



FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

APPOINTMENT OF A PREP PREP TEACHER

Start Date

September 2022

Closing date:

Friday 13th May (early applications will be welcomed)

Salary: This is a full time position, salary is commensurate with experience and qualifications



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INTRODUCTION

Welcome to Forres Sandle Manor. Established 140 years ago, Forres Sandle Manor is a delightful family centred school with an enviable history. Located on the edge of the New Forest, in Fordingbridge, Hampshire, Forres Sandle Manor offers a holistic, rounded education and prides itself on a strong sense of community and family. The School is set within 35 acres of stunning grounds. The original manor house and main focal point is recorded in the Domesday Book; an Elizabethan House, largely rebuilt around 1900 but retaining the Tudor style, now home to extensive boarding facilities. Beyond lie the sports fields, an astro pitch, a heated swimming pool, cricket pitches, a multipurpose sports hall, netball/tennis courts, as well as beautiful woodland. Significant funds will potentially be spent to construct a new project which will focus on STEM and include art and design facilities. We prepare our boys and girls for 13+ Common Entrance and scholarships to senior independent schools including Canford, Dauntsey's, Bryanston, Sherborne and Clayesmore. We have recently announced that we will extend this provision to 16+ from 2024. We have high academic standards and these were strongly endorsed in our most recent ISI report. FSM's leavers have celebrated 100% success rate at Common Entrance. Our location in the beautiful New Forest enables us to offer a broad and exciting curriculum which stretches to the outdoors. Lessons can be taught in the stunning grounds and in the Anglo-Saxon Roundhouse. Full, weekly and flexi-boarding is available and the family atmosphere within the Boarding House helps children relax and feel as if they are at home. Thank you for your interest in joining the staff at FSM. This is an incredibly exciting time to be joining the school.



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Location

The school stands in acres of wonderful countryside located on the borders of Hampshire, Wiltshire, and Dorset. Fordingbridge, a small, picturesque, riverside town, is referred to as the 'Gateway to the New Forest' and is located between the cathedral city of Salisbury and the coastal towns of Christchurch, Bournemouth and Poole. The area is steeped in history and boasts easy access to the beaches of the Jurassic coast, riverside walks, the New Forest, and numerous historical and family attractions. It is one of the most beautiful locations in Southern England. The School is located 12 miles from Salisbury, and less than 20 miles from Bournemouth town centre.

Aims and Pastoral Care

Forres Sandle Manor School staff are dedicated to doing the very best for the pupils in their care. This is evident in the nurturing atmosphere and the positive relationships that exist between all members of the School community. Every child is made to feel important and secure, a valued member of the School, allowing their learning to develop and encouraging independence of thought. The pastoral care is excellent; teachers demonstrate concern for their pupils and readily listen to their views. The School's aim is to provide a supportive, physical, emotional, and intellectual environment, its ethos best encapsulated in the statement that "Happy Children Succeed".



JOB DESCRIPTION

Responsible to: Headteacher & Leadership Team

The School is looking to appoint an inspirational and dynamic Year 2 teacher to be part of our committed and forward thinking team. This role is for a full-time post and is available from September 2022. This appointment is subject to the current conditions of employment of teachers contained in the schools' Teachers Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, other current legislation including the Teacher Standards and the schools' articles of government.

This job description is to be performed in accordance with the School Teacher's Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

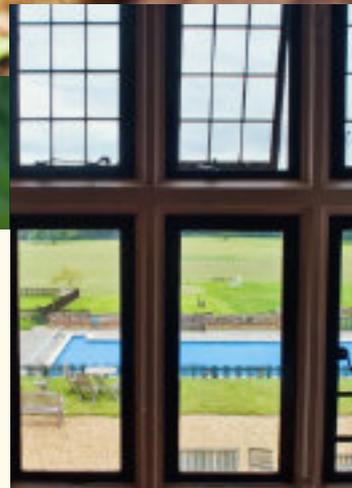
This job description may be amended at any time following the discussion between the Headteacher and member of staff, and will be reviewed annually in response to the changing needs of the school.





CORE AIMS

- To be a leader of learning who has high expectations of every child
- To provide a carefully structured and thorough education experience which enables pupils to achieve their academic and personal potential and to develop skills appropriate to the world of work and life in the twenty first century
- To ensure a civilised, caring, healthy and happy community which emphasises high moral standards, self-discipline, emotional and spiritual development
- To encourage pupils to participate in an extensive range of sporting, cultural, artistic and enriching activities; to develop an understanding of our responsibilities and our duty to serve the local, national and world communities.



RESPONSIBILITIES

- The post holder is responsible to their line manager and to the Headteacher for his/her duties, responsibilities and teaching tasks
- The post holder undertakes the teaching of the pupils in his/her class and associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Head
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement
- The post holder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement
- The post holder will be responsible for the development and implementation of an engaging, accessible and relevant curriculum
- The post holder will be responsible for the pastoral care and safeguarding of the children within their class or groups, ensuring the children's safety, wellbeing and welfare are at the forefront of all they do.

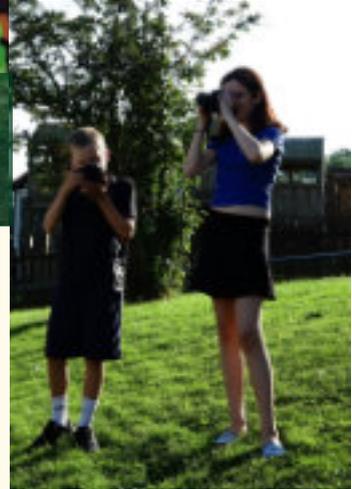




SPECIFIC DUTIES

Plan teaching to achieve progression in pupils' learning through:

- Identifying clear teaching and learning objectives for the pupils, and deciding how they will be taught and assessed, including the teaching of phonics.
- Setting tasks which challenge the pupils and ensure a high level of interest, attention, participation and well-being.
- Setting appropriately high expectations.
- Setting clear targets building on prior attainment.
- Identifying the needs of individuals and groups within the class, taking note of individual education plans and liaising with the SENCO as required.
- Making effective use of assessment data and information when planning lessons.
- Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development.
- The effective use of Learning Support Assistants time as appropriate.
- The effective use of resources promoting and driving the use of ICT resources.





TEACHING AND CLASS MANAGEMENT

- Liaise effectively with the Headteacher in pursuing teaching and learning excellence with pupils.
- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident.
- Manage pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Provide clear structures for lessons maintaining pace, motivation and challenge. • use a variety of teaching methods to:
 - o structure information well, including outlining content and aims and
 - o summarising key points as the lesson progresses
 - o instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary
 - o use of effective questioning, listen carefully to pupils, give attention to errors and misconceptions.
- Select appropriate learning resources for pupils and develop study skills through the use of the library and technology. Drive the use of ICT including iPads in the learning environment and other sources. Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to their age. Critically evaluate own teaching to improve effectiveness.



MONITOR, ASSES, RECORD, REPORT

- Assess how well learning objectives have been achieved and use pupil level data and information to improve specific aspects of teaching via effective planning and delivery of learning experiences. Monitor and assess pupils' work and set targets for progress. Keep up-to-date and accurate records detailing pupil achievement, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to SLT, governors and parents / carers as required.
- Contribute to the school self-evaluation and improvement.



OTHER PROFESSIONAL REQUIREMENTS

Other professional requirements:

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices and in particular to development of relevant computing skills.
- Liaise effectively with parents and governors as necessary.
- Liaise with school to ensure there is a smooth transition for the pupils across phases and year groups.
- Carry out supervision duties as appropriate.
- Support the school extra-curricular activities.
- In addition, to carry out other duties as reasonably required by the Headteacher.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.





PERSON SPECIFICATION

	Essential	Desirable
Experience:		
To have recently taught Key Stage 1 pupils with evidence of good or outstanding teaching (recent lesson observations to be produced at interview)	✓	
Use of technology within the classroom including iPads	✓	
Qualifications / Training:		
A Level passes in two subjects	✓	
GCSE subject passes in English, mathematics and one science subject	✓	
Honours degree from a recognised University	✓	
Qualified Teacher Status	✓	
Training in teaching phonics	✓	
Practical Skills and Competencies The Class teacher should have knowledge of:		
The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) in a Key Stage 1 class	✓	
The monitoring, assessment, recording and reporting of pupils' progress at Key Stage 1, including knowledge of the changes in the National Curriculum 2014	✓	
The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN, EAL and Child Protection	✓	
The positive links necessary within school and with all its stakeholders	✓	



PERSON SPECIFICATION



Effective teaching learning and assessment strategies when educating Key Stage 1 age pupils	✓	
Promoting innovative and creative teaching methodologies including technology	✓	

Personal Skills and Attributes		
Ability to:		
Promote the school's aims positively	✓	
Be patient when working with young children and their parents/carers	✓	
Be resilient in coping with the day-to-day pressures of school life	✓	
Develop good personal relationships within a school team	✓	
Establish and develop positive working relationships with parents, governors and community groups	✓	
Create an engaging and stimulating learning environment	✓	
Be flexible in response to the changing demands of a new and growing Free School	✓	
Work collaboratively as a team member	✓	
Show a commitment to good attendance and excellent punctuality	✓	





HOW TO APPLY

Applicants should complete the school's application form and submit this by email to Sadie Pretty (HR Manager) office@fsmsschool.com. The application form is to be accompanied by a covering letter addressed to the Interim Headmaster, Mr Rob Tasker of no more than one page.

The closing date for applications is 9am on Friday 29th April.

We reserve the right to interview at any point during the recruitment process so **early applications are encouraged.**

If you would like to discuss the role with the Headmaster, please email the Head's PA, Julia Holbrook jholbrook@fsmsschool.com to book a call or visit.

Forres Sandle Manor School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, two work references and other relevant employment checks to this role.

We are an equal opportunities employer.

To find out more and arrange a meeting with our Head of Pre Prep, please contact the Headmasters PA at jholbrook@fsmsschool.com

