



Twyford School



Recruitment Pack

For

**Teacher of English
Full-time and permanent**

Starting September 2020

Twyford School

Twyford School is an independent day and boarding school for boys and girls aged 3 – 13.

It is one of the oldest prep schools in the country, possibly the oldest. We are proud of our heritage and the beautiful history and architecture around the school. The worn steps in the corridor to Upper School are a wonderful reminder of the hundreds of years of education provided at Twyford. We embrace Christian values and teach children from the earliest ages to be gracious, considerate and respectful of others.

We are also proud of having some of the most modern facilities and forward thinking approaches to education. Classrooms are modern, bright and well-equipped with the latest technology. Our sports and outdoor facilities are simply outstanding.

Understanding that mental and physical development happen at different stages for different children is at the heart of a Twyford education. We nurture each individual learning journey so children never feel overwhelmed but maintain their confidence and enthusiasm for creative learning throughout their time here. Our outstanding teaching team draws the best out of our children, inspiring a self-belief that serves them so well for life.

The boys, girls and staff are the heartbeat of the school – please come and see for yourself.

Dr Steve Bailey
Headmaster

Professional Conduct

We expect all staff members at Twyford School to uphold the highest professional standards. Our Twyford School Code of Conduct and Teachers' Standards include The Teachers' Standards introduced from 1 September 2012, setting clear expectations for the professional practice and conduct of everyone employed by the school.

Every teacher at Twyford shares a deep passion for the education and happiness of our pupils. We understand that children develop areas of their learning at different stages and will not all respond to the same approach. This is at the heart of our proven academic success. We support every individual child's learning journey throughout their time here. We achieve this by building confidence, nurturing creative thinking, keeping children engaged and enthusiastic about learning. We encourage children to feel proud of who they are and confident in what they do.

Teaching is enjoyable, dynamic and exciting. We love to find new ways to teach the curriculum and are not shy about reaching beyond it. We believe in developing children's curiosity and enthusiasm in their learning, helping them to understand the context of education in the world around them.

Each child's education is shaped to meet their needs and nurture their talents. Recognising where a little more support is needed or the opportunity to stretch themselves beyond the curriculum, is all in the mix. We are extremely proud of our academic record. Every year children win scholarships in a wide range of field including academic, sports, music art and drama. We have an impressive record of getting children in to their school of choice and a reputation for giving good advice on the most suitable schools for the nature of the child.

Teacher of English

JOB DESCRIPTION

The post will require the successful applicant to teach English in the Prep School. They will liaise closely with the Senior Deputy Head and Deputy Head, teaching various age groups in the Prep School including the CE and Scholarship pupils and will play a full and active part in the life of the School including extra-curricular activities.

The following duties shall be deemed to be included in the professional duties which you may be required to perform.

- Planning, preparing and delivering structured courses and lessons making references to all programmes of study and schemes of work that are in place, ensuring the intellectual needs of each child are taken in to account.
- Teaching pupils assigned to you, aged from 7 – 13 according to their educational needs including the setting and marking of work (including examinations) to be carried out by the pupils in school or elsewhere.
- Taking on a form teacher (registration/prep supervision) or tutor (pastoral/academic guidance) role as required.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils where necessary.
- Communicating and co-operating with persons or bodies outside the School as necessary.
- Advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Be familiar with the individual learning needs of pupils on the SEN Register, regularly communicating with the SENDCo and following the guidance of Specialist teachers to ensure pupils with specific needs make best progress.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact.
- Providing a stimulating working environment for pupils.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere, promoting the School's values and expectations.
- Establishing good working relationships with all staff (teaching, administrative and support), liaising with them as necessary.

- Participating in meetings arranged for any of the purposes described above.
- Accompanying pupils on trips away from the School.
- Providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Participating in any arrangements that may be made for teacher appraisal.
- Reviewing from time to time your methods of teaching and programmes of work.
- Participating in arrangements for your professional development.
- Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role or as may be necessary to fulfil the School's statutory or regulatory obligations.
- Building and maintaining co-operative relationships with parents and communicating with them on pupils' learning and progress.
- Actively participating in one of four House groups, including internal competitions.
- Taking a proactive part in the weekly duty teams including supervision of morning assembly/chapel, breaks, lunchtimes and departure plus one evening duty each week, assisting with the supervision of boarders and offering suitable activities in line with your own abilities and interests.
- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.
- Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.
- Participating in administration and organisational tasks related to such duties as are described above.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before during or after School sessions.
- Adhering to the Twyford School Code of Conduct and Teachers' Standards.

Person Specification

Education, Training and Qualifications	Essential	Desirable
Relevant degree subject	X	
Qualified Teacher Status	X	
Recent participation in range of training relevant to the teaching of the subject (s)		X
Knowledge and Experience	Essential	Desirable
A track record of achievement and ambition	X	
Excellent subject knowledge	X	
Classroom teaching experience within the relevant age range (7 - 13)	X	
Experience of teaching within the independent Prep School sector		X
Experience of teaching to Common Entrance and Scholarship level.		X
An understanding of pupils' educational development	X	
Experience of planning for assessment	X	
Knowledge of effective teaching and learning strategies across the ability range	X	
A willingness to introduce and develop teaching and learning strategies which would enhance the educational experiences of the pupils	X	
An appreciation of local and national policies, priorities and statutory frameworks, especially those relating to the safeguarding of children	X	
An understanding of good practice relating to the safeguarding of children	X	
A willingness to participate in subject related activities which fall outside the regular school day	X	
Expert classroom management skills and rapport with pupils	X	
Teaching sport		X
Have an awareness of safeguarding legislation and a full commitment to safeguarding practice	X	
Good and effective IT skills	X	
Personal Attributes	Essential	Desirable
Excellent communication skills, both orally and on paper	X	
Excellent interpersonal skills	X	
Excellent IT skills	X	
Ability to prioritise time effectively and to plan ahead	X	
An ability to motivate and inspire pupils and colleagues	X	
Commitment, enthusiasm, integrity and reliability	X	
A willingness to take on responsibilities within the department if the opportunity arises	X	
Flexibility and a willingness to learn	X	
Ability to work collaboratively as a member within teams	X	
A caring, kind and approachable attitude, especially in relation to pupils	X	
A willingness to contribute to extra-curricular activities	X	
Love of working with young people	X	
Stamina, emotional intelligence and resilience	X	
Attitude, style and presence of a role model for pupils	X	

Rewards and Benefits

Twyford School believes in recognising its excellent staff by rewarding them handsomely.

As well as offering competitive salaries and opportunities for pay progression, Twyford School also offers:

- Access to professional development opportunities
 - Accredited NQT induction
 - A generous pension scheme including the opportunity to benefit from salary sacrifice
 - Group Life assurance benefits
 - Group Income Protection in situations where you may no longer be able to work in your current occupation
 - A discount on fees for your children educated at Twyford School
- A cycle to work scheme
 - Meals are normally provided during School working hours.
 - Generous sickness benefits equal to those in the maintained education sector
 - Access to an employee assistance programme, offering free confidential counselling sessions

All salary bands are reviewed annually by our Governors. New staff will join the School on an agreed pay band dependent upon their experience and time already spent in education.

Responsibility payments are available for those taking on additional responsibilities and for those teachers displaying exceptional teaching qualities, there is an opportunity to receive an Excellent Practitioner Payment.

How to Apply

We are looking forward to you applying for this post. Please fill in the application form and send it in to the School along with a brief letter of introduction addressed to Dr Steve Bailey, Headmaster.

You may e-mail, post or hand deliver your application form.

Post your application to:

Mrs J Thomas
HR and Compliance Manager
Twyford School
High Street
Twyford
Hampshire
SO21 1NW

Email to:

jthomas@twyfordschool.com

If you have any questions relating to this vacancy, please contact Julie Thomas, HR and Compliance Manager on

07867 475071

Applications will only be accepted from applicants completing an application form in full. CVs will not be accepted in substitution for a completed Application Form.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent to that responsibility will vary according to the nature of the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act, 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

The successful applicant will be required to complete a disclosure from the Disclosure and Barring Service (DBS) at the appropriate level for the post.

Twyford School will seek references on shortlisted candidates prior to interview and may approach previous employers for information to verify particular experience or qualifications.

If applicants are currently working with children on either a paid or voluntary basis, their current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanctions is current or time expired), and whether they have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If they are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither their current nor previous employment has involved working with children, their current employer will still be asked about their suitability to work with children, although the employer may, where appropriate, answer 'not applicable' if their duties have not brought them into contact with children or young persons.

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have already been selected, as well as possible referral to the police and/or DCFS Children's Safeguarding Operation Unit.

Candidates Invited to Interview

Conditional offers to successful candidates

Interviews will be conducted in person and the areas explored will include suitability to work with children.

Those applying for teaching posts will be observed teaching a lesson*. Those applying for Teaching Assistant positions will be expected to spend some time interacting with the children in a classroom situation*.

All candidates invited to interview must provide the following original documents:

- Photographic proof of ID (driving licence or Passport);
- Proof of right to work in the UK (Passport, or full UK birth or adoption certificate, together with an official document giving your permanent National Insurance number;
- A utility bill or financial statement showing your current name and address dated within the last three months or a Council Tax bill issued within the last twelve months;
- Where appropriate, any documentation evidencing a change of name;
- The original or certified certificates or diplomas.

*Due to coronavirus, interviews may be carried out using Zoom due to social distancing requirements. In these cases, there will not be an opportunity to teach a class.

Any offer of employment will be conditional on the following:

- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity and qualifications;
- A satisfactory DBS check;
- Verification of professional status such as GTC registration, QTS Status (where required);
- Where you have worked or been resident overseas in the previous five years, such checks and confirmation as the School may require in accordance with the statutory guidance;
- Verification of medical fitness
- Satisfactory completion of the probationary period.

Important

Where a candidate is found to be:

- On DfE List 99 or the Protection of Children Act List, or the DBS disclosure shows they have been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of their application; or
- The subject of serious expressions of concern as to their suitability to work with children, the facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit.

Safeguarding

Twyford School is committed to safeguarding and promoting the welfare of children and young people. We recognise that keeping children and young people safe is paramount. Preventing those you might wish to harm or abuse children from engaging in any area of responsibility at Twyford School, whether paid or voluntary, is a top priority. The whole School community is expected to share this commitment.

We realise that all staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from sexual, physical and emotional harm. Children have the right to be safe and to be treated with respect and dignity. Therefore, trusted adults are expected to take reasonable steps to ensure the safety and well-being of pupils and adopt a child centred approach, considering at all times, the best interests of the child. Failure to do so may be regarded as professional neglect.

Equal Opportunities

Twyford School study at the School. We respect and value the diversity of our staff and pupils.

We seek to employ a workforce that reflects the diverse community at large, as we value the individual contributions of all people. We will treat all employees with respect and dignity and provide a working environment free from unlawful discrimination, harassment or victimisation.

We will not tolerate any form of behaviour or activity that discriminates on the grounds of gender, marital status, family responsibilities, sexual orientation, colour, race nationality, religious belief, ethnicity, age, disability and unrelated criminal convictions.

is committed to achieving equality of opportunity for all people who work and

Twyford School Employment Applicant Privacy Notice

Twyford School is a 'Data Controller' meaning we are responsible for deciding how we hold and use personal data about you. We are giving you this privacy notice because you are applying to us for work either as an employee, worker or contractor. This privacy notice informs you of certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR). It explains how and why we use your personal data and for how long your personal data will usually be retained for. Your personal data will be used for the purposes of the recruitment exercise.

DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.
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THE INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, we will collect, store and use the following categories of personal information about you (where applicable):

- The information you have provided on our application form, including name, title, address, telephone number, personal e-mail address, date of birth, gender, national insurance number, employment history, qualifications, hobbies and interests, personal statement.
- The information you have provided to us in your curriculum vitae (if supplied).
- Any information you supply to us during your interview with us.
- The results of any testing or exercises.

We may also collect, store and use the following types of more sensitive personal information.

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about applicants from other sources, including but not limited to the following:

- You, the applicant.
- Recruitment agencies.
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees.
- Data from third parties from a publicly accessible source

SHARING YOUR DATA

We may share your data where reasonable with third parties, including third-party service providers such as recruitment consultants or advisers.

We require third parties to respect the security of your data and to treat it in accordance with the law.