



## The Richard Pate School

### Key Stage 2 Class Teacher – Information Pack

<b>Title:</b>	Key Stage 2 Class Teacher
<b>Reports To:</b>	Head Teacher
<b>Employment:</b>	Employed (Permanent)
<b>Hours:</b>	Full Time
<b>Salary:</b>	Based on experience
<b>Start Date:</b>	1 September 2024

#### **About Us**

The Richard Pate School is owned and operated by Pate's Grammar School Foundation. It is a successful independent day school for 3-11 year olds in Cheltenham. We offer children a broad education in modern purpose-built facilities, including specialist Music, Art, Languages and Science classrooms. The School has an excellent record of admissions to both grammar and independent schools, with approximately 50% moving on to grammar schools and a large number gaining scholarships to independent schools. The School also provides a broad education and a varied extra-curricular programme.

#### **Vacancy Details**

This is a full-time post for a suitably qualified Key Stage 2 Class Teacher to join us from September 2024. The successful applicant would be a class teacher in the Junior Department and responsible for a subject as curriculum leader. A willingness to become involved in the wider school life is essential.

In return we offer a positive working environment with supportive colleagues and regular opportunities for professional development and training. We expect all our staff to engage in pedagogical reflection and development, and to contribute to ongoing improvements in learning and curriculum design and delivery.

## **Job Description**

### **Scope and Purpose**

To carry out the professional duties of an exceptional classroom teacher under the direction of the Headmaster. In addition, you will be responsible for leading a curriculum subject, and willing to become involved in the wider school life, including the delivery of co-curricular clubs and activities.

### **Responsibilities and Tasks**

#### A. Teachers' Standards

In addition to the School's general requirements and key responsibilities set out below, Teaching Staff must also have regard for the Teachers' Standards which are integral to the School's appraisal system.

#### B. Key Responsibilities

- Setting high expectations which inspire, motivate and challenge all pupils.
- Being responsible for the education and pastoral care of all pupils.
- Being responsible for the planning and delivery of the agreed curriculum within his or her own class.
- Being capable of teaching English and mathematics to 11+ Common Entrance and Scholarship to independent schools.
- Being directly responsible to the Headmaster and Deputy Head (Academic) regarding schemes of work and policy documents.
- Promoting good progress and modifying the curriculum so that children are working at appropriate tasks.
- Facilitating a developing sense of independence in each child – vital to self-esteem.
- Making accurate and productive use of assessment in conjunction with School Manager.
- Having proper regard for the presentation of the room both in respect of children's needs and the visual impact for visitors – i.e. good classroom management and organisation.
- Being required to co-ordinate one national curriculum subject.
- Being aware of his / her own "on-going" professional development including training opportunities which might be appropriate under the Performance Management Policy.
- Understanding and implementing the School's Safeguarding and Health & Safety policies
- Sharing various duties.
- Offering at least on extra-curricular club or activity.
- Communicating effectively / professionally with parents on academic, pastoral and behavioural issues.
- Committing to the philosophy and ethos of the school.

#### C. The Role of the Subject Leader

- To provide professional leadership and direction for the subject.
- To ensure that the subject is organised to meet the aims and objectives of the School and the subject.
- To support and guide teachers and support staff throughout the school.
- To work closely with the Prep Department curriculum leader to ensure continuity throughout the School.
- To lead the School through Curriculum Focus for your subject alongside your Prep. Department counterpart.

Desirable but not essential – ability to teach boys or girls games, ability to lead Computing as a subject area and/or an interest in drama and experience with supporting school productions.

### **Extra-Curricular Programme**

The School has a vigorous and varied co-curricular programme and, subject to timetable arrangements, the successful applicant will be expected to deliver additional activities. Lunchtime and after school activities take place each Monday to Friday during term-time. Activities are usually agreed at the beginning of each term by the Co-curriculum Lead.

*All responsibilities outlined in this job specification are subject to review and change from time to time.*

## **Person Specification**

### Qualifications and Experience

- Qualified to degree level (or equivalent), holding QTS in the appropriate subject and age range.
- Applicants must have experience teaching KS2.

### Knowledge and Understanding

- High level of subject knowledge and current Junior curriculum requirements.
- Up to date knowledge of the characteristics of high quality teaching and the main strategies for improving and sustaining high standards of learning and achievement for all pupils.
- Thorough understanding of current education policies and practice, in particular relating to Safeguarding and Health and Safety.

### Skills

- Able to teach pupils of all abilities and ages to a high standard, utilising excellent classroom teaching skills to promote optimum pupil progress.
- Promote the School's aims positively and use effective strategies to enthuse pupils with a love of learning.
- Create a happy, challenging and effective learning environment.
- Innovative in approach to teaching and learning.
- Proficient in the use of ICT (or a commitment to undergo training to this end).

### Personal Characteristics

- Professional in approach and appearance.
- Strong interpersonal skills to effectively communicate with staff, parents and pupils.
- Good team player, willing to make a full contribution to the work of the department and the extra-curricular programme.
- Committed to the protection and safeguarding of children and young people.
- Understands and is willing to uphold, the core values of The Richard Pate School.
- Committed to the Health & Safety of the School community.
- Excellent organisational skills with high expectations of achievement and behaviour.

## **Safeguarding & Probation**

Pate's Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. In accordance with the DfE's Keeping Children Safe in Education 2023, references will be sought on all short-listed candidates prior to interview, and online checks undertaken.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

The successful applicant's appointment will be subject to satisfactory completion of a one year probationary period.

## **Further Information**

Please let us know if you need any reasonable adjustments for any part of the recruitment process.

Up to date information and policies (including 'Recruitment, Selection and Disclosures Policy and Procedure, including Policy on the Recruitment of Ex-Offenders and Recruitment Privacy Notice') may be found on our website, [www.richardpate.co.uk](http://www.richardpate.co.uk).

Should you wish to discuss any of the detail contained within this information pack, please contact our Bursary on 01242 522052.

## **How to Apply**

To apply, please download an application form from our website. Please post completed forms to the following address:-

Mrs Lucy Cox - Bursar  
The Richard Pate School  
Southern Road  
Cheltenham,  
GL53 9RP

Or e-mail to: [bursar@richardpate.co.uk](mailto:bursar@richardpate.co.uk)

**Applications must be received by 12:00pm on Monday 3 June 2024.**

Interviews will be held on **Thursday 13 June 2024.**

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

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*Pate's Grammar School Foundation is an equal opportunities employer.*