



## Candidate Information

### Appointment of English Teacher (Maternity cover for up to one year) September 2019

Thorpe House School Trust  
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Registered in England: Charity N° 292683



## Background information on Thorpe House School

Thorpe House School was founded in 1923 as a traditional boys' day preparatory school. In 2006 it extended its age range to take boys up to the age of 16. In September 2012 it incorporated its partner Pre-Prep School, Kingscote School, fully within the school. This has created a unique through school, educating boys between the ages of 3 and 16 with three sections – Pre-Prep, Prep and Senior.

The Pre-Prep school operates on its own site. There is a single Nursery Class which takes up to twenty boys and then there are usually two classes of up to 16 boys in Reception, Year 1 and Year 2. To provide a smooth transition from Pre-Prep to Prep the Year 3 classes are now based on the Pre-Prep site.

The Prep and Senior schools operate on the main site. There are usually two parallel classes in each year group. The senior school is over-subscribed and we regularly have waiting lists for Year 7 entry. Although we are broadly non-selective, boys do have to meet a basic entrance requirement to maintain the excellent achievement of boys at GCSE. We do not currently have plans for a sixth form as a large percentage of boys join local grammar schools at the end of Year 11.

The Christian-based ethos and nurturing environment at Thorpe House gives our boys the platform they need to experience success. As an independent boys' school, we pride ourselves in offering an education tailored to the way in which boys learn, whilst also providing a learning journey suited to the needs of each individual in our care.

Our educational approach encourages boys to be responsible members of their local and global community. Our staff are committed to providing boys with the encouraging guidance and support they need to achieve their individual potential.

Kindness, compassion, respect, politeness and resilience are traditional values that we expect all boys at Thorpe House to adhere to and our school motto, 'To strive, to seek, to find and not to yield', highlights the importance of hard-work and tenacity.

The environment in which the boys learn also plays a key role in their development and at Thorpe House we provide a warm, vibrant and caring family environment with welcoming staff who work in partnership with parents, a boy-centred teaching and learning environment, small classes and excellent pastoral care. We are proud of our reputation for providing learning experiences that are pivotal to the excellent GCSE grades our boys achieve at 16. However, whilst this is very important to us, it is not the sole measure of our accomplishments. We are confident that by the time they leave us each pupil is a young man well prepared to cope with the many and varied challenges of modern life.

Please visit [www.thorpehouse.co.uk](http://www.thorpehouse.co.uk) for more detailed information about Thorpe House School.

# Job Description

A teacher is responsible for the learning of the group of boys through teaching lessons involving different strategies to engage effectively with the pupils, ensuring that schemes of work are covered throughout the year, assessments take place according to the school's policy and that pupils' welfare is given the utmost attention. We currently teach the Edexcel specification English at GCSE.

## Behaviours

- Good people skills, and an understanding of how young people think and feel;
- Discretion and confidentiality;
- An understanding of the ethos of a boys' independent school;
- A willingness to give up time above and beyond contracted hours when necessary;
- A good role model for those they teach;
- A sense of humour and a team player.

## Skills & Knowledge

- The ability to work accurately and effectively, with good record keeping skills;
- An excellent knowledge of the subject they are teaching, and the school's routines, rules and regulations;
- Knowledge of the names, background and individual needs of those being taught;
- Knowledge of the health and safety requirements of the given teaching environment;
- Good classroom management skills and ability to maintain discipline;
- The ability to communicate efficiently with others and to communicate on different levels with pupils, parents, visitors and other members of staff;
- Competent ICT skills and the willingness to undertake training to improve these;
- An understanding that the school is a business as well as a school and that any inefficiencies or poor public relations can impact badly upon the business's profitability.

## Specific Responsibilities

- Effectively teach classes as assigned by the Headmaster at the start of the year.
- Have lessons prepared which follow all the relevant plans for the subject being taught;
- Differentiate work set to the class to allow pupils to progress at their own speed;
- Set relevant homework on the prescribed occasions;
- Assess, grade and report upon boys in the class as required by various school managers;
- Attend all relevant Departmental and staff meetings;
- Mark regularly and feedback strengths and weaknesses to the pupils and parents;
- Attend Parents' meetings and prepare for these in advance. Be available to discuss the progress of an individual with parents at other times;
- Ensure that classroom has stimulating displays which are changed frequently;
- Maintain a tidy and well-ordered environment in the classroom, including clearing up after practical tasks have been undertaken;
- Be punctual for the start of all lessons and to meetings;
- Attend In-Service training days.
- Attend external courses as directed or approved by senior management which are in line with the Staff Development plan or which further personal development;
- Attend social functions and school events in support of colleagues.
- Undertake duties around the school during non-contact time in accordance with the posted duty rotas and daily notices;
- Act as form tutor if required.

# Person Specification

We are looking for an enthusiastic teacher to teach Years 7 to 11 to cover maternity leave for up to one academic year. The successful applicant will need to demonstrate a commitment to bringing the very best out of boys who want to achieve and perform to their very best through a boy-centred curriculum which engages and excites! Experience of teaching at GCSE level would be advantageous. This is an opportunity for a committed, flexible teacher to work within a small family based school where their hard work will be valued by both the SLT and our parents.

## The successful candidate will:

- Be an excellent teacher.
- Have high expectations of all boys.
- Be passionate about boy-centred learning.
- Be committed to working in partnership with our parents.
- Have strong organisational and interpersonal skills.
- Show a commitment to professional development and performance management.
- Have a commitment to lead extra-curricular activities and enrich the curriculum.
- Show a willingness to give up time above and beyond contracted hours when necessary.
- Be a team player and work effectively with others.

## The Appointment

Applications should be sent in the form of a completed application form and a letter outlining why you feel you are suited to this post. Only complete application forms will be considered.

References of candidates will be taken up prior to interview. Therefore, anyone submitting an application must be prepared for this to happen. In the interests of safeguarding and child protection, we reserve the right to telephone referees to clarify any questions which arise from application forms, verify facts and investigate any inconsistencies between a written reference and the application form.

Candidates will be expected to teach a lesson as part of the interview process. In the formal interview there will be questions investigating the applicant's attitude to safeguarding issues and boy-centred pedagogy.

The school has a salary scale which is based upon IAPS guidelines, but which is slightly enhanced to take into account the area in which the school is situated. The final salary will depend upon the relevant experience of the successful candidate.

The school currently operates the standard Teachers' Pension scheme. Lunches are provided daily during term time at no extra cost and tea, coffee and biscuits are provided at break times. Upon successful completion of a probationary period, a 60% fee reduction will be offered if the appointed person's son should pass the entrance assessment and places were available.

**Thorpe House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any appointment made will be subject to Thorpe House School being satisfied that the details given on the application form are as stated and the results of pre-employment checks, including the right to work in the UK, academic qualifications, references, disclosure of medical information, enhanced DBS and/or police check(s), prohibition order and childcare disqualification checks.**

**Thorpe House School is an Equal Opportunities employer as detailed in our Equal Opportunities Policy.**

