TORMEAD JUNIOR SCHOOL
CANDIDATE BRIEF

EYFS/KS1/KS2 TEACHER (Full Time)
Required September 2017
Tormead is an interdenominational, academically selective, independent day school for girls. There are c.750 girls aged 4-18. It is a member of the Girls’ Schools Association (GSA) and the Independent Association of Prep Schools (IAPS).

The School, founded in 1905, stands in grounds close to the centre of Guildford. The Senior School caters for girls aged from eleven to eighteen and the Junior School, organised as a largely self-contained unit on an adjacent site, provides for girls aged from four to eleven. Almost all girls in the Junior School gain admission to the Senior School at the age of eleven. More than half of eleven year old entrants are drawn from many other schools, both independent and state-maintained primary.

The School has just completed a major redevelopment of classrooms and dining hall; specialist accommodation includes a range of Science and Technology rooms, a Sports hall and Gymnasium and a Performing Arts Centre for music and drama. Tennis and netball courts on site are supplemented by our Surrey Sports Park partnership which enables us to use state of the art sports facilities.

Further information about the School may be obtained from the School’s website at www.tormeadschool.org.uk
The Junior School:
The Junior School has a team of staff in an area of the school devoted exclusively to c.200 girls in the age range 4 – 11 years. The school’s accommodation includes purpose built rooms for ICT, Science and Design Technology and Music. All classrooms are well resourced, and good use is made of the adjacent Senior School spaces, including access to specialist sports facilities on the Senior School site and at Surrey Sports Park.

Responsibilities Include:
- To implement the educational programme for girls, with broad reference to National Curriculum guidelines and to attend to individual needs and abilities
- To teach across a range of year groups
- To ensure the girls’ work is responded to appropriately and on a regular basis
- To monitor girls’ progress, record and discuss matters of importance with relevant colleagues, including support staff, the Head of School and parents
- To keep relevant up-to-date records of teaching and learning and pastoral issues
- To ensure that the high expectations of behaviour are fulfilled by all girls at all times. To liaise with parents, write reports and attend parents’ evenings
- To liaise with other members of staff over matters of school policy/curriculum, both informally and formally (staff meetings)
- To attend staff meetings and Inset of the school
- To cover for absent colleagues as required
- To supervise girls in the dining room
- To supervise girls in the playground as required
- To register girls promptly at 8.25 a.m. and 1.20 p.m. daily and to dismiss girls at the end of each day

Extra-Curricular Activities: All staff are expected to make a contribution to the extra-curricular life of the school.

The Ideal Candidate: The idea candidate will be a highly qualified graduate and will join a committed and successful team in our Junior School. The role offers the opportunity to make a real difference to the lives of the girls and the staff. iPad technology is being implemented throughout the school, so ability or willingness to develop this area would be highly desirable. The post would suit an experienced colleague or a new entrant to the profession.

The Post: This is a full time post commencing in September 2017.

Remuneration: Tormead Scale according to qualifications and experience, plus Tormead Allowance (currently £3,086).
Applications: (by email or by post) should reach Amanda Comfort, Human Resources Administrator, by Wednesday 10 May 2017 and should consist of:

- a letter of application
- the completed application form
- the completed Equal Opportunities Monitoring Form
- a CV – this is optional but may be included if you wish to complement the above

All applications will be acknowledged.

It is anticipated that interviews will take place week commencing w/c 15 May 2017.

Mrs Christina Foord, Headmistress

Tormead School is committed to the safeguarding and welfare of its pupils and all staff must share this commitment. Applicants must be willing to undergo an enhanced DBS check and other Child Protection screening including checks with past employers. The post holder must adhere to the School’s Child Protection Policy at all times including attending mandatory training every three years.