



Reception Class Teacher (maternity cover)



Message from the Head

I am delighted that you are considering applying to work at our wonderful school. Carrdus is a prep school with a difference; a school that places equal value on the academics and the great outdoors, traditional values and innovative teaching techniques, working hard and playing hard. At Carrdus, children can be children.

Carrdus children are engaged, curious and alive to the limitless possibilities of our world. Our focus is on preparing every child for the next stage of their educational journey and beyond and our outstanding academic outcomes and exceptional children are testament to this.

Our EYFS team build rock-solid foundations to ensure our children achieve both social and academic success. This appointment is of huge value to us as a school as we recognise the importance of ensuring we 'get it right' in the earliest years of a child's life. I look forward to the prospect of working with you in the near future.

Best wishes,

Samantha Bagshaw



Introduction

Carrdus School is an independent co-ed prep school within easy reach of Banbury and the villages of Oxfordshire, Northamptonshire and South Warwickshire. For over 60 years it has encouraged and enabled girls and boys to make a confident, happy start to school life, finding and developing their areas for success.

Founded in 1952 at St John's House, Banbury, the school moved to Overthorpe Hall in 1970 where it has continued to grow and thrive. Carrdus School is part of Tudor Hall School.

The school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosures & Barring Service.



Job description

Teaching Role:

- Set high expectations which inspire, motivate and challenge pupils:
 - Establish a safe, stimulating and creative environment with pupil's work displayed imaginatively
 - Ensure the classroom is engaging, bright and tidy and welcoming
 - Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
 - Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- Promote good progress and outcomes by pupils:
 - Motivate and encourage children to reach high standards and to make good progress
 - Be accountable for pupils' personal and academic (progress and standards) outcomes
 - Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
 - Guide pupils to reflect on the progress they have made and their emerging needs
 - Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
 - Encourage pupils to take a responsible and conscientious attitude to their own work and study
- Demonstrate good subject and curriculum knowledge:
 - Have a strong knowledge and understanding of the concepts and skills of the EYFS curriculum
 - Foster and maintain pupils' interest in the curriculum and address misunderstandings
 - Teach and deliver high- quality Phonics lessons informed by the ELS synthetic phonics programme
 - Demonstrate a critical understanding of developments in the EYFS and promote the value of scholarship
 - Demonstrate an understanding of, and take responsibility for promoting high standards of literacy and numeracy in the EYFS
 - When teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
 - When teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies
- Plan and teach well-structured lessons:
 - Be responsible for classroom teaching and to ensure the delivery of the EYFS curriculum
 - Plan appropriate activities for all children across the seven areas of learning, reflected in both the indoor and outdoor environments, and based on continuous provision at all times
 - Impart knowledge and develop understanding through effective use of lesson time
 - Promote a love of learning and children's intellectual curiosity, engaging children through the use of wide-ranging resources
 - Where appropriate, set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
 - Reflect systematically on the effectiveness of lessons and approaches to teaching
 - Contribute to the design and provision of an engaging EYFS curriculum
 - Organise educational visits and activities, as far as is appropriate and practical, which support and enhance the learning of the pupils



- Adapt teaching to respond to the strengths and needs of all pupils:
 - Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
 - Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
 - Demonstrate an awareness of the physical, social, emotional and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development within the EYFS
 - Have a clear understanding of the needs of all pupils, including those with special educational needs, those of high ability, those with English as an additional language, those with disabilities and be able to use and evaluate distinctive teaching approaches to engage and support them
- Make accurate and productive use of assessment:
 - Know and understand how to assess children in the EYFS, including statutory assessment requirements and assess children against ELG at the end of the phase
 - Make use of formative and summative assessment to maximise pupils' progress
 - Use relevant data to monitor progress, set targets, and plan subsequent lessons
 - Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback
 - Report each term to parents in writing, completing them by the published deadlines
- Manage behaviour effectively to ensure a good and safe learning environment
 - Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
 - Have high expectations of behaviour and establish a framework for discipline with a range of strategies including using praise, sanctions and rewards consistently and fairly
 - Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
 - Maintain good relationships with pupils; based on mutual respect, exercise appropriate authority, and act decisively when necessary

Wider School role:

- Fulfil wider professional responsibilities:
 - Make a positive contribution to the wider life and ethos of the school
 - Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
 - Deploy teaching assistants effectively
 - Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
 - Communicate effectively with parents with regard to pupils' achievements and well-being
 - Ensure Safeguarding and Health and Safety policies are known and adhered to at all times
 - Communicate and consult with parents of pupils on a regular basis, in line with our open-door policy
 - Take on further responsibilities according to experience and levels of professional development
- Maintain high standards of ethics and behaviour within and outside school:
 - Treat pupils with dignity, build relationships rooted in mutual respect and at all times observe proper boundaries appropriate to a teacher's professional position



- Have regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Show tolerance of, and respect for the rights of others
- Not undermine fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- Have proper and professional regard for the ethos, policies and practices of Carrdus School and maintain high standards in terms of your own attendance and punctuality
- Have an understanding of the frameworks which set out your professional duties and responsibilities
- Undertake a range of tasks and activities:
 - Carry out school duties, as required
 - Attend Parents' Meetings and Staff Meetings
 - Attend, within reason, out of hours events including those organised by Friends of Carrdus School
 - Meet with and report to Head as necessary
 - Liaise, advise and consult with all members of teaching and support staff
 - Attend staff INSET, workshops and staff development, as required
 - Attend First Aid/Health & Safety courses, as required
 - Attend Child Protection/Safeguarding training courses, as required
 - Undertake any other reasonable duties or tasks directed by the Head

Job Requirements

- Consistently display and utilise strong personal qualities:
 - Be a positive role model
 - Be a 'hands on' team player with a sense of flexibility
 - Be a strong communicator
 - Have a strong work ethic
 - Have good interpersonal skills
 - Have a natural ability to get on with, support, understand and command the respect of children
 - Have enthusiasm for and interest in the education and welfare of young people
 - Be able to support and extend the extra-curricular life of the school
 - Be an ambassador for Carrdus School at all time
- Show evidence of a range of qualifications, skills and experiences:
 - Qualified teacher status and a good honours degree
 - Excellent ICT skills
 - Evidence of relevant and ongoing CPD (Continuous Professional Development)
 - Relevant teaching experience with strong references
 - Be able to self-evaluate learning needs and actively seek learning opportunities



Terms & Conditions as per Employment Contract

Post:	Reception Class Teacher (Maternity Cover)
Hours:	During school terms the employee shall work full-time hours while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Head for the proper performance of his/her duties.
Salary:	Subject to experience. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1st September each year.
Probation period:	One year
Holidays:	The employee shall be entitled to take as holiday all school holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may be working days.
Pension:	Your service with the School is pensionable under the Teacher's Pension Scheme, to which you and the School shall both make the appropriate contributions based on your pensionable salary.
Retirement:	The post currently has no normal retirement age, but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
Sick pay:	The employee's benefits during periods of authorised absence through illness or injury are the same as teachers in the maintained sector.
Notice:	<p>During the first year of employment the employee's appointment may be terminated by either party giving the other eight weeks' notice in writing expiring at any time.</p> <p>In the second and subsequent years of employment the employee's appointment be terminated by either party giving to the other not less than one full term's notice in writing.</p>
Benefits:	Free meals when available, 40% day fee pupil discount at Carrdus School and 40% day fee pupil discount at Tudor Hall (pro rata for part-time staff).

Application Process

A covering letter summarising your suitability for the post along with the completed application form should be addressed to:

Mrs Samantha Bagshaw, Head, Carrdus School and sent to:

Nicole Hamilton, HR Manager, Tudor Hall, Wykham Park, Banbury, Oxon OX16 9UR

Or by email: recruitment@tudorhallschool.com

Applications will be assessed in order of receipt. Please apply as soon as possible and not later than **11am on Monday 9th October, 2023**.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received.

Potential candidates wishing to visit the school or discuss the post should contact Henrietta Woolf in the school office at Carrdus (email: office@carrdusschool.com or telephone: 01295 263733).

Carrdus School, Overthorpe Hall, Banbury, Oxfordshire OX17 2BS
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