



KS2 TEACHER & DIGITAL LEARNING LEAD

FULL TIME FROM JANUARY 2021

CANDIDATE INFORMATION PACK



Closing Date for Applications: 9am on 30 October 2020

Interviews: Week commencing 9 November 2020

➤ TEACHING AT OUR SCHOOL

Hampton Pre-Prep & Prep School is a selective, independent day school for approximately 230 pupils across two sites. The Pre-Prep is accommodated in its own attractive Edwardian buildings in Wensleydale Road and the Prep site, on Gloucester Road, has recently been completely rebuilt.

Hampton Pre-Prep & Prep welcomes applications from colleagues teaching in both the state maintained and independent sectors for this permanent, full time position. It will involve teaching boys in our Prep building; it is envisaged that the successful candidate will most likely teach KS2 mathematics, alongside assuming responsibility as our Digital Learning Lead.

This role carries considerable scope for ensuring that the digital literacy skills of pupils, teachers, support staff and parents are developed in ways which improve all pupils' outcomes at Hampton Pre-Prep & Prep. A strong interest in the impact of digital learning *per se*, coupled with exceptional enthusiasm for IT more broadly, forms an essential requirement of this role. This includes an understanding of the research evidence that informs best practice in the use of digital learning and how that might impact pupils' efforts, progress and outcomes at both the Pre-Prep & Prep.

The successful applicant will collaborate with senior colleagues responsible for IT across the Hampton Trust, ensuring the strategic development of digital learning, its practical implementation and the training needs of pupils and colleagues are being met. The post also carries scope for considering how the infrastructure on both sites could be further developed in order to best support exceptional digital learning in every classroom.

The successful post holder will report to and work alongside the Deputy Head (Academic) with respect to all matters related to digital learning at our School. The overall responsibilities particular to this post are subject to the general duties and responsibilities contained in the Contract of Employment and letter of appointment.

Hampton Pre-Prep & Prep is one of the two Schools that constitute The Hampton Trust, Hampton School being the other. Terms and Conditions for all Trust employees, Prep teaching staff included, are excellent. Expectations, both internal and external, are high. Teachers here are required to work hard and go the extra mile to ensure that the potential of all the boys in their care is completely fulfilled.

As an independent school we are not obliged to teach the National Curriculum, however much of what we do is heavily based upon it. We have the privileged freedom therefore to enhance our curriculum offer as we see fit. As a school reflective of its practice, we work hard to ensure we are always making the most of this gift. Above all we want our pupils to have a tremendously enjoyable day at school, every day, certain of the progress they know they have made however large or small, by the end of it.

In addition to their class and any specialised subject teaching responsibilities, all teachers in the Prep are expected to offer at least one Co-Curricular Activity per week after the day's lessons end. For this particular post, a willingness to contribute to the boys' Games programme, which takes place in the afternoons, is essential. We operate an induction and mentoring programme for all teachers new to the school and for those new to teaching. We would welcome applications from Newly Qualified Teachers for this position; full statutory induction is provided.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster. Hampton Pre-Prep & Prep is an equal opportunities employer.

➤ PERSON SPECIFICATION

The successful candidate will be expected to demonstrate evidence of the following skills, aptitudes qualifications and experience:

- An enquiring mind coupled with evidence of excellent academic achievements; Qualified Teacher Status (QTS).
- An understanding of the requirements of the National Curriculum appropriate to Key Stage 2 but willing to accept and teach to modifications of it, especially as far as the teaching of mathematics is concerned.
- The ability to create and teach lessons using a variety of pedagogical approaches, considering pupils' differing needs, inspiring bright minds with a commitment to high academic achievement.
- A clear understanding of the difference between formative and summative assessment and evidence of the impact of both upon pupils' progress.
- An understanding and experience of how ICT and related emerging technologies can support and enhance learning.
- Be capable of formulating and expressing an independent view whilst maintaining an awareness of current best practice across the wider educational landscape and working loyally as part of a team.
- Be an excellent administrator and organiser, with outstanding verbal and written communication skills, a high degree of computer literacy and an eye for faultlessly accurate spelling, punctuation and grammar.
- Have the ability to work with calmness and efficiency.
- To be a cheerful and well-presented person, with both a natural sense of humour and authority in equal measure, capable of inspiring confidence in colleagues, pupils and parents, and an effective public speaker.
- Sympathetically astute, with the steadfast ability to use tact, and where required, diplomacy when solving problems.
- Personal and professional resilience, in great abundance! To be willing to work hard with energy and enthusiasm, avoiding the '9 to 4' approach, and with a generosity of spirit which accepts that there may be some of out-of-normal-hours work required, such as participation on residential excursions with pupils that will involve nights away from home.
- To be aware of Health and Safety issues and to comply with Health and Safety policy.
- Have a strong commitment to their own professional development.
- To be aware of the nature of the School and prepared to commit to its all-round ethos, co-curricular activities and pastoral approach.

➤ JOB DESCRIPTION

Other duties may be added to or removed from this job description, depending upon the qualifications, expertise and experience of the successful candidate

Teaching Mathematics at KS2

- Collaborate with colleagues where necessary to plan sequences of mathematics lessons carefully, in advance of each half term and submit them to the relevant senior members of staff.
- Teach mathematics lessons, based on the School's published Schemes of Work, which are designed to ensure that our pupils always make identifiable, meaningful progress.
- Reflect upon pupils' progress and intervene in carefully considered, intelligent ways in order to address any shortfall as and when it emerges.
- Understand the critically important impact that formative assessment processes have upon pupils' progress and work in such a way as to embed them throughout the teaching and learning that takes place on a daily basis in every lesson.
- Understand the equally important impact that effective summative assessment has upon pupils' progress and adhere to the schedule of assessments planned throughout the academic year.
- Produce written reports of pupils' progress that identify what has already been achieved but also sets out the next steps each child needs to take, in line with published deadlines and guidelines.

Digital Learning Lead

- In close collaboration with the Headmaster and Deputy Head (Academic), work to develop a vision to integrate technology into everyday classroom learning at the Pre-Prep & Prep, which also feeds into a cohesive Trust-wide strategic approach.
- When working to implement agreed strategic priorities, '*I will try and make that possible*' shall be the default response position of the Digital Learning Lead at our School.
- Maintain an ears-to-the-ground, proactive attitude to staff CPD, anticipating and being alert to emerging needs around teaching and learning with digital tools.
- Either run or organise excellent professional development sessions, with a focus on the practical application of digital technology in lessons, drawing upon expertise from colleagues across the Hampton Trust, as appropriate.
- Explore ways to curate and store resources so they are easily accessible for teaching staff and pupils.
- Maintain and manage the School's VLE (Firefly) and related technologies which support programmes of guided home learning, ensuring opportunities to access all this remain in place for all pupils, colleagues and parents at all times.
- Maintain oversight and responsibility for the School's published IT Schemes of Work, ensuring they remain fit for purpose.
- In close collaboration with the Head of Pre-Prep and colleagues responsible for the development of the STEM Schemes of Work at the Prep, ensure software and resources are regularly updated to meet the ongoing demands of a dynamic technological world.
- Safeguard pupils through the effective management of established School e-safety and digital safeguarding Policies and procedures, collaborating with the *Designated Safeguarding Lead* in this respect.
- Assist with reviewing and updating the School's online and digital learning practices/e-safety policies, ensuring that all such policies are effective and above all remain compliant.
- In close collaboration with the Deputy Head (Academic), audit and assess the effectiveness of the development of digital learning across both the Pre-Prep & Prep on an annual basis.
- Develop opportunities for pupils in Year 6 to act as 'Digital Learning Champions', acting as role models in the use of IT for their peers across both the Pre-Prep & Prep.

Pastoral Care

- Expect and embody kindness, in terms of developing and maintaining relationships with everyone in our School; accept that 'children don't learn from people they don't like'.
- Be an identifiable, professional role model for the pupils, colleagues and parents connected to our school, both within and outside the classroom.
- Be an approachable point of contact for parents and recognise that the pastoral role of the teacher extends beyond the classroom.
- Take a proactive approach to initiating and maintaining friendly, sensible relationships between the pupils at our school.
- Be a wise, trusted listening ear for the pupils in our school, taking any concerns they may have seriously whilst accepting that as adults we have a view that enables us to maintain a sense of perspective when resolving disputes or solving problems.
- Communicate effectively and efficiently, with the appropriate level of tact and sensitivity when required, any news or information about the pupils in their care to other colleagues, the Deputy Heads, the Headmaster and parents and maintain retrievable written records of all such communication.
- Contribute to the School's assembly programme and teach a timetabled PSHE lesson each week but recognise that effective pastoral education is likely to occur in every lesson during the course of every day by virtue of all our actions.

General

- Arrive at school sufficiently in advance of the pupils' official start to the day in order to ensure planning and preparation for the day ahead is complete.
- Register the attendance of pupils and ensure they are well organised and well equipped to meet the demands of daily life in the Prep.
- Be prepared, in good grace, to cover for colleagues in their absence when reasonably required and expect the same in the event of any planned for or unforeseen absence.
- Attend all school functions that directly involve our pupils and to offer help when needed, e.g. concerts, plays, Sports Day, end of term assemblies etc.
- Be prepared to participate in, and indeed organise if required, residential trips for pupils in the Prep that will certainly involve a number of nights away from home at least once a year.
- Attend staff meetings at the beginning of each term as well as those regularly scheduled to take place before and after school, during the course of each term.
- Take a pro-active approach to continuing professional development by maintaining a highly reflective view of their practice and participate in the School's Professional Development Review process.
- Contribute to and work towards fulfilling the aims of *The Higher Document*, our name for the School Improvement Plan.
- Read and follow all School policies relating to the fulfilment of the professional duties expected of a member of the teaching staff at Hampton Pre-Prep & Prep.
- Carry out any other duties as may be reasonably required by the Headmaster.

Safeguarding

- Maintain particular responsibility for promoting and safeguarding the welfare of all our pupils by ensuring that the School's Anti-Bullying Policy is followed and any unkindness between pupils is resolved swiftly and securely.
- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the school s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster immediately.

Remuneration will be commensurate with the importance of the role and the experience and qualifications of the successful candidate.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

HOW TO APPLY

- a. Please submit a typed letter of application no smaller than font size 11, addressed to the Hampton Pre-Prep & Prep Headmaster, on no more than two sides of A4 sized paper in addition to a completed Application Form.
- b. Applications to be sent to recruitment@hamptonschool.org.uk
- c. Applications will only be accepted from candidates who complete the School's Application Form **in full**.

Hampton Pre-Prep & Prep School, October 2020