



# Kimbolton School

CAMBRIDGESHIRE



## APPLICATION PACK

Kimbolton Preparatory School

Class Teacher (KS1/KS2)

Required for September 2023

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# Welcome

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding [HMC school](#). All our staff, regardless of role, play an important part in the provision of our first-class education.

## Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

## Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2022, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies).

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



# Kimbolton Preparatory School

## Job Description

### Class Teacher (KS1/KS2)

**Required from September 2023**

#### The School

Kimbolton School is fully co-educational (4-18), with both day and boarding pupils, and has a delightful setting in the grounds of Kimbolton Castle. The School combines tradition and innovation in its educational and academic ethos. Kimbolton has high academic standards in terms of GCSE, A Level and university entrance, the result of the motivation and commitment of pupils and teachers alike. There is a forward-looking and highly supportive working environment.

At our Preparatory School, the class sizes are small and our year groups all have at least two classes so children have plenty of scope to establish a broad range of friendships while learning to integrate newcomers with ease. Specialist teaching from the youngest of ages brings an added dimension to learning and our enviable facilities are enhanced through regular access to the first class facilities at the Senior School.

Teaching at Kimbolton offers many opportunities from the academic, super curricular to a vast range of extra-curricular activities. The Common Room enjoys a reputation for its friendly and happy working atmosphere. This post pertains to the Preparatory School (ages 4-11).

Further information about the School can be found on the School website at [www.kimbolton.cambs.sch.uk](http://www.kimbolton.cambs.sch.uk).

#### Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

## The Role

An opportunity has arisen for **two** highly skilled, dedicated teachers to take responsibility for respective classes at the Preparatory School. One post has come about due to expansion at KS2 and the other post is to replace a much-valued colleague who retires at the end of the academic year. **We are interested in appointing the right person to complement our staff team and will adapt the role to fit the strengths of the successful candidates.** The positions offer the chance to teach a wide range of curriculum subjects whilst enjoying the support of specialist staff. The successful candidates will be skilled to teach at KS1 and KS2 and will have day-to-day responsibility for their own class, including the pastoral and academic welfare of pupils. A willingness to contribute to the extracurricular life of the school is essential.

The overall role of the class teacher is to ensure that every pupil at Kimbolton Preparatory School benefits from high-quality teaching and learning experiences that promote their academic and wider personal development and well-being, supported by first-class pastoral care. In short to help every pupil reach his or her personal best in all areas.

## Duties and Responsibilities

- **to place safeguarding and pupil welfare at the heart of excellent practice**
- inspire pupils with an enthusiasm for and a love of learning
- promote effective learning and develop positive work habits
- plan, prepare and deliver high quality lessons for core and/or non-core subjects
- provide high quality, timely and constructive oral/written feedback and clear 'next steps'
- maintain accurate and detailed records regarding pupil progress
- complete assessments, written reports, grade cards etc in accordance with school guidelines
- take responsibility for a specific subject (ideally English) and lead its development across KS1 and KS2
- attend parents' evenings to keep parents informed about their child's progress
- make use of ICT and other technologies to promote learning and achievement
- set high expectations for pupils' including: pupil's learning, motivation, presentation of themselves, their work, conduct and behaviour
- organise trips/outings that complement and extend pupils' learning experiences
- contribute to the development of schemes of work
- work collaboratively to plan lessons and develop teaching materials and resources
- set appropriate homework tasks and set work for absent pupils when necessary
- maintain good discipline and take responsibility for initial sanctions (in accordance with policy)
- liaise with support colleagues, particularly the academic support team and teaching assistants (KS1)
- where absence is anticipated, set appropriate work in accordance with the teacher's short, middle and long-term plans.
- teach on-line as necessary

### Form Teacher Duties

- be the first point of contact for pupils and parents and be available from 8.25 a.m.
- be responsible in the first instance for the general welfare of the pupils in your class
- be responsible for overseeing each pupil's academic and social progress
- register the class each morning and afternoon (as required)
- maintain an ordered, attractive Form Room in which the pupils can take pride

- help the Form to develop a collective spirit of loyalty, trust and support
- prepare class assemblies as required

### **Wider Professional Duties and Expectations**

- support and promote the aims and ethos of the school
- adhere to the Staff Code of Conduct in every regard
- treat all members of the community, colleagues (teaching and non-teaching) and pupils, with respect and consideration
- treat all pupils fairly, consistently and without prejudice
- keep abreast of current developments in your subject area(s) and attend relevant in-service training
- liaise with the Head of Department of the subject in the Senior School
- purchase resources in accordance with the subject budget allocation
- set a good example to pupils in terms of dress, personal appearance, punctuality and courtesy
- arrive at school in good time and remain at school until the end of the working day, allowing enough time for effective preparation for the coming day
- carry out break and supervisory duties as designated including covering for absent colleagues as requested
- attend key school events including, Open Days, Sports Day, Prize Giving and parents' evenings
- support pupils and colleagues in other events including sports fixtures (where applicable), music and drama events, House events and assemblies
- take responsibility for your own professional development and participate in the School's CPD programme and other training as required
- contribute to the school's extra-curricular programme according to the needs of the school and own personal interests and expertise and/or participate similarly in the games programme
- contribute to the corporate life of the school through effective participation in all relevant meetings
- ensure all deadlines are met as published
- undertake professional duties as may be reasonably assigned
- be proactive and take responsibility for matters relating to health and safety and all other legislative requirements
- take on opportunities for additional roles and responsibilities
- attend school outings and take part in residential trips
- drive a minibus and be first aid trained, if possible

Whilst this job outline provides a summary of the post, it is not a definitive list and the job will evolve to meet changing circumstances.

## Person Specification

Criteria	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A good University degree.</li> <li>• Qualified Teacher status (including completion of PGCE, SCITT or another teacher training route).</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further relevant professional development in teaching, learning, including subject leadership experience.</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Willingness to embrace new ideas and methodology.</li> <li>• Commitment to personal/professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of ongoing professional development.</li> <li>• Ability to lead and promote wider professional development.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Teaching at KS1/KS2 aged pupils.</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• A commitment to Safeguarding and child protection.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong practical understanding of best practices regards Safeguarding.</li> <li>• Relevant training.</li> </ul>
<b>KNOWLEDGE, SKILLS &amp; ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Secure knowledge and understanding of the concepts and skills in teaching (inc. assessment) across the KS1/KS2 curriculums.</li> <li>• Ability to employ a range of effective teaching, learning styles and assessment methods.</li> <li>• Demonstrable track record as an excellent classroom teacher.</li> <li>• Up-to-date digital and ICT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to access and use classroom-relevant research to improve teaching, learning and wider provision.</li> </ul>
<b>TEACHING &amp; LEARNING</b>	<ul style="list-style-type: none"> <li>• Outstanding classroom practitioner, with excellent subject knowledge and strong practical skills.</li> <li>• Ability to raise achievement for all.</li> <li>• Committed to ensuring high standards of behaviour at all times.</li> <li>• Enthusiastic and passionate for teaching and developing young people to reach their full potential.</li> <li>• Create a stimulating and safe classroom/learning environment.</li> <li>• Innovative approaches to curriculum/extracurricular delivery which motivate and inspire.</li> </ul>	
<b>COMMUNICATION &amp; ORGANISATION</b>	<ul style="list-style-type: none"> <li>• Well-honed communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in leading whole school curriculum projects.</li> </ul>

	<ul style="list-style-type: none"> <li>Keen emotional intelligence to ensure effective, positive collaboration with all stakeholders.</li> <li>An engaging and optimistic approach, demonstrating strong organisational skills.</li> <li>Used to working to exacting deadlines.</li> <li>Able to manage competing pressures successfully.</li> <li>An eye for detail.</li> <li>Excellent written and oral communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Proven ability to generate ideas and drive initiatives.</li> <li>Experience in data analysis /review to evaluate and inform.</li> <li>Expertise in school /departmental development planning.</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Enthusiasm about a subject and for working with children.</li> <li>Strong oral/written communication skills.</li> <li>Judicious, confident decision maker.</li> <li>Diplomatic, calm under pressure, empathic and an active listener.</li> <li>Organised, punctual, and efficient in organising workload and managing time effectively.</li> <li>High expectations of pupils and colleagues.</li> <li>Open-minded.</li> <li>Forward thinking, flexible and proactive.</li> <li>Excellent interpersonal skills.</li> <li>Appreciates and responds positively to constructive feedback.</li> <li>Reflective and self-critical.</li> <li>Supportive team member, with deep reserves of stamina, a good sense of humour and a balanced perspective on life.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to take on other roles and responsibilities within the school as required.</li> </ul>

## Method of Application

Please email a letter of application, together with the completed Application Form (and an additional CV if you wish), to Mr JP Foley, Headmaster, Kimbolton Preparatory School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at [prephead@kimbolton.cambs.sch.uk](mailto:prephead@kimbolton.cambs.sch.uk)

**The closing date for applications is: 9am Tuesday 21<sup>st</sup> March 2023**

**Shortlisted candidates will be invited to interview on either Tuesday 28<sup>th</sup> March or Wednesday 29<sup>th</sup> March; however, we reserve the right to interview sooner for early applications that meet the selection criteria.**

**Kimbolton School encourages early applications and reserves the right to close this vacancy and appoint prior to the application closing date if we receive a sufficient number of suitable applications.**



**Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non UK workers and therefore all candidates are expected to be able to work in the UK.**

## Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)