**Full -Time**

**Teacher of Prep School**

**Welcome from the Principal**

Thank you for your interest in this post. Chase Grammar School is an academic and caring community for 2-19 year olds, with a small family feel.  We have big ambitions and a big heart for all of our students.

We offer a broad curriculum for the 21st century which promotes the academic achievement, personal development and global citizenship of all students at A Level, GCSE, and at all stages throughout our school, in small, focused classes. This is captured in our mission statement:

“***We reach out to provide excellence in individualised education, to nurture, extend and enrich young people to develop into the global citizens and leaders of the future.***”

Our distinctive Chase Passport is used by students throughout the school to set themselves challenges and to plan personal targets to develop each of nine character strengths which we believe are central to success in the 21st century: collaboration, creativity, decision making, empathy, global citizenship, integrity, leadership, problem solving and resilience.

Together with Chase Grammar School, Chase Grammar Prep School and Chase Grammar International Study Centre are part of one integrated campus where students work hard, learn from each other and have fun together!

I am passionate about supporting all staff to develop personally and professionally, and opportunities frequently arise for promotions within the school. We collaborate closely as a team of teachers and share “Tuesday Tips” every week on pedagogy, technology and strategies for students to develop their individual learning abilities.

You are very welcome to request an informal initial discussion with the Principal or Head of Prep School if you are interested in this post, and we also welcome pre-application visits. Please contact the School to take advantage of any of these opportunities.

Yours sincerely



Moira Simpson

Principal

**Teacher of Prep School**

Chase Grammar School is seeking to appoint a talented full -time Teacher of Prep School who is dynamic and enthusiastic and focused on inspiring and engaging our pupils fully and creatively.

The successful applicant will be an excellent communicator and an inspiring teacher whose passion is self-evident. A high degree of organisational skill is also required, as well as commitment to the wider life of this successful independent school.

Amongst other things, the successful candidate will:

* hold a relevant degree and QTS
* be flexible, enthusiastic, with initiative and vision
* have high levels of professional integrity and desire to continually improve
* show warmth in their character (someone who clearly likes working with children and who can also get on well with adults)
* be thoughtful about how they teach and how they can contribute to development of teaching and learning
* have high expectations of the pupils, themselves and their colleagues
* be able to form good working professional relationships with other members of staff
* show commitment, resilience and good humour
* ensure a culture of challenge and support where all children can achieve success and become engaged in their own learning
* regularly review own practice, set personal targets and takes responsibility for own personal development
* create and maintain an effective partnership with parents and guardians to support and improve student achievement and personal development
* contribute to our Enrichment programme

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities, as may be reasonably assigned to them, by the Principal.

**Role Description for Teacher of Prep School**

Responsibilities:

* Plan and present suitable learning experiences for all pupils.
* Supervise and monitor pupils in different school-related settings.
* Oversee and analyse pupil outcomes.
* Communicate and interact with parents, pupils, staff and the wider community.
* Create an educational environment suitable for the physical, social, intellectual and emotional development of all children taught.
* Maintain and manage records and follow school policies and practices.
* Participate in meetings and attend committees as needed.
* Maintain and update student attendance records, grades and other required records.
* Demonstrate flexibility within the curriculum and be a strong team-player.

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidate.

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| **Qualifications and Training** | **Essential** | **Desirable** |
| Qualified Teacher status |  |  |
| A Good Honours Graduate |  |  |
| Evidence of involvement in personal CPD |  |  |

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| --- | --- | --- |
| **Skills and personal Characteristics** | **Essential** | **Desirable** |
| Good ICT skills |  |  |
| An ability to cope with pressure |  |  |
| A sense of humour |  |  |
| An ability to communicate effectively with parents, pupils and staff in a variety of ways |  |  |
| An ability to think originally and creatively and show initiative |  |  |
| An understanding of, and a commitment to, the Christian ethos of the school |  |  |
| A clear understanding of how to engage with school data |  |  |
| Excellent attendance record |  |  |
| Insistence on high standards from pupils and colleagues |  |  |
| An ability to contribute to extra-curricular activities |  |  |

Chase Grammar School is committed to safeguarding and promoting the welfare of children and young people and any offer of employment is subject to an Enhanced Disclosure Check (DBS), Barred Check List and satisfactory references.

**Terms & Conditions**

**Salary & Pension:** The School takes part in a Pension Scheme applicable to either teaching or support staff. You will be automatically be enrolled if you meet the relevant criteria, however you do have the option to opt out if required.

**School Fees Remission:** any child of the Teacher who, having satisfied the entry requirements, and at the Proprietor’s discretion, is admitted as a student to the School will receive the benefit of the staff discount of 50% remission of the School fees. This may be increased in the case of Scholarship or Sibling awards.

**Working Hours:**  normal working hours will be 08:20 – 17:00 Monday to Friday, although the hours of work will reflect the fact that Chase is a busy boarding and day school and many events take place outside these regular hours. Attendance at key events is required including Parents’ Evenings, Information Evenings, Concerts, Productions, Fixtures, Presentations and Prize-Giving events.

**Probation Period:** an offer of employment will be subject to a probation period of one year, during which employment will be subject to termination with half a term’s notice.

**Notice Period:** following probation, you will be required to give the School one term’s notice.

**Free Meals:** will be provided throughout the year when the School’s kitchens are open.