



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Kimbolton Preparatory School

**Supply Teacher
From January 2025**

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Welcome from the Head of Prep



I am delighted that you are interested in this important role at Kimbolton Prep School and I hope this candidate pack answers some of the questions you may have. At Kimbolton Prep School, we recognise how important the first years of education are. Our vision is to provide an outstanding, modern, all-round education that challenges children to become curious, courageous, and kind young adults capable of making a positive impact on the world. We encourage integrity and endeavour from the moment children join our community.

Our ethos is rooted in creating a collaborative, supportive, and inspiring environment for all. Kimboltonians work diligently, embrace personal responsibility, and are willing to take risks. Our Prep School culture is characterised by empathy, service, humour, and respect for diverse perspectives. Academic ambition is central, but we also place great importance on the overall happiness, well-being, success and growth of our pupils and staff.

If you would like to visit us or have any additional questions, please do not hesitate to get in touch. I look forward to hearing from you.

Claire Petrie
Head of Prep

Welcome from the Headmaster



Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

Will Chuter
Headmaster

Recruitment of Staff

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 2024, 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](http://www.kimbolton.cambs.sch.uk/policies) to read our Safe Recruitment Policy at 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

Supply Teacher From January 2025

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

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.

Core Purpose

To teach designated pupils and to undertake associated pastoral and general teaching duties in order to provide high quality and continuity of education to pupils in the absence of their usual class/subject teacher.

We are looking for a teacher of the highest calibre who will provide short, medium and long term supply cover across the Prep School (Reception – Year 6) whether your area of expertise is the EYFS, KS1 or KS2 we would invite you to apply.

This is not a permanent position, and the successful candidate will work ad-hoc hours as required.

Introduction

The Preparatory School is looking for Supply Teachers who can support the School's teaching needs when required. You'll be expected to teach all core curriculum subjects and contribute to the other reasonable tasks/responsibilities as required by the Head.

Main Duties

To place safeguarding and pupil welfare at the heart of excellent practice

- Carry out the duties of the 'regular' teacher as much as possible i.e. covering lessons, taking registers, attending assemblies, enforcing school rules, undertaking supervision.
- Set high expectations for pupils including: pupil's learning, motivation, presentation of work, conduct and behaviour.
- Follow prescribed plans, making suitable adaptations to meet pupils' needs.
- Where applicable, prepare and deliver high quality lessons.
- Set appropriate homework tasks as per the timetable.
- Liaise with colleagues, including the academic support team and teaching assistants as required.
- Provide high quality, timely and constructive oral/written feedback and clear 'next steps'.
- Maintain good discipline and take responsibility for initial sanctions (in accordance with School's policy).

If undertaking long term supply duties could include:

- Complete assessments, reports, grade cards etc in accordance with school guidelines.
- Attend appropriate parents' evenings to keep parents informed about their child's progress.
- Accompany pupils on trips.

Form Teacher Duties

- Be the first point of contact for pupils/parents and be available from 8.30 a.m.
- Register the class each morning and afternoon (as required).
- Be responsible for the general welfare of the pupils in your class.
- Maintain an ordered, safe Form Room.

Wider Professional Duties and Expectations

- Support and promote the aims and ethos of the school.
- Treat all members of the community, colleagues (teaching and non-teaching) and pupils, with respect and consideration, fairly, consistently and without prejudice.
- Set a good example to pupils in terms of dress and personal presentation.

- Arrive at school in good time and remain at school until the end of the working day, allowing enough time after this for further preparation.
- Carry out break and supervisory duties as designated.
- Be responsible for extra-curricular activities for the absent teacher(s) or as deployed.
- 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.
- To liaise closely with the Deputy Head Academic regards availability.

Whilst this job outline provides a summary of the role, it is not a definitive list and the role may vary to meet changing circumstances.

Person Specification

Qualifications Required	Essential/Desirable
<ul style="list-style-type: none"> • A good Honours Degree and a teaching qualification. • An EYFS qualification or degree covering DYFS 	Essential Desirable
Experience	
<ul style="list-style-type: none"> • An awareness and understanding of safeguarding and welfare of children. • Knowledge and experience of teaching at Early Years Foundation Stage, Key Stage 1 and Key Stage 2. 	Essential Desirable
Special Requirements	
<ul style="list-style-type: none"> • Ability to work flexibly. • Excellent communication skills. • The ability to establish good relations with colleagues, pupils and parents. • A good understanding of formative and summative assessment, including AfL. • A willingness to be involved in the wider life of the School. 	Essential

Method of Application

Please note: This is not a permanent position. The successful candidate(s) will work ad-hoc hours as required, providing short-, medium- and long-term supply cover across the Prep School.

If you are interested in this position, please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at recruitment@kimbolton.cambs.sch.uk.

Closing Date: Monday 4th November 2024 at 4pm
Interview Week: Week commencing 11th November 2024

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. 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