



KS1/2 Teacher

Candidate Information

£35,000 - £46,000

FULL TIME

SEPTEMBER 2023

The Granville is an IAPS
co-ed Pre-School for ages 3 - 4
and girls' Prep School for ages 4 - 11



Executive Summary

As part of our dedicated and enthusiastic team you will contribute to a safe and happy environment in which children age 3 - 11 can play and learn. You will be part of the team at our high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11 in the heart of Sevenoaks.

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

We are seeking a an inspirational and experienced KS1/2 Teacher, who has what it takes to distinguish themselves from the ordinary.

This opportunity would suit a resourceful and highly-approachable candidate, who is an excellent classroom practitioner, ensures high academic standards and engenders a love of learning, enquiry and curiosity. A warm manner, initiative and excellent organisation and communication skills are central to this role, along with an ability to build a strong rapport with pupils, colleagues and parents.

Does this role sound exciting to you? Do you want to belong to a team supporting our pupils to become the best that they can be? Make a difference, and join our team at The Granville School.

Closing Dates 15th March 2023

Interviews 20th or 21st March 2023

The Headmistress would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted either at the School on 01732 453039 or by email through officemanager@granvilleschool.org.

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening appropriate to the post, including checks with past employers, a DBS and a social media search.

The School

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.

The school is set in five acres of gardens and woodland and is centred on a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





Our Vision

Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, Sevenoaks School, Walthamstow Hall and Woldingham) and places at Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in 2021 where we were judged compliant in all areas and in 2017 where the school was proud to be rated 'excellent' in all areas. The full inspection report can be read on the school's website.

Looking to the future, the school aims to continue on its journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.

Testimonials

“ I love the school as much now as I did 20 years ago when my eldest daughter came here. She has such fond memories of being at The Granville. ”

Mrs V Wyatt, Teaching Assistant

“ We have so many fantastic clubs! Every Thursday I do circus skills club. But my favourite is cross country running in Knole Park. ”

Isobel, Year 5 Pupil

“ I love teaching here. The girls are so well behaved and there is an incredible support system for all staff, as well as a carefully structured induction process. I feel so valued in the team, despite only being here less than one year. ”

Miss C Townsend, Year 3 Teacher

“ I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident. ”

Mrs V Duggan, Head of English

“ I love coming to school. The teachers are so nice and they make learning fun. Also, the food is excellent! ”

Harriet, Year 3 Pupil



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Key areas of responsibility include:

Teaching Responsibilities

- Provide a positive, happy and stimulating environment in which children's achievements are valued.
- Plan the curriculum on a long-term and a short-term basis taking into account the School's own policy documents and syllabuses in order to give the continuity that is essential to the children's progress.
- Be aware of the varied needs and abilities of the children and reflect these both in the planning and the implementation of the curriculum.
- Teach effectively in a style which reflects the School's policies, objectives and ethos.
- Assess, monitor and record the children's progress as a continuous process throughout the year.
- Carry out tests in line with school policy. Provide results for the Director of Studies and Headmistress.
- Liaise with subject specialists/curriculum coordinators to maximise the effectiveness and continuity of the teaching.

Pastoral Duties

- Create a positive, caring and encouraging environment where all children thrive in all areas of their development.
- Be aware of a child's home circumstances and always apply diplomacy and a positive approach in dealings with parents.
- Observe and be aware of children who may have social, physical or learning disabilities and alert the Learning Development Department and the Headmistress.

Administrative Duties

- Maintain a register of attendance at each session marked in accordance with the guidelines.
- Distribute letters, bulletins, emails, etc. as appropriate.
- Prepare termly schemes for the Director of Studies and Subject Co-ordinators.
- Plan and organise outings of relevance to the topic or the children's needs in accordance with the School procedures in liaison with the Headmistress.
- Participate in administrative and organisational tasks related to the duties detailed above.
- Keep records of achievement.



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Other Professional Responsibilities

- Provide progress reports and information to parents via school reports, assessments, parents' evenings and individual meetings.
- Cover short-term absences of colleagues as requested.
- Prepare work for supply/cover teachers in the event of a planned absence.
- Cover duties such as early morning, playtime, lunch time and after school duties, on a pro-rata basis.
- Attend staff meetings and INSET days and work with other colleagues on particular areas of the curriculum of relevance to your year group in order to provide a whole school approach.
- Keep abreast of best practice and developments in teaching by attending courses and being aware of educational trends in the wider world. Disseminate relevant information to interested staff on courses attended.
- Run at least one after school club per term.
- Support the discipline and behaviour policies at all stages of the school.
- Participate in arrangements to appraise performance.
- Ensure that Health and Safety at Work regulations are adhered to both personally and on behalf of the School.
- Administer first aid if necessary. When appropriate, refer a child to a member of staff who is trained in paediatric first aid.
- If working with a classroom assistant, liaise with, motivate and assess them so that their time is used profitably and to good effect, ensuring that they are clear about their duties and responsibilities.
- Lead school assemblies when required.

General responsibilities

- To promote high quality teaching and learning.
- To promote the high-quality pastoral care provided by the school.
- To ensure the classroom is an engaging and stimulating environment for effective learning, embracing pupils' work on paper, display and in the general atmosphere created in the classroom.
- To write termly academic reports, and monitor and evaluate pupils' learning, liaising closely with subject leaders.



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- To comply with health and safety requirements.
- To play a full part in the life of the school
- To follow the school's values and assist with instilling and embedding them in the whole school culture.



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Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status 	<ul style="list-style-type: none"> Evidence of continuous INSET & commitment to further professional development. Child protection and safeguarding training Paediatric first aid training
Experience	<ul style="list-style-type: none"> Teaching at KS1 and KS2 	<ul style="list-style-type: none"> Teaching across the whole primary age range. Working in partnership with parents/ carers Minibus driver training Forest School training
Knowledge and Skills	<ul style="list-style-type: none"> Theory and practice of effective teaching & learning for the individual needs of all children including EAL, SEN, Able & Talented (eg Classroom organisation and learning strategies); 	



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Person Specification cont..

	Essential	Desirable
Knowledge and Skills	<ul style="list-style-type: none"> • Monitoring, assessment, recording and reporting of pupil's progress; • Statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEN & Child Protection. • Promoting the school's aims positively, and use effective strategies to monitor motivation and morale. • Creating a happy, challenging and effective learning environment establishing high expectations. • Implementing effective classroom management and organisation. • Assessing the needs of individuals accurately. • Developing good personal relationships with parents/ carers, governors and the community. • Use of technology and digital learning to enhance children's learning 	<ul style="list-style-type: none"> • Experience of SchoolBase management information system.
Knowledge and Skills	<ul style="list-style-type: none"> • Communicate effectively (both orally and in writing) to a variety of audiences. • Understanding of safeguarding and its importance within an educational setting. 	



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Person Specification cont..

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • An outstanding teacher who will drive the school forward by building on the many strengths and successes of the existing provision. • An excellent, inspirational and dynamic teacher who can generate instant respect. • An imaginative and creative professional who is able to introduce new and varied ways of instilling a love of learning in our pupils. • A committed, charismatic and reliable role model. • A team player who is able to galvanise every area of the staff to teach to an outstanding level. • An inspiring personality in and out of the classroom, and someone who makes learning fun but sets the highest standards. • Adaptability and the capacity to inspire confidence in pupils, parents and colleagues with a real love of teaching the young is paramount. A 'can do, will do' attitude, will identify the successful candidate. • Motivation to participate in ongoing training and self-directed CPD (Continuing Professional Development) programmes. 	

Additional Information

Salary

£35,000 - £46,000

The successful candidate will be paid according to their experience which is equated to the national pay scales. The Granville teachers' supplement will also apply.

Full Time

Monday - Friday

8:00 - 4pm

Twilight training sessions are held every Tuesday from 4:30 – 6pm

The successful appointee will also be entitled to the following;

- Free school lunch
- Benenden Health Care
- Pension Scheme
- Staff Discount for School Fees

This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a time when interest in the School, and demand for places is considerable, the future is very exciting.



Additional Information

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following:

To promote and safeguard the welfare of children and young persons' for whom she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.





The 
Granville
School

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