

Applicant Information



St
Augustine's
Priory

Key Stage 2
Teacher



**Teacher of Key Stage 2
St Augustine's Priory**

Dear Applicant,

Thank you for the interest you have shown in the post of Teacher of Key Stage 2 at St Augustine's Priory. We are delighted to introduce you to our inspiring school at a very exciting stage of its development. Our priority is to deliver excellence in all aspects of a school that is unique both in its heritage and in its current living out of its traditions. We do this by nurturing and empowering our staff, by fostering a culture of ideas, energy and possibilities and by a keen focus on developing each girl to the best of her ability.

St Augustine's Priory is a Catholic, independent day school for girls aged 3-18 with boys in the Nursery. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do.

The school's 13 acres of beautiful grounds offer stunning views. Girls have the physical, mental and emotional space to grow intellectually in an environment which both supports and challenges. Our results are excellent; we pride ourselves on instilling in girls a love of learning. We are committed to preparing girls for life-long effectiveness and to developing the range of skills they require to achieve long-term happiness and success.

We have been in Ealing for over one hundred years, and we represent an exceptional continuity of expertise in educating women of the future. Our founders were visionary women who strove valiantly to offer girls the best possible education; we continue in this tradition and are unique in the generations of staff and of families who continue to work and study here. We offer a broad and varied curriculum with rich opportunities for personal development.

We invite you to consider joining us on an exciting journey.

Mrs S. Raffray MA
Headteacher

Mission Statement

We are an all-through, inclusive Catholic girls' school, with boys in the Nursery, committed to preparing girls for life-long effectiveness and success. As part of their journey girls will learn of intellectual risk taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

Our Junior School

Our Junior School caters for girls from Lower I (Year 3) to Upper II (Year 6). Our dedicated team of specialist teachers, teaching assistants and support staff strive to provide the best possible start for the children in their care and to guide and nurture them as they embark on a journey of learning and discovery which begins here and never ends.

Job Description: Teacher of Key Stage 2

Salary:

The post-holder will be paid on the appropriate point of the St Augustine's pay Scale which is above the national average.

Line of Responsibility:

The Teacher is directly responsible to the Deputy Head (Juniors).

Teaching

- Teach a range of general subjects at this Key Stage
- Plan work in accordance with departmental Schemes of Work
- Take account of pupils' prior levels of attainment and use them to inform planning, including the use of benchmarked data
- Set work when required for absent pupils
- Maintain good discipline by following the school's policies and procedures
- Establish a purposeful working atmosphere during all learning activities
- Set appropriate and challenging work for all pupils

- Identify and work appropriately with 'Special Educational Needs and Disabilities' pupils and 'Able, Gifted and Talented' pupils to eliminate barriers to learning
- Run extra-curricular activities, trips and visits in relation to your class or to support the wider curriculum in the School
- Provide and maintain a stimulating and ordered classroom environment
- Attend Junior School and Whole School Meetings

Assessment, Recording and Reporting

- Keep appropriate records of pupils' work
- Mark and return work set, including homework within appropriate timescale
- Enter results onto assessment programme
- Complete pupil reports in line with School Policy;
- Attend parents' evenings as required and keep parents informed about their child's performance and future targets
- Attend other School functions as required

Pastoral Duties

At all times the welfare of pupils is paramount, and the post-holder has a professional duty to uphold the ethos of the school and follow all school policies. Any concerns should always be referred to the Deputy Head (Juniors).

It is expected that the post-holder acts as a Form Teacher and the post-holder will:

- Ensure that registration of pupils is completed in accordance with the School's agreed procedures and be aware that this is a legal duty for children of school-age
- Care for children in the form
- Be respectful of appropriate boundaries in the exercise of professional duties and care
- Support other staff with regard to the pastoral care and academic welfare of your Form
- Ensure all administrative tasks in relation to the duties of a Form Teacher are carried out within the agreed deadlines and to a high standard
- Accompany your Form during school events e.g. Mass, assemblies, hymn practice etc.
- Develop positive working relationships and communicate effectively with parents and carers
- Deliver the School's PSHEE programme and actively supports the school's ethos
- Be a positive role model
- Cover lunch duties and extra cover as required

Performance Management and Professional Development:

The teacher will be part of the School's Performance Management Scheme. S/he will have an appraiser who will set agreed targets and monitor professional development.

Conditions of employment:

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the School's Policy in respect of all matters related to Safeguarding and Child Protection.

The post-holder may be required to perform any other reasonable tasks, after consultation.

This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

St Augustine's Priory

Person Specification: Teacher of Key Stage 2

Applicants should:	Essential	Desirable	Primary means of assessment
Subject Delivery			
Have a good Honours Degree	X		Application Form
Show they maintain an up-to-date knowledge of subject and teaching methodologies	X		Supporting Letter
Have good understanding of assessment and the use of data	X		Supporting Letter
Ability to teach across the primary curriculum	X		Supporting Letter
Have Qualified Teacher Status and experience of teaching KS2	X		Application Form
Have high expectations of pupils	X		Interview
Be able to communicate effectively with pupils and colleagues	X		Interview Teaching
Work well in a team	X		Interview
Have good range of teaching strategies	X		Interview Teaching
Be able to use data to help children learn	X		Supporting Letter
Be able to plan for effective learning	X		Interview Teaching
Be able to teach challenging, organised sequenced lessons	X		Interview
Know how to adapt teaching strategies to needs of all learners	X		Interview Teaching
Make effective use of assessment	X		Interview
Promote independent learning	X		Interview

Use homework tasks effectively	X		Interview
Give developmental feedback to pupils	X		Interview Teaching
Have excellent ICT skills	X		Supporting Letter Teaching
Whole School			
Have a sound understanding of safeguarding	X		Interview
Be a practising Catholic		X	Supporting Letter & Reference
Understand Special Educational Needs and Able Gifted and Talented	X		Supporting Letter
Deal effectively with parents	X		Interview
Be willing to participate in the wider extra-curricular life of the School by leading a club	X		Interview
Understand the roles of colleagues and managers in the school	X		Supporting Letter

The Application and Selection Process:

1. Applicants should complete an application form in full and write a letter in support of their application paying particular attention to the Job Description and Person Specification.
2. The completed application form (available on the School website) and supporting letter should be emailed to HR@saprioy.com to arrive no later than 12.00 p.m. on Monday 23rd April 2018.
3. Shortlisted applicants will be invited to interview week commencing 23rd April 2018.
4. On the day of the interviews all applicants will be asked to teach a lesson, complete a task and there will be a formal interview before the appointments panel.
5. On the day of the interview all applicants should bring with them all documentation as outlined on the application form.
6. Following the interview, the successful applicant will be invited to accept the post by telephone, and only when written acceptance has been received will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.