

## OUR VALUES

We treat everyone with respect and dignity  
We deliver academic excellence  
We enrich through a broad and varied curriculum  
We celebrate effort and achievement  
We bring out the best in our girls  
We prepare our girls for life beyond school



## Job Description

Job Title:	Key Stage Two Teacher and Head of English
Job Type:	Full Time
Contract type:	Permanent
Location:	Prep School, Cranley Road, Guildford, GU1 2JD
Department:	Prep School
Salary:	Competitive and dependent on experience
Line Manager:	Director of Studies (Prep)

### Job Summary

#### The Prep School:

At Tormead Prep, we are passionate in promoting fluid, creative and out of the box thinking. We encourage curiosity and instil a lifelong love for learning, preparing pupils for their future beyond school.

With a future women leaders' ethos, we provide an educational setting that dispels gender bias and stereotyping. We will empower pupils to celebrate their achievements, be they four or eleven years old by asking her to be her own best advocate, speaking openly and proudly about her accomplishments in all fields within our broad and balanced curriculum.

The Head of the Prep School leads a team of twenty-two colleagues in an area of the school devoted exclusively to c.180 girls in the age range four to eleven years.

We are seeking to appoint a highly skilled, dynamic, and inspiring KS2 Teacher who can also be Head of English from September 2024. The successful candidate will have an enthusiastic nature and expert subject knowledge in addition to being a team leader and team player, ready to take the initiative.

With the expansion of the Prep School, the successful candidate would be expected to develop and deliver schemes of work that enhance our pupils' confidence and curiosity, encouraging a passion for the subject and inspiring a love of language, literature, and learning. The expectation is that the skills learnt will be applied in all curriculum areas.

Those applying should prove that they have a passion for English. In addition, they should show a willingness to continually develop their practice and teach staff their educational philosophy and teaching methods. An ability to teach additional curriculum subjects would be advantageous.

This post would equally suit someone who is looking to move to their first Head of Department role, or someone who is keen to advantage of joining our school at this exciting time.

We are looking for a candidate with energy and enthusiasm and a can-do character who believes that their teaching will make a difference to the lives of our pupils. With the expansion and growth of the Prep School, these are exciting times, and we welcome applications from dedicated teachers who are committed to becoming part of a vibrant and happy school.

### Main Responsibilities

- To support and contribute to the school's responsibility for safeguarding the pupils
  - To galvanise a sense of excitement and enthusiasm for English across the school
  - To deliver first class specialist English teaching across Upper Key Stage 2 to ensure the highest levels of attainment for all pupils
  - To provide and monitor the planning and implementation of exciting and inspiring lessons throughout the school
  - To establish high quality teaching within and across the department
  - To create a rich and stimulating English curriculum and learning environment where all children are challenged
  - To build pupils' independence and motivation through developing their metacognitive skills
  - To ensure the pupils' work is responded to appropriately and on a regular basis
  - To monitor and track pupils' progress, record, and discuss matters of importance with relevant colleagues, including support staff, the Senior Management Team and parents
  - To liaise with the Head of English in the Senior School to drive forward innovative and progressive teaching practices within the school
  - To ensure the school's ethos and aims are championed in the curriculum and co-curriculum
  - To be a first-class form tutor supporting the needs of all pupils
  - To keep records of teaching and learning and pastoral issues
  - To ensure that the high expectations of behaviour are fulfilled by all pupils at all times
  - To liaise with parents, write reports and attend parents' evenings
  - To attend staff meetings and Inset of the school
  - To cover for absent colleagues as required
  - To supervise pupils in the dining room
  - To supervise pupils in the playground as required
- To register pupils promptly at 8.25am and 12.55pm daily and to dismiss pupils at the end of each day

### Other Duties

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

### Safeguarding

To promote and safeguard the welfare of all children and young persons for whom the teacher is responsible, or with whom he/she encounters, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times.

If, during 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, any concerns must be reported to the school's Designated Safeguarding Lead (DSL) in accordance with Tormead's policies and procedures.