieve the highest standards underpinned by the strong value system and growth mind-set, adopted from the outset by children and teachers alike. Our beautiful 34 acres of grounds provide the perfect setting for sports matches and hugely successful Forest School programme – described by the Independent Schools Inspectorate as a **'natural and inspiring focal point'** for reflection.

At Marlborough House we look to balance the demand for class spaces with our promise to deliver a high quality education where the focus is still very much on the individual. We are committed to employing and developing inspirational teachers who have passion, drive, and vision for creative lesson planning, with a willingness to work collaboratively, but most importantly, the ability to bring their ideas to life and really make things happen.

Our website www.marlboroughhouseschool.co.uk provides a great deal of useful information about us and will give you a flavour of life at Marlborough House.

All staff at Marlborough House are responsible for promoting and safeguarding the welfare of pupils for whom they are responsible or with whom they come into contact and are expected to adhere to and ensure compliance with the school's Safeguarding policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the school, s/he must report concerns to the Designated Safeguarding Lead.

About the role

We are seeking an experienced or newly qualified Key Stage 2 teacher with energy, enthusiasm and a thorough understanding of how young children learn.

As a class teacher, s/he will demonstrate the ability to foster an excellent grasp of basic skills whilst encouraging a sense of fun and enjoyment of learning within the classroom. The successful applicant will be dedicated to furthering the development of the children in their charge as well as advancing their own lifelong learning.

All staff at Marlborough House play a full part in the School's pastoral and extra-curricular programme and the successful candidate will be enthusiastic about doing the same. In particular, the teacher will be expected to take an after school club and co-ordinate a given area of the Middle School Curriculum under the direction and supervision of the Head of Middle School.

Marlborough House School was rated excellent in its most recent inspection and we can therefore offer outstanding support and continuous professional development.

All staff at Marlborough House School have an important role to play in safeguarding and promoting the welfare of children. All staff at the school are subject to a full DBS check.

Please refer to the full job description person and specification below.

How to apply

Please complete all three required application forms which can be downloaded from the School website www.marlboroughhouseschool.co.uk/staffvacancies and return, electronically (in MS Word format please) to recruitment@marlboroughhouseschool.co.uk (or by post to the school in an envelope marked RECRUITMENT.)

Please note that only applications which are on school application forms can be accepted and that applications received after the closing date will not be considered for shortlisting.

Closing date for applications: 9am Monday 4th November 2019

Interviews: Interviews will take place on Thursday 7th November 2019

Required Start Date: Starting in January 2020

Outline Terms and Conditions

Period of employment: Full time permanent position starting in January 2020.

Salary: Salary will be according to the Marlborough House scale which closely equates to the national pay scale for teachers. The School will comply with its legal obligations in relation to the provision of access to a pension scheme. Lunch is provided during term time.

Working hours: This is a full time post. Staff at Marlborough House play a full part in the life of the School, offering extra-curricular or other activities. Additional attendance will be required from time to time for events such as training days, Open Days, and School events.

Pre-employment checks: Marlborough House School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers, and Disclosure and Barring Service



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Job Description

MAIN AREAS OF RESPONSIBILITY:

- ◆ Teaching
 - Planning
 - Teaching
 - Assessment and Record Keeping
 - Reporting
 - Analysis
- ◆ Children's welfare

RESPONSIBLE TO:

- The Head of Middle School
-

◆ TEACHING

- Planning
 - Planning and preparing schemes of work, weekly plans and individual lessons
 - Liaising with other members of staff on progression and continuity of the curriculum
 - Ensuring curriculum balance and breadth
- Teaching
 - Teaching the class according to their individual needs
 - Differentiation in all subject areas
 - Delivering creative lessons with high quality resources

- Assessment and recording
 - Marking according to the School's Marking Policy
 - Assessing, recording and reporting on the development, progress and attainment of pupils
 - Ensuring all children's work and records are up to date
 - Moderating work across classes and year groups

- Reporting
 - Completing reports on children as required
 - Willing to meet with parents as required
 - Attending Parents' Consultation Evenings

- Analysis
 - Ensuring all assessment scores are placed on the database
 - Using scores to track individual and cohort progress
 - Using scores to inform future planning

◆ CHILDREN'S WELFARE

- Pastoral Care
 - Promoting the general progress and well-being of individual pupils and the class as a whole
 - Supporting and encouraging our values
 - Encouraging positive behaviour
 - Keeping records of the personal and social needs of pupils

- Discipline
 - Maintaining good order and discipline among pupils in accordance with School policy

- Health and safety
 - In accordance with the School's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, required to demonstrate his/her commitment to promoting and safeguarding the welfare of children and young people in the School.

◆ OTHER

- Administration
 - Participating in administrative and organisational tasks related to such duties as are described above, including the ordering and allocation of equipment and materials

- Staff Development/Training/Reviews
 - Participating, if required, in any staff INSET days provided at the School;
 - Reviewing from time to time his/her methods of teaching and programmes of work to ensure they remain current;
 - Participating in arrangements for further training and professional development as a teacher. Seeking out opportunities for appropriate training

- Communication
 - Communicating and consulting with the parents of pupils (formal parent consultation meetings are held twice a year)
 - Communicating and co-operating with such persons or bodies outside the School as approved by the Head

- Meetings
 - Participating in meetings at the School as directed by the Head and Head of Department, including staff meetings held before the start of each term. Meetings may relate to curriculum, administration, organisation or pastoral matters

- Events
 - Attending other School events / functions as directed by the Head

- General
 - Perform any other duties as commensurate with the post that the Headmaster may reasonably ask the teacher to perform from time to time

- Confidentiality
 - During the course of employment the teachers will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation

- Data Protection
 - During the course of employment, teachers will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and School business/information
 - Ensure all necessary student records and notes are kept up to date on SIMS, including SEN and medical information, and ensuring compliance with the School's policies on Data Protection



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Person Specification

The successful candidate will ideally possess the following key attributes and experience.

Personal Skills

- passion for the development and education of the whole child
- excellent member of a team
- capable, organised and flexible in approach
- warm, open and enthusiastic person
- sense of humour and perspective
- ability to relate to parents as partners within the School community
- leads by personal example
- a strong commitment to the School's values, aims and ethos, with a desire to contribute to the strong sense of the Marlborough House close-knit community

Professional skills

- Teaching
 - inspirational and creative teacher
 - ability to use a range of teaching methods to suit the individual child
 - high expectations
 - up to date knowledge of how children learn and achieve
 - excellent classroom management skills
 - understanding of Assessment for Learning and commitment to tracking pupil progress
- Other
 - excellent communication skills
 - ability to inspire respect from colleagues and pupils
 - ability to foster and maintain positive relationships with parents
 - excellent organisational skills

Qualifications

- A good degree
- QTS or NQT

Experience

- thorough understanding of the Key Stage 2 curriculum
- Teaching experience in good schools

Other

- willing to become involved in the life of the School as a whole
- Shares the School's commitment to providing a safe learning environment where safeguarding children's welfare comes first
- Committed to following statutory guidance in 'Keeping Children Safe in Education'

