

# St Andrew's Prep

## EASTBOURNE

### Part-time Teacher of Languages (Latin / French - 0.5 FTE) March 2024

#### The School

St Andrew's is a co-educational, day and boarding IAPS prep school of some 350+ pupils aged from nine months to 13 years. It is situated in Meads village on the outskirts of Eastbourne. The school is minutes from the beach and at the foot of the South Downs.

Divided into departments: the Nursery (including a Baby Room from nine months), the Pre-Prep (Reception to Year Two), Juniors (Years Three and Four), Middles (Years Five and Six) and Seniors (Years Seven and Eight), are all located on one green and spacious campus and share many facilities such as the swimming pool, chapel, dining room and playing fields. Up until Year Four, children are taught by class teachers with some specialist teachers. From Year Five, children have form tutors and then are taught by specialist teachers. There is currently one class per year group in the Pre-prep, then two classes in each year group until the final two years. In Year Seven there are currently three classes and in Year Eight there are four classes plus a small scholarship group.

The school is non-selective. It prides itself on the breadth and excellence of its curriculum, both academically and in extra-curricular activities. At the older end of the school many subjects are taught in sets and children tackle The Bridge Curriculum\* or Scholarship exams in order to apply for a range of senior schools. The majority of pupils play musical instruments, there is a depth of sports teams to cater for all abilities and most children are involved in drama productions.

A strong pastoral system supports key values of kindness and honesty, tolerance and forgiveness, learning to listen and trying our best.

The school aims to open doors and encourage children to have a go and discover an interest or passion that will last a lifetime. The school day runs from 8:30am to 5:30pm for the older children (from Year Five) with earlier finishes for the younger children. After school activities take place throughout the school.

On Saturday mornings, children in Years Four - Eight can access an optional activities programme. Sessions, run by the staff, range from sports, arts and craft-type activities to musical and drama-oriented sessions.

The expectation is that children will stay to Year Eight before transferring to senior schools and that we will have a number of children join us into each of these year groups, with a particularly strong intake normally into Year Seven.

\*The Bridge Curriculum was launched in September 2019 as a replacement to the Common Entrance curriculum.

## Job Description

1) **Job Title:** Part-time (0.5 FTE) Languages Teacher (Latin and/or French)

2) **Responsible to:** Head of Languages, Director of Studies and Headmaster

3) **Job Summary:**

- To teach French and/or Latin to children in Years Five to Eight.
- An ability to teach another academic subject, preferably humanities, be involved in the sporting life of the school, and/or be involved in the School's extra-curricular programme would be welcome, although not essential. *(Increase to the advertised FTE%).*
- To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headmaster..

4) **Duties and Responsibilities:**

a) **Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Teaching Languages (French and/or Latin) to children in Year Five to Eight.
- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Setting tasks which challenge pupils and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Helping to identify SEN or very able pupils.
- Providing clear structures for lessons maintaining pace, motivation and challenge.
- Providing a stimulating learning environment.
- Making effective use of assessment and ensuring coverage of programmes of study.
- Selecting appropriate learning resources and developing study skills.
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluating own teaching critically to improve effectiveness.
- Working in close co-operation with others who are teaching the same subject and with other colleagues in the school.
- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.
- Embracing new technology and looking at ways of introducing iPads into lessons and in the subject teaching.
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework.
- Attending all relevant pastoral, briefing and planning meetings.

b) **Monitoring, Assessment, Recording, Reporting**

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupils' work and set targets for progress.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Undertake assessment of pupils as requested by departmental and school procedures.
- Prepare and present informative reports to parents.
- Attend parents' evenings.

**c) Duties and Extra-Curricular**

- Cover lessons as timetabled by the Deputy Head.
- Carry out break and lunch time duties as required.
- Carry out a weekend occasional boarding duty during the course of the year, if required.
- Contribute to the extra-curricular life of the school by offering an activity.

**d) Curriculum Development**

- Contribute to the whole school's planning activities.
- Understand and awareness of the relevant national curriculum.
- Attend pre-term staff INSET.
- Attend appropriate courses and training to further professional development.

**e) Safeguarding Duties**

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Charity's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- The responsibility for pupil discipline, occasional one-to-one settings or trips/transport, and variety of situations require staff in this post to have a deep and wide understanding of safeguarding procedures. They have a broad view of pupil behaviours and should exercise vigilance regarding child protection issues.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children at St Andrew's Prep School, referred to as The School, s/he must report any concerns to the school's Designated Safeguarding Lead or, if he/she is The School's DSL, to the Headmaster and relevant agencies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**5) Person Specification:**

The successful applicant should:

- Be suitably qualified and/or experienced to teach languages to Years Five to Eight and have appropriate qualifications and/or experience to teach other subjects offered.
- Be passionate about teaching languages.
- An ability to assist in the teaching of Games and management of sports teams, and contribution to the extra-curricular programme would be desirable but not a necessity.
- Be committed to the values of St Andrew's Prep and independent education and play a full part in the life of the school.
- Understand and espouse child protection practice and be committed to safeguarding and promoting the welfare of children.
- Understand the particular needs and concerns of this age group, their parents and those who teach at this level.

- Promote fairness and equality of opportunity amongst the children and believe passionately that all children should be valued equally.
- Have a good sense of humour.
- Be a good listener with children and adults, open and approachable.
- Be flexible whilst adhering steadfastly to important principles.
- Possess determination, enthusiasm and stamina.
- Present high standards of appearance at all times in keeping with the profession.
- Communicate confidently with parents.
- Be positive and motivated.
- Can work under the leadership of the Head of Languages and other Heads of Department as required.

## 6) Salary and Conditions

The School has its own salary scale and the successful applicant will be remunerated at a level representing their qualifications, skills and experience. Specifics of this can be discussed with the Headmaster at interview. The School offers generous packages of additional benefits and pay; all staff are on a salary scale above the national average and have opportunities for salary progression.

Accommodation may be available. The successful candidate will also benefit from a generous rate for the education of their own children, both at St. Andrews Prep and at Eastbourne College.

Applicants must have a UK passport, EU settlement rights, or the right to work in the UK (e.g., ancestry visa).

The School is a non-smoking establishment.

## 7) How to Apply

To apply, please visit <https://www.standrewsprep.co.uk/contact/employment-opportunities/> and click the **Apply Now** button to complete the mandatory application form.

A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

Please provide two or three referees, from whom we will request references should you be shortlisted for the post.

- One referee must be your current or most recent employer (for teachers this means your head, or a line manager's reference countersigned by the head).
- Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
- Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends or current employees of St. Andrew's Prep or Eastbourne College.
- Referees will be asked about whether you have been the subject of any safeguarding concerns.

**All applications must be received by noon on Friday 03 May 2024.**

**Interviews week commencing 06 May 2024.**

For further information please contact [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk).

## **8) Safeguarding and Equal Opportunities Statement**

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

St Andrew's Prep is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

March 2024