



Candidate Information

Appointment of Part-Time Teacher of Mathematics
(3.6 days per week)

September 2020

Thorpe House School Trust
Oval Way, Gerrards Cross, Buckinghamshire SL9 8QA.
01753 882474

ndavidson@thorpehouse.co.uk

www.thorpehouse.co.uk

Registered in England: Charity N° 292683



Introduction to Thorpe House School

Thorpe House School was founded in 1923 as a traditional boys' day preparatory school. Nearly a hundred years later, it has evolved into a truly unique school offering a bespoke learning journey from the ages of 3 to 16.

Under the headship of Nicholas Pietrek, formerly deputy head of Birkdale School in Sheffield, the development continues. From April 2020, the school will comprise three sectors - Lower, Middle and Upper. The Lower school, encompassing Nursery to Year 5, will operate on its own site. The Middle school (Years 6 to 8) and the Upper school (Years 9 to 11) will be based on the main site. Each of these year groups comprises two or three parallel classes.

Following the covering of our swimming pool to provide an all-year facility, we will be opening a new multi-purpose hall in May which will increase opportunities for sport and afford additional classroom space.

Further future plans include the consideration of a sixth-form centre and/or performing arts centre to celebrate our centenary in 2023.

In addition to the enhancement of school facilities, we will also be introducing changes to the curriculum. From September 2020, boys will study 9 GCSEs alongside a carousel of enrichment activities, including Mandarin, mindfulness, current affairs, lifesaving in Year 9 and an extended project qualification in Year 10. Our educational approach will encourage boys to achieve to the best of their potential, but also be responsible members of their local and global community.

The environment in which the boys learn also plays a key role in their development. At Thorpe House we provide a warm, vibrant and caring family environment with small classes, excellent pastoral care, and welcoming staff who work in partnership with parents.

We are proud of our reputation for providing learning experiences which are pivotal to our boys' academic success. This is most important to us, but it is not the sole measure of our accomplishments. We also strive to give our boys extracurricular activities and opportunities for life skills so they are well prepared to cope with the many and varied challenges of modern life.

Intrinsic to providing our boys with an all-round education is the significance we place on retaining our Christian ethos. 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.

Having read this pack, we hope you will decide to apply for the post and share in our vision for Thorpe House.

If you have any queries or would like to arrange a pre-visit, please contact Nikki Davidson at ndavidson@thorpehouse.co.uk.

We look forward to meeting you!

From All at Thorpe House School



The Appointment

Job Description

- Plan and prepare courses and lessons in accordance with published schemes of work;
- Teach assigned pupils in Years 7 to 11, including setting and marking of work and assessments in line with school policy;
- Assess, record and report on the development, progress and attainment of pupils in line with school policies;
- Promote the welfare and the individual needs of assigned pupils, following the requirements of the school's policies including child protection, health and safety and behaviour management;
- Under the direction of the Head of Department, make a full contribution to the work of the departmental team, and to the departmental and whole-school initiatives including Open Days;
- Contribute to the maintenance of the fabric of the classroom and any departmental areas through the creation and updating of displays;
- Contribute to the development and maintenance of electronic resources;
- Attend parents' evenings and meetings as appropriate to the year group taught;
- Attend all assemblies, departmental meetings, staff meetings and INSET;
- Undertake a range of general duties to enable the smooth running of the school;
- Contribute to the school's programme of extra-curricular activities, some of which may occur at weekends or during evenings;
- Act as a form tutor if required, being responsible for morning registration, overseeing and reporting on pupils' pastoral and academic progress and being active in helping them to progress. Teach some aspects of the school's PSHEE programme (applies only to teachers who are form tutors);
- Act as Head of House if required, being responsible for running and promoting one of the school's four Houses.

Person Specification

- Have a teacher training qualification for the 11-18 age range or a general education degree;
- Be a skilled classroom practitioner, having a good subject knowledge and an awareness of teaching methodology;
- Be able to work within organisational procedures and meet the required standards and deadlines for the role;
- Be able to work collaboratively and supportively with school colleagues;
- Be able to relate to pupils and parents;
- Be able to communicate clearly and effectively orally and in writing, and have effective ICT skills for both teaching and administration.
- Have a clear understanding of excellence in teaching and learning;
- Be committed to continual personal and professional development and be reflective and able to learn from past experience;
- Be resilient and demonstrate an ability to work well under pressure;
- Display commitment to the protection and safeguarding of children and young people, and be able to form and maintain appropriate relationships;
- Be able to demonstrate an active interest in extra-curricular activities and a willingness to be involved;
- Be able to demonstrate appropriate pastoral skills;
- Show a willingness to give up time above and beyond contracted hours if and when necessary.



Procedure for Application

We will accept either electronic or hard copy applications; in either format they should:

- Be submitted by the closing date of 09:00hrs on Monday, 16th March. Interviews will be week commencing 23 March.
- Contain a completed school application form, a full curriculum vitae and covering letter of application addressed to the Headmaster.
- Be submitted Nikki Davidson, HR Officer, either via email to ndavidson@thorpehouse.co.uk or posted to her at Thorpe House School, Oval Way, Gerrards Cross, Buckinghamshire SL9 8QA.

References of shortlisted candidates will normally be taken up prior to interview. 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 pedagogy.

The school currently operates the standard Teachers' Pension scheme. Lunches are provided daily during term time at no 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.

