



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

# Key Stage 2 Teacher Applicant Information



**Winner**  
Student initiative of the year



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## Letter from Headteacher

Dear Applicant,

Thank you for the interest you have shown in the post of Teacher of Key Stage 2 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 Juniors 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 warmly welcome candidates from a range of backgrounds and invite you to contact Mrs Gill Vymeris [hr@sapriory.com](mailto: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.



## The Juniors

The Juniors 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 and Benefits

The post-holder will be paid on the appropriate point of the St Augustine's grading scale. The salary for KS2 Teacher 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 is directly responsible to the Deputy Heads Juniors (Academic) for curriculum matters and Deputy Head Juniors (Pastoral) for pastoral issues.

### Teaching

- Teach a range of general subjects at this Key Stage
- Be able to teach French at Key Stage 2 level
- 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 staff meeting, whole school meetings and other compulsory events throughout the academic year
- Have strong ICT skills
- Have strong music skills and be able to teach music to Key Stage 2 children through lessons or clubs

### **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 (Pastoral) who is also Deputy DSL.

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 around 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.

## 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.

### 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 Key Stage 2

Applicants should:	Essential	Desirable	Primary means of assessment
<b>Subject Delivery</b>			
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 at least two year's experience of teaching KS2 and KS1	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
Be able to teach some French	X		Application form and 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
Use homework tasks effectively	X		Interview
Give developmental feedback to pupils	X		Interview Teaching
Have excellent music skills with the ability to teach music classes or clubs	X		Supporting Letter, Interview



Have excellent ICT skills	X		Supporting Letter Teaching
<b>Whole School</b>			
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 Process

Candidates should complete the St Augustine's Priory Application Form, available from [www.sapriory.com/about-us/vacancies/](http://www.sapriory.com/about-us/vacancies/)

Write a letter of application detailing:-

How your skills, knowledge and experience match the school's requirements for the post of Teacher of KS2.

Please send both via email to [hr@sapriory.com](mailto:hr@sapriory.com) to arrive by 29<sup>th</sup> September 2020. Interviews will be held during that week, subject to change.

The interview day may be held remotely but further details of this will be shared with candidates who are invited for interview. They will also be asked to complete a written task, teach a lesson 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 at St Augustine's Priory by email at [hr@sapriory.com](mailto:hr@sapriory.com)