



St Augustine's PRIORY



Rated

'Outstanding'

In all categories, Diocesan Inspection 2016



Leading Catholic
Independent Day School
for girls aged 3-18 and
boys in the Nursery,
set in 13 acres of
stunning grounds

PSYCHOLOGY TEACHER

Applicant Information

St Augustine's Priory,
Hillcrest Road,
Ealing,
London W5 2JL



Email: hr@sapriory.com
Tel: 0208 997 2022
www.sapriory.com

Dear Applicant,

Thank you for the interest you have shown in the post of Teacher of Psychology at St Augustine's Priory and welcome to our inspirational school which is at a very exciting stage of its development. Our priority is to deliver excellence in all aspects of this wonderful school - we have done this through nurturing and empowering our passionate staff, by fostering a culture of ideas, energy and possibilities and by a relentless focus on developing each girl to the best of her ability. We are expanding our school roll and have ambitious plans for the development of facilities.

St Augustine's Priory is a leading Catholic, independent day school for girls aged 3-18 (with boys in the Nursery). The four parts of the school (Prep, Junior, Senior and Sixth Form) are located on the same site. 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 most recent Diocesan Inspection Report graded St Augustine's Priory as 'Outstanding', the highest possible grade, in all categories across both *Classroom Religious Education* and *The Catholic Life of the school*. Inspectors observed "The sense of community, underpinned by Catholic tradition and practice, provides a nurturing environment where pupils flourish academically and spiritually."

The 13 acres of grounds in which the school sits provide a physical freedom unique in the heart of London. The Farm, Forest School, Meadow, Astro-turf and Open Air Theatre all utilise the natural setting, encouraging pupils to enjoy an emotional freedom to grow intellectually and spiritually. Our examination results are exceptional and we pride ourselves on instilling in girls a love of learning.

We have been in Ealing for over one hundred years and we represent a wonderful continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove to offer girls the best education possible; we continue in this tradition and rejoice 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.

Girls are assessed on initial entry and move automatically through to the Senior School. External candidates who join us at 9+, 10+, 11+, 13+ and 16+ sit entrance examinations. Scholarships and Exhibitions are available. The school is highly sought after.

We pride ourselves on professional development with support for NPQSL or NPQH programmes. Members of the Senior Leadership Team have moved onto Headships or Bursar roles at prestigious schools. In this school we all model learning.

We warmly welcome candidates from a range of backgrounds and invite you to contact

Mrs J Sathananthan (HR and Office Manager) hr@sapriory.com – if you have any questions.

Yours sincerely

Sarah Raffray

Mrs S. Raffray MA NPQH
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.

A letter from the Deputy Head Seniors (Academic)

Dear Applicant,

The Psychology Department is a busy and successful one, highly regarded within the school, with pupils consistently achieving excellent results. Our girls develop the independent intellectual skills which enable them to engage with complex real world issues and problems. The girls develop a curiosity for learning and awareness of themselves and others and of how people function in widely varying groups, organisations and societies.

There is a separate application form and applicants should pay particular attention to its accurate completion. I also enclose some information about the school. Should you have any further queries please do not hesitate to contact the School. You are also welcome to arrange a preliminary visit to the School at a mutually convenient time.

I trust this brochure will be informative and helpful in making the decision to apply for this post, and look forward to receiving your application.

Yours faithfully,

Mrs C Macallister

Deputy Head Seniors (Academic)



Job Description: Teacher of Psychology

Salary and Benefits

The post-holder will be paid on the appropriate point of the St Augustine's grading scale. The salary for Teacher of Psychology will be commensurate with experience and will recognise the responsibility that this post entails.

The School has its own pay scale and benefits include:-

- Free school lunch during term time
- Cycle to work scheme
- Pension – the post-holder will be enrolled into the Teacher's Pension Scheme and they and St Augustine's Priory will pay the appropriate contributions
- Discounted school fees for your children - daughters throughout and sons in nursery
- Free onsite parking

Line of Responsibility:

The Teacher of Psychology is jointly responsible to the Deputy Head Seniors (Academic) and the Head of Social Sciences for curriculum matters and the Senior Form Teachers for Year Group issues.

Job Content:

Strategic Purpose

- The basic duties of a teacher and a Form Tutor are outlined in the staff handbook and include other duties such as the form teacher role.
- All members of staff are expected to contribute to the rich extra-curricular life of the school which includes running a weekly extra-curricular activity.

Operational Responsibilities

Teaching

- Teach Psychology as required
- Plan work in accordance with departmental Schemes of Work
- Take account of students' prior levels of attainment and use them to inform planning
- Set work when required for absent students
- 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 students
- Identify and work appropriately with 'Special Educational Needs and Disabilities' students, 'Gifted and Talented' students
- Provide and maintain a stimulating and ordered physical classroom environment

Assessment, Recording and Reporting

- Keep appropriate records of pupils' work
- Mark and return work set, including homework, within an agreed and reasonable time
- Carry out assessment programmes, as agreed by the school or department
- Complete student reports in line with School Policy
- Attend parents' evenings as required and keep parents informed about their child's performance and future targets

Pastoral Duties

At all times the welfare of pupils is paramount, and the post-holder has a professional duty to exercise sound judgment in upholding the School's systems and to make all necessary referrals to line-managers in a timely fashion. As a Form Teacher the post-holder will be required to:

- 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 as a reasonable parent might be expected to do
- 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 members of the form
- Support members of the form in their dealings and relationships with parents, school staff and other pupils
- Ensure all administrative tasks in relation to the duties of a Form Teacher are carried out within the agreed deadlines and to an acceptable standard
- Accompany the form during school functions e.g. Mass and assemblies
- Develop positive working relationships and communicate effectively with parents and carers
- Deliver the school's PSHEE programme
- Provide pupils with a positive role-model

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.

General

In addition the post is subject to compliance with:-

- School policies and guidelines on the curriculum and school organisation
- Local area safeguarding procedures

The duties and responsibilities detailed within the job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers as set out in the Staff Handbook.

School Involvement

For all staff appointed to the School there is an expectation that they will:-

- Play a full part in the organisation and decision making of their specific department in the School generally through the structure of formal and informal meetings and thus contribute to the consultative process by which the School attempts to operate
- Undertake a pastoral role such as a form tutor or member of a pastoral team thus contributing to the support of students in the widest context
- Within their individual interests and capacities contribute to the wider, extracurricular activities on offer to students
- Attend school functions as required.
- Carry out other duties that are reasonably assigned by the Headteacher

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. The job description will be reviewed and may be amended annually, within the terms of your Conditions of Employment

Person Specification: Teacher of Psychology

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 Secondary curriculum	X		Supporting Letter
Have Qualified Teacher Status and experience of teaching	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
Understand Special Educational Needs and Able Gifted and Talented	X		Supporting Letter
Be a practising Catholic		X	Supporting Letter Reference
Deal effectively with parents	X		Interview
Be willing to participate in the wider extra-curricular life of the School	X		Interview
Understand the roles of colleagues and managers in the school	X		Supporting Letter



Application Process

Candidates should:

- (a) complete the St Augustine's Priory Application Form, available from www.sapriory.com/vacancies/
- (b) Write a letter of application, detailing how your skills, knowledge and experience match the school's requirements for the post of Teacher of Psychology.

Please send both via email to hr@sapriory.com to arrive by mid-day 9th September 2019. Interviews will be held week commencing 16th September 2019, subject to change.

On the day of the interviews all applicants will be offered a tour of the school and grounds. They will also be asked to complete a written task and there will be a formal interview before the appointments panel.

The successful candidate will be asked to accept the post by telephone, but only once a contract has been signed 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.

For an informal confidential discussion about the role please contact our HR and Office Manager Mrs J Sathanathan at St Augustine's Priory by email or telephone.

020 8997 2022 or hr@sapriory.com

All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within five working days of sending it, please contact St Augustine's Priory by telephone (020 8997 2022).