

Post: Key Stage 2 Teacher

Issue date: May 2024



**Wellingborough
School**

Founded 1595



The School

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here just over 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School's ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of three counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil's needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama, CCF and the Duke of Edinburgh Award are big players, but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils' ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

Post: Key Stage 2 Teacher

Issue date: May 2024



**Wellingborough
School**

Founded 1595

The Role

Start Date: September 2024

Disclosure Level: Enhanced

Reporting to: Prep Deputy Head

Hours: Full time, Term time

Salary: As per Wellingborough School Teachers' Pay Scale

Key tasks and responsibilities as a teacher:

1. Plan and deliver well prepared, paced, engaging and stimulating lessons which ensure achievement and attainment.
2. Ensure that all classroom resources required are available and well maintained.
3. Where relevant, ensure pupils are given homework and that it is published on Firefly according to the homework schedule.
4. Ensure that marking of pupils' work is up to date and to advise in a positive manner how work can be improved in line with School Marking Policy.
5. Meet the needs of the pupils including any deemed AGT (able, gifted and talented) or pupils listed with SEN strategies.
6. Monitor and report to parents on the progress of pupils, in line with the published schedule, including Parents' Evenings.
7. To assess pupils' achievements and progress, inputting data and meeting deadlines in accordance with arrangements agreed within the School.
8. Contribute to application and review of schemes of work in line with School curriculum policies.
9. Teach study skills and Habits of Mind; to utilise skills taught through ICT, to implement strategies co-ordinated by Learning Development.
10. Promote initiative and thinking skills.
11. Be prepared for discussions with parents regarding pupils' work. To be available to meet with parents to discuss any concerns.
12. Have attractive displays in the classroom, which are either celebratory or instructive.
13. Maintain discipline in accordance with the policies of the School.
14. Reinforce consistently high expectations for pupil behaviour in order to create a positive learning environment.
15. Follow School policy to ensure pedagogical consistency for Year groups, regardless of teacher.
16. Be committed to continual professional development and have a growth mind-set.
17. Attend and contribute to Staff meetings.

At times, it may be necessary to work beyond your normal hours in order to meet deadlines. Where this is necessary, any additional hours will be agreed with the Deputy Head.

Post: Key Stage 2 Teacher

Issue date: May 2024



**Wellingborough
School**

Founded 1595

Key tasks and responsibilities as a Form Tutor:

1. To register all pupils attendance and absence, twice daily.
2. To organise an annual Form assembly.
3. To maintain discipline and rewards in accordance with the policies of the School, including raising concerns over issues that arise from this role.
4. To pass on appropriate information to the Club President.
5. To maintain records of conversations/concerns in the management information system.
6. To raise concerns regarding particular pupils at staff briefings.
7. To facilitate opportunity for quiet reading to take place.
8. To provide opportunity, as required, to discuss relevant and appropriate 'PSHCE' issues.
9. Monitor academic progress/attainment with pupils in form.
10. Support School initiatives, specifically pastoral.
11. Reporting to parents including written report as and when necessary.

Requirements of all staff:

1. Pastoral care of pupils.
2. To undertake three duties per week
3. To cover classes for absent colleagues
4. To contribute to the extra-curricular activity programme.
5. To fully engage with professional development and appraisal.
6. Have proper and professional regard for the ethics, policies and practices of the School in which they teach and maintain high standards in their own attendance and punctuality

Revision of Job Description:

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

Benefits

- Generous pension scheme
- Free lunch available for all staff during term-time
- An employee wellbeing programme offering free and confidential support
- Free on-site parking
- A warm and supportive working environment

Post: Key Stage 2 Teacher

Issue date: May 2024



**Wellingborough
School**

Founded 1595

Pension

The School currently operates a pension scheme with Aviva Pension Trust for Independent Schools (APTIS). The School shall initially pay a sum equivalent to 5% of your basic salary into the pension scheme, subject to contribution by you of at least 5%. The School will also pay a further 15% of your basic salary which you may choose to receive either as pension contribution (for a total of 20% employer contribution), or as additional salary. The School also provides death-in-service benefits, income protection cover, and critical illness cover.

Safeguarding

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 School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Person or to the Headmaster.

The Process

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, HR Manager, to recruitment@wellingboroughschool.org **by 9am on Friday, 17th May 2024.**

Interviews will take place on Tuesday, 21st May 2024.

The School reserves the right to make an appointment before the closing date.

Post: Key Stage 2 Teacher

Issue date: May 2024



**Wellingborough
School**

Founded 1595

Person Specification
Wellingborough School
Teacher

Competence	Essential	Desirable
<u>Qualifications</u>		
• Degree/higher degree	Yes	
• Teaching qualification (PGCE or equivalent)	Yes	
• Demonstrated commitment to on-going professional development		Yes
<u>Skills & Experience</u>		
• Knowledge of teaching methods and relevant curriculum for Key Stage 2	Yes	
• Ability to get maximum effort and excellent results from the pupils at all levels	Yes	
• Good ICT skills and the desire to continue to develop the appropriate use of ICT for teaching and learning	Yes	
• Good personal organisation and time management skills	Yes	
<u>Personal Qualities</u>		
• An inspirational teacher	Yes	
• Has high expectation of pupils' attainment, progress and behaviour	Yes	
• Works effectively as part of a team, building positive relationships with colleagues	Yes	
• Ability and willingness to contribute to the School's extracurricular programme	Yes	
• Approachable and confident	Yes	
• Empathy with children and an enjoyment of working with children of Prep School age	Yes	