



## **KS 1 Class Teacher**

From January 2022

# Information for Candidates

# Contents

<b>Contents</b>	<b>2</b>
<b>The School</b>	<b>3</b>
The Location	3
History and Overview	3
School Aims and Values	4
School Structure and Facilities	5
Leavers	5
Inspection Report 2020	6
Governance	6
Teaching, Learning and Co-Curricular	7
Pastoral Care	7
Parents	7
<b>The Post</b>	<b>8</b>
Job Description (Role and Responsibilities)	8
KS1 Class Teacher	8
Responsibilities	8
The Candidate (Person Specification)	9
Terms and Conditions	9
How to Apply	11
Dates for the Selection Process	11
More Information	11

# The School

## The Location

Snaresbrook Preparatory School is in South Woodford, on Woodford Road, London E18 2EA, on the edge of Epping Forest.

It is an urban area where outer London meets Epping Forest, close to South Woodford Tube Station (5 minute walk) and Snaresbrook Tube Station (10 minute walk) both on the Central Line, and a 30min walk from Wood Street National Rail Station. Major bus routes (W12 and W14) have stops near the school on Woodford Road.

The school is very close to the junction of the North Circular (A406) and M11 motorway so there is easy access to all major routes including the M25 and M1. Reserved parking is available for the Head and some staff.

With such excellent transport links, the school is easily accessible to a very large catchment area, though about 50% of pupils walk to school and the school is an active member of the 'Walk to School' campaign.

## History and Overview

Snaresbrook Preparatory School is an independent day school for around 165 boys and girls aged 3-11 years. Founded in the early 1930's, the main building is a substantial Victorian building, once a very large private home - a fact that contributes to the strong community spirit within the school. Over the last twenty years the house has been extended and several new purpose-built developments added in the grounds, including the rebuilding of the area for the Early Years Foundation Stage.

The school aims to cultivate an intimate, caring family atmosphere in which children feel secure and valued. The size of the school enables the Head and Staff to get to know every child well and ensures a real sense of family with the children making many lasting friendships which continue into secondary school and beyond. A number of current parents are former pupils of the school.

The school has always had a strong Christian ethos, which is incorporated into its Articles. The school is underpinned and guided by its Christian values and morning assembly includes prayers, songs and Bible stories, though of course children from families of all faiths and no particular faith are all warmly welcomed, valued and shown equal respect.

At age 11, Snaresbrook children are confident, cheerful and courteous, with a good sense of community and a readiness to care for each other and the world around them. They leave having learnt how to work in the ways that best suit them, are receptive to a variety of teaching and are well prepared for the next stage of their education and development.

Since its foundation over 80 years ago, the school has been based at its current location. The school was incorporated as a Company in 1985 but it has been owned and run by the Mathison and Simmons families for over fifty years. To avoid confusion with local colleges the Company name was changed in 2011 from Snaresbrook College Ltd to Snaresbrook Preparatory School Ltd.

There is an established structure of non-executive governance with the Head having full day to day and strategic control as in the role of a Chief Executive. The school is a member of the Independent Schools Council (ISC) and the Association of Governing Bodies of Independent Schools (AGBIS). The current

head is a member of the Independent Schools Association (ISA) and the Bursar is a member of the Independent Schools Bursars' Association (ISBA).

The school is immensely proud of its well established reputation for being a very friendly, caring, inclusive and stable community. Since its foundation there have only been six Heads who have each enjoyed leading the school successfully to its next stage of development.

Over the years the site has been developed fully, including a new hall, early years classrooms and outdoor education areas. Consequently there is excellent, modern accommodation for the children aged from 3-11. Being in a central location means that the children have the use of several first class off-site sports facilities nearby.

Further details can be found on the school's website: [www.snaresbrookprep.org](http://www.snaresbrookprep.org) or in the Independent Schools Yearbook.

## School Aims and Values

The school aims are:

- To provide a relevant and contemporary education.
- To develop the whole child intellectually and with confidence, bringing out their best and providing a basis on which secondary schools can build.
- To provide an enthusiastic and enjoyable approach to learning, encouraging children to research and inquire.
- To develop sensitivity towards the values and needs of others within a Christian environment.
- To promote discipline, both socially and academically, with an awareness of personal health and safety.

In addition to the aims there are values that are intrinsic to everything the school does. They feature in school assemblies and on the playground and are widely understood and adopted by the pupils. These are:

- **Respect**
- **Excellence**
- **Sharing**
- **Perseverance**
- **Enjoyment**
- **Confidence**
- **Thoughtfulness**
- **Friendship**
- **United**
- **Learning**

## School Structure and Facilities

The school currently has around 165 pupils aged 3-11 in 8 year groups, with approximately equal number of boys and girls. Lower Foundation Stage and Upper Foundation Stage make up the Early Years Foundation Stage (EYFS, ages 3+ to 4+), which has been consistently over-subscribed; Key Stage 1 (Infants, ages 5 to 6+) consists of Year 1 and Year 2 and Key Stage 2 (Juniors, ages 7 to 11) is made up of Years 3, 4, 5 and 6. Generally the EYFS and Key Stage 1 classes are slightly larger than Key Stage 2 classes, which means that more individual attention can be given to those preparing for entrance examinations to senior schools.

The EYFS children have a purpose built unit which is bright and colourful together with a carefully designed outdoor space and a sensory garden. They also make good timetabled use of the school hall and playground.

Infant and Junior classes are in the main Victorian house. These classrooms have been totally refurbished to be bright and welcoming with projectors in all rooms. In addition there are banks of ipads and Chromebooks for all children to use in their classrooms.

The school hall is multi-functional and is used for assemblies, concerts and plays, music lessons, drama lessons and indoor PE activities. Its underfloor heating allows all the hall space to be used safely all the year round for games activities and the hall is also very well equipped for gymnastics. The playground is used for Infant games but the Junior groups use nearby local sports centres for games, athletics and swimming.

There is a new cloakroom area within the main building and a bright dining area. An extension to the side of the house provides modern office and study facilities for the Head and Bursar and administrative staff. Another addition is the purpose-built common room facilities for teachers together with a teachers' study area on a mezzanine level.

In summary, as well as excelling academically, children are encouraged to be all-rounders, acquiring skills in sport, music, drama, computing, art and design and experiencing an array of hobbies. Equal with these are life skills: respect for others, good manners, kindness and self-confidence.

## Leavers

Although the entry to Snaresbrook Preparatory School is non-selective, the outcomes for Year 6 (11+) pupils are exceptional with many gaining scholarships, exhibitions and places at leading independent schools, which include the following (based on figures for the past 10 years):

- Bancrofts School
- Bishop's Stortford College
- Braeside School
- Brentwood School
- Chigwell School
- City of London School for Boys
- City of London School for Girls
- Cobham Hall
- Forest School
- Grey Coat Hospital School
- Italia Conti
- St Edmund's College

In addition, many pupils pass the highly competitive entrance examinations to attend local State Grammar Schools, namely Ilford County High School (boys) and Woodford County High School (girls). There are often a number of pupils that leave at the end of Year 2, usually going to larger independent schools that cater up to Year 13.

## Inspection Report 2020

The Independent Schools Inspectorate's most recent combined Focused Compliance and Educational Quality Inspection Report on Snaresbrook Preparatory School was published in January 2020, is very highly complementary and its findings conclude that the School successfully meets its aim to develop the whole child intellectually through a relevant and contemporary education, encouraging children to research, inquire, develop sensitivity and self-discipline within a Christian environment.

Under its Focused Compliance Inspection, the School was found to be fully compliant in all areas with no recommendations for improvement.

In the Educational Quality Inspection, the quality of the pupils' academic and other achievements is judged to be good. All pupils develop good levels of knowledge, skills and understanding; this is often excellent, and strongest in the core curriculum of English and Mathematics. Pupils are exceptionally positive and committed to their learning and they develop highly effective study skills. The inspectors reported that pupils' communication skills are excellent and they are extremely articulate. Pupils are highly effective in applying their well-developed linguistic and literacy skills to other areas of the curriculum. Verbally pupils delight in engagement and are proficient in communicating with both peers and adults alike. Pupils' effective communication is promoted by staff who encourage them to speak and listen to each other and adults respectfully, with clarity and thought.

The inspectors found the quality of the pupils' personal development to be excellent. Pupils display high levels of self confidence and independence from an early age. In lessons pupils are confident and always well-behaved in their attempt to achieve maximum satisfaction from their learning experience. They use and understand excellent learning terms like perseverance and determination reflecting a true understanding of themselves. Pupils' behaviour is exceptionally good and they are invariably courteous and sensitive. Pupils' social development is also excellent and they display outstanding respect and care for each other. Pupils demonstrate a natural acceptance of the various backgrounds they represent and the importance of personal differences that make up the rich tapestry of culture within the school. This is driven by the leadership's approach to encourage celebration of diversity and to ensure pupils learn about a range of religious and cultural practices.

In summary, Snaresbrook Preparatory School is shown to be a very successful and high-achieving school, with excellent governance, leadership, teaching, attainment and pastoral care with pupils who are kind, respectful, polite, courteous, well behaved, eager to learn and succeed and who have high self-esteem and confidence.

The full report is found here: <http://www.isi.net/reports/?name=snaresbrook>

## Governance

The school is governed by the Board of Directors who also act as Governors and bring to the school a range of expertise with a variety of professional specialisms. There are currently ten Directors who meet termly. The Bursar also serves as the Clerk to the Governors. The Head reports directly to the Board.

The Board essentially has overall responsibility for strategic and financial matters and there are sub-committees of Governors who live more locally, who give support in specific areas. They work very

closely with the Head and the school's Senior Management Team with input as appropriate from senior staff.

## Teaching, Learning and Co-Curricular

Snaresbrook Preparatory School is fortunate in having excellent, dedicated and loyal staff in each aspect of school life: teaching, teaching support, administration, finance, maintenance, catering, cleaning and caretaking. There is a full-time teacher for each class and full time classroom assistants for EYFS and KS1.

The Head has responsibility for recruiting all teaching staff and there is a strong emphasis on effective communication between all staff, responsibility for which falls to the Head. The Head usually conducts staff appraisals and professional development reviews over a two year period. These reviews are seen very positively, as a means of making sure that staff are happy in their work, have the facilities and training they require, and for setting goals for improvement. The Head also carries out reviews with staff in their coordinator roles.

In addition to the Head, there are 8 full-time class teachers, 3 additional teachers (P.E, Music and IT), 8 teaching assistants, 3 office staff and additional peripatetic staff, some of whom are part time.

Regular in-service and external courses keep the staff abreast of any changes in the curriculum and up to date with good practice. There is a very strong emphasis on and commitment to staff professional development. The staff room is lively, friendly and sympathetic to the needs of others. The staff are enthusiastic and superbly collegiate.

The curriculum aims to be rich, varied and accessible to all. It is carefully planned to ensure a clear sense of progression. Most lessons are taught to the whole ability range of each class but specialist SEN teachers are available either to assist in the classroom or to take a child, or a small group of children, to work in a separate room.

In addition to English and Mathematics, children receive lessons during their time at the school in Science, History, Geography, R.E., Modern Foreign Languages, Latin, Music, ICT, Drama, Art, DT and P.E./Games.

The school prides itself on motivating and enabling all of its children to achieve their full potential and much effort is made to keep abreast of all worthwhile changes in teaching & learning.

## Pastoral Care

Class teachers are naturally the main point of contact as being directly responsible for the children in their class but all staff have a clear duty of care for all children and there is a very close working relationship between staff to pass on concerns of any level. Clear Pastoral Policies and Procedures are in the Staff Handbook. Directors regularly visit the school and are available to talk to pupils, parents and staff.

## Parents

There is a very well established Parent Teacher Association at Snaresbrook Preparatory School. Its role is mainly social in enabling parents to meet up and get to know each other but it also raises money to be spent on special events for the children, such as the whole school trip, or luxury equipment for the school. It also helps the school to fundraise for the pupils' chosen charity.

The school sees itself as joint trustees, with parents, of the young lives in its care, bearing equal responsibility for their happiness, well-being and development.

## The Post

The Head of Snaresbrook Preparatory School invites applications for the post of KS1 class teacher to start at the school from 1st January 2022. This role is a permanent position. The successful candidate will be a qualified primary school teacher with QTS and have a demonstrable commitment to teaching KS1. Excellent communication skills and personal integrity are essential.

### Job Description (Role and Responsibilities)

#### KS1 Class Teacher

The KS1 Class Teacher will report to the Head and is expected to follow the values and ethos of Snaresbrook Preparatory School. The successful candidate will teach a class/classes, enabling all the children to achieve their full potential in all required areas of the curriculum, in a happy, friendly environment.

#### Responsibilities

This list is not exhaustive, but in summary the KS1 Class Teacher will be responsible to:

- Teach the allocated classes as directed on the timetable as well as other classes as needed.
- Care for the educational, emotional and physical needs of the children during the school day.
- Forecast and adequately plan all lessons to be taught and submit such plans to the school drive the week before.
- Evaluate and monitor the programme of study and discuss this with the Head termly.
- Liaise with colleagues so that cross curricular links are maximised and any difficulties discussed.
- Communicate fully with colleagues in order to offer the best service possible to each child.
- Assess, monitor and record fully, the progress of each child and report on each child as required.
- Undertake supervisory duties as allocated by the Head.
- Mount and display work in an attractive, stimulating manner. Change the displays at least half termly.
- Take a full part in all staff meetings, INSET Days and training activities as they arise.
- Take a full part in the extra curricular life of the school, including running extra curricular clubs, attendance at Open Days, school fetes, plays, concerts and similar functions.
- Annually submit a carefully considered order for general classroom resources after evaluation and monitoring stock.
- Cover for short-term absences.
- Have a working knowledge of the school's Safeguarding & E-Safety Policy, Staff Code of Conduct and the Professional Duties document.
- Operate at all times within the stated policies and practices of the school which can all be found within the Staff Handbook and is available on staff member's Google Drive.
- Support the school in school events.
- Respect the confidentiality of school matters.
- Carry out such additional duties as may be required from time to time.



## The Candidate (Person Specification)

The successful candidate is likely to have a record of proven success and should have:

- A Degree with QTS qualification
- Previous experience of working with young children in an educational setting
- Knowledge of the new National Curriculum at KS1
- Effective organisational skills
- Excellent communication skills
- Ability to work cooperatively as a member of a team
- Flexibility
- Enthusiasm
- Integrity
- Confidence
- A good sense of humour
- A good attendance record
- Evidence of continuous professional development
- Commitment to safeguarding and promoting the welfare of children

## Terms and Conditions

A formal contract detailing terms and conditions will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions.

### General:

- A salary in the region of **£30,955 to £47,510**, dependent on previous experience, will be available for the right candidate. The Board of Directors will review the salary annually, effective from 1st September.
- Following a successful probationary period, the appointment is subject to one terms' notice.
- Standard holiday allowance. Days to be taken by arrangement with the Head but would normally be expected to be outside of term-time.
- The KS1 Class Teacher's performance will be subject to regular appraisal.
- Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau. Full details are given on the application form.
- Shortlisted candidates will be asked to undertake identity and qualification checks which conform to the school's Safeguarding Policy. They must also agree to references being taken up at that stage and checks made with past employers.
- The successful applicant will be required to complete a Self Disclosure Form and a Medical Questionnaire.
- The appointment is subject to satisfactory references, satisfactory clearance from the Disclosure and Barring Service, proof of identity and qualifications.

Child Protection:

Snaresbrook Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants should read the school's Safeguarding policy, which is available on the website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. The successful candidate will be required to complete an application for Enhanced Disclosure, to initiate a Criminal Records Check (working with children). The school is also registered for the processing of personal data in accordance with the Data Protection Act 2018. Such checks are required in accordance with the school's policy on Disclosure Information, data protection policy and policy for handling Disclosure information received from the Disclosure and Barring Service. Copies of these policies may be obtained from the Bursar upon request.

Equal opportunities:

Snaresbrook Preparatory School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Equality Act, Snaresbrook Preparatory School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

## How to Apply

The application process is completed electronically. If you are making an application please return the following to [ks1teacher@snaresbrookprep.org](mailto:ks1teacher@snaresbrookprep.org) before the end of Sunday 28th November 2021:

- Your cover letter (see below)
- Your completed [Application Form](#) (see instructions below)

**How to use these forms:** You may find it easier to complete the forms on a laptop/desktop rather than a hand-held device. Clicking on the links above will create copies of the forms if you already have a Google account. If you do not simply choose 'Create Account' to do so. These copies of the forms are only accessible and viewable by you. They will automatically save as you enter information, and you will be able to continue at another time, accessing them through Drive or Docs. Complete the forms online and then, for each form, choose 'File > Download As> PDF document (.pdf)' to download a copy to your computer. Applicants must complete all sections (boxes expand as you type) and return the PDF form by email to [ks1teacher@snaresbrookprep.org](mailto:ks1teacher@snaresbrookprep.org) before the end of 28th November 2021.

Applicants may incorporate further details within their covering letter (maximum one side of A4) including what has motivated you to apply, and what relevant skills and experience you would bring to this role at Snaresbrook Preparatory School. The letter should be addressed to Mr R Dalton, Head.

Please note that the Application Form must be completed in full and must include the names of two referees, with full contact details and email addresses. Referees will not be contacted until after candidates are notified that they have been selected for an interview.

## Dates for the Selection Process

Closing date for applications:	28th November 2021
Candidates notified if selected for interview:	by 3rd December 2021
Interviews:	7th or 8th December 2021

The School requests that all candidates invited to interview also bring with them original copies of:

- A current driving licence including a photograph or a passport or a full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Photocopies or certified copies are not sufficient.

## More Information

For more detailed information on Snaresbrook Preparatory School, please visit the website: [www.snaresbrookprep.org](http://www.snaresbrookprep.org). If you would like to discuss the role in complete confidence, please contact the Head on [ks1teacher@snaresbrookprep.org](mailto:ks1teacher@snaresbrookprep.org).