



FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

APPOINTMENT OF TEACHER OF SCIENCE



Salary

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

Start Date

September 2022

Closing Date for Applications

14th May 2022



FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

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.



FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

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".



OVERVIEW

Your chief responsibility as a Teacher at FSM is to help ensure the highest possible standards and provide excellence in all pupil outcomes.

Beyond that, as a Teacher, you will be accountable to the Faculty Head for:

Representation:

- Representing the aspirations, concerns and any recommendations of the Faculty for any follow on work.
- Being available to meet parents with any pupil concerns.

Academic Performance:

- Setting high expectations for pupils and staff by provision of strong academic leadership.
- Excellent curriculum delivery.
- Making best use of teaching resources to secure excellent results.
- Maximising classroom presentation across the faculty to provide inspiring learning environments.
- Identifying remedial ways forward for underperforming pupils.

Pupil Reports: Production of pupil reports ensuring they are:

- On time.
- Reflective.
- Of high quality.





WIDER SCIENCE FACULTY RESPONSIBILITY

Be accountable to the Faculty Head for:

- Developing Science as an important subject and area of excellence throughout FSM with the prime objective of encouraging all children of whatever ability.
- Promoting the profile of Science in FSM through the excellent teaching of well-prepared lessons and engaging all students.
- Promoting Science as an exciting and dynamic subject for FSM children.
- Teaching Science to Key Stage 2, Key Stage 3 and Key Stage 4 (GCSE) as the School grows to 16+ from 2024.
- Teaching Common Entrance and public school scholarship levels.
- Preparing children as appropriate for scholarships (which may involve coaching outside of lessons).
- Utilising a range of genres in your teaching.
- Support the development of the FSM Science Curriculum across FSM currently, and to 16+ from 2024.
- Promoting Science throughout FSM through coordination and leading of specific curriculum enrichment activities for every year group.
- Ensuring effective preparation, teaching and assessment is in line with the policies and schemes of work of FSM.
- Keeping adequate written evidence of planning, evaluation, assessment and marking.
- Liaising with FSM's SENCO and Able Child Coordinators to ensure the educational needs of all pupils are met.
- Writing subject reports for parents, senior schools and other agencies when requested.





WIDER SCIENCE FACULTY RESPONSIBILITY (cont)

- The application of the FSM's homework policy within classes
- Promoting effective teamwork and motivating staff to ensure effective, professional, working relations.
- Responding to communication from parents within 24 hours.
- Liaising with the Head of Faculty to ensure subject continuity throughout FSM.
- Attending and contributing to departmental and general staff meetings.
- Participating in INSET/Professional Development days as required by the Head.
- Keeping abreast of current developments in education and to providing knowledgeable and innovative leadership of teaching and the curriculum.
- Encouraging and taking responsibility for the learning environment by overseeing visual materials and classroom displays that promote Science around FSM.
- Sharing good-practice in ICT teaching and learning with the Science Faculty.
- Supporting the Head of Faculty with developing the Faculty Policies and Handbook.
- The nature of science teaching in your laboratory represents one of the highest potential hazards to FSM pupils. Hence, you are to accord the highest priority to the attendance of health and safety both in the delivery of the science curriculum and the routine, day to day arrangements in the laboratory. You will ensure that the strictest practices for the safe handling of hazardous substances, and fool proof precautions for experiments that entail risk, are wholly observed with no room for any oversight or complacency. Teaching surfaces, benches and sink areas are to be routinely monitored, tidied and kept clear of clutter.
- You are to absolutely guarantee that all liquids and all other science substances, especially those that are hazardous, but non-hazardous material too is, by default, safely stored under lock and key. You are to maintain an accurate register of your hazardous stock. Your preparation/stock room is to be kept tidy, uncluttered, well organised and secure.

ALL STAFF ENGAGED WITH TEACHING

As a member of the FSM teaching staff you will be expected to perform the following professional duties:

Pupil Welfare:

- o Supporting, contributing and promoting the safeguarding and well-being of pupils for whom you are responsible and with whom you come into contact.
- o Nurturing the academic and pastoral welfare of each child in your class and acting as first point of contact for their parents. Your positive and proactive communicating and consulting with parents is essential

Commitment:

- o Working towards and fully supporting FSM's vision of Happy Children Succeed.
- o Bringing to FSM the best of your ability, displaying initiative and enthusiasm and recognising that its status as preparatory and pre-prep, boarding and day school places additional demands and responsibilities on staff working here.
- o Supporting your colleagues and their work, building on all that is good and helping to re-shape what could be better.
- o Doing all you can, by the relationships that you build with pupils, staff, parents, and wider community, to promote the caring ethos of FSM.

Teaching:

- o Planning and preparing courses and lessons.
- o Teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupils in FSM and elsewhere.
- o Assessing, recording and reporting on the development, progress and attainment of pupils.

Learning Environment:

- o Always ensuring your teaching space(s) provide a pleasant, attractive and stimulating learning environment with displays which are vibrant, relevant, original and evolving.
- o Reporting deficiencies in the fabric or furniture of the classroom either to Bursary (desks and chairs) or in the maintenance book in the event of faults or breakages.

Associated Activities:

- o Promoting the general progress of individual pupils and any class or group of pupils assigned to you.
- o Providing guidance and advice to pupils on educational and social matters; making relevant records and reports.
- o Making records of and reports on the personal and social needs of pupils.
- o Communicating and co-operating with persons or bodies outside FSM.
- o Participating in meetings arranged for any of the purposes listed above.

ALL STAFF ENGAGED WITH TEACHING

Assessments & Records:

- o Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- o Maintaining children's assessment profiles.

Appraisal: Engaging actively in any arrangements for the appraisal of the teacher's performance and that of other teachers.

Further Training & Development:

- o Reviewing from time to time your methods of teaching and programmes of work
- o Participating in arrangements for your further training and professional development as a teacher.

Educational Methods: Advising and co-operating with the SLT and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline and Health & Safety: Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on FSM premises and when they are engaged in authorised FSM activities elsewhere. Working within FSM's Health & Safety Policy to ensure a safe working environment for staff, pupils and visitors.

Staff Meetings: Participating in meetings at FSM which relate to the curriculum for the FSM or the administration or organisation of FSM, including pastoral arrangements.

Start/End of Term Arrangements: Attending FSM for up to 4 days prior to the start of each term (incorporating the mandatory INSET training period and meetings schedule) and for one day following the end of term.

Cover: Supervising and, so far as is practicable, teaching any pupils whose teacher is not available to teach them for whatever reason. Public Exams:

Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

Management:

- o Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers.
- o Coordinating or managing the work of other teachers.
- o Taking part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of FSM.

ALL STAFF ENGAGED WITH TEACHING

Other Obligations:

- o Boarding: Contributing to boarding duties during the week and/or at weekends.
- o Activities: Participating in the FSM Activities Programme.
- o FSM Project Week: Participating fully in Project Week activities during the Summer Term, which involves working with children on a daily basis (including half day) and sending out information to parents. Many activities entail overnight accommodation away from FSM for which a fixed rate of overnight allowances can be claimed
- o Undertaking other reasonable duties related to your job that will be required from time to time.

FSM Policies: Adhering to the FSM Policies as set out in the shared Teachers' electronic folder and the FSM Staff Handbook.

Personal and Professional Standards: Maintaining high personal and professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with pupils, parents and colleagues.

Administration:

- o Participating in administrative and organisational tasks related to such duties as listed above, including the management or supervision of persons providing support for the teachers in FSM and the ordering and allocation of equipment and material.
- o Attending assemblies, registering the attendance of pupils and supervising pupils whether these duties are to be performed before, during or after school sessions.



HOW TO APPLY

Interested candidates should complete the school application form found on our website:

www.fsmschool.com/vacancies and send to the Interim Head, Rob Tasker, rtasker@fsmschool.com.

Applications are encouraged as soon as possible and Forres Sandle Manor reserves the right to remove this advertisement ahead of the closing date should a suitably experienced candidate be found.

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.

