



# RANBY HOUSE

**Class Teacher**

**Key Stage Two (Year 3 to Year 6)**

Job Description & Person Specification



March 2021

*Dear Candidate,*

*Thank you for showing an interest in the Class Teacher's role at Ranby House. We are a proudly non-selective independent school offering fantastic educational opportunities for children aged 2 to 11. Located in North Nottinghamshire in 60 acres of private grounds, we have the most amazing setting, boasting the best facilities in the region available to primary aged children.*

*We are looking for an inspirational, committed and highly effective teacher to provide the highest quality teaching and learning opportunities for our children, ensuring they achieve success and progress in relation to their potential.*

*Prep school life is a very busy environment to work in, so it is important you offer plenty of energy and enthusiasm to support our very busy school. As one of the only schools offering Boarding in the area for primary aged children, there is the added advantage of working alongside pupils outside the classroom. Therefore the ability to offer an extra-curricular sport, hobby or outdoor pursuit, would certainly be desirable. Depending on your personal circumstances, we may be able to offer you accommodation on site.*

*We are very proud of our broad curriculum where specialist staff teach Foreign Languages, Art and Design, Music, Science, with plenty of Physical Exercise, alongside class-based English, Maths and Humanities. As a Growth Mindset school we promote challenge, collaborative learning and success. The school has proudly high expectations of pupil behaviour and attitudes to work, maintaining important values. We promote good behaviour, pastoral support and competitive drive among our House system, which also develops confidence and leadership among the children.*

*The school day is flexible for pupils, where we offer breakfast club, through to an evening 'tea' with all snacks and mealtimes provide throughout the day.*

*This is an exciting opportunity for someone with an absolute love for teaching who wants to gain valuable experience and professional development in an environment that provides many opportunities in curriculum development, leadership, with an ethos of embracing new ideas and challenges.*

*If you have a real enthusiasm to work with children and have either recently qualified as an NQT, or have years of experience as a QTS and you are excited by the prospect of joining our fantastic team of staff, I look forward to hearing from you.*



**David Thorpe.**  
**Headmaster, Ranby House**

# The Role

## Our Motto:

*Semper ad Coelestia (Always to the Heavens)*

## Our Vision:

*We support, encourage and challenge, creating exceptional people who leave our Christian community with confidence, resilience and humility*

## Our approach to learning:

'Bold & Ambitious' - 'Inquisitive & Thoughtful' - 'Supportive, yet Challenging'

## We learn to be:

'Independent, Adaptable, Resilient'



## Ranby House Core Values

**Show Respect**  
**Be Honest**  
**Listen**  
**Forgive**  
**Be Kind and Helpful**  
**Always Do Your Best**

*This Job Description covers the main duties and responsibilities of the role. Staff may be asked to carry out other activities commensurate with the role from time to time.*



## KEY TEACHING RESPONSIBILITIES:

- Plan, prepare and deliver a relevant and challenging lessons based on engaging and bespoke schemes of work.
- Themes should link with topic-based learning used by class teachers.
- Liaise with other class teachers and other subject specialists to ensure teaching is differentiated and age appropriate, using the framework of the National Curriculum to ensure that all children experience a broad, balanced, relevant and stimulating curriculum.
- Achieve progression of learning through:
  - ✓ identifying clear learning objectives and specifying how they will be taught and assessed;
  - ✓ setting tasks which challenge pupils and ensure high levels of interest;
  - ✓ setting appropriately challenging expectations;
  - ✓ setting clear targets, building on prior attainment;
  - ✓ providing clear structures for lessons, maintaining pace, motivation and challenge;
  - ✓ maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, and standards of work;
  - ✓ using a variety of teaching methods to match approach to content and to the needs of the pupils;
  - ✓ presenting key ideas using appropriate vocabulary;
  - ✓ using effective questioning, listening carefully to pupils, giving attention to errors and misconceptions;
  - ✓ evaluating own teaching critically to improve effectiveness.



- Ensure a close match between the learning experiences offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability, providing children with opportunities to manage their own learning and become independent learners. This includes being prepared to use new and alternative methods to maintain excellent standards of teaching during periods of home learning.
- Make appropriate educational provision for children with SEND and those who may have EAL needs, liaising with the Head of our LSU.
- Create a safe and secure, happy and stimulating learning environment, maintaining the highest standards of organisation and discipline.
- Produce high-quality wall displays both in the Classroom and in other areas of the school.
- Foster each child's self-image and esteem and establish relationships which are based on mutual respect, and ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in everyday practice.

- Assess children's progress, maintain records and provide written reports to parents/carers.
- Carry out administrative duties related to the delivery of all aspects of outstanding teaching, including the use of technology to assist in lesson preparation, teaching and reporting.
- Arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
- Work closely with colleagues to undertake long, medium and short term planning and the implementation of agreed schemes of work.



### **GENERAL RESPONSIBILITIES:**

- Maintain and promote the vision, values and ethos of the school.
- Attend staff meetings, year group meetings and other training and developmental sessions, and take part in joint decision making about educational issues.
- Undertake any other reasonable and relevant duties in accordance with the changing needs of the school as directed by your line manager.
- Supervise students outside teaching time, including in the playground and dining room, on a rota basis.
- Assist with and organise aspects of wider school provision, including - but not limited to - school trips, activities and clubs. Lead an after-school club as part of the school's extra-curricular programme.
- Maintain strong lines of communication with parents, responding to requests for information and assistance.
- Attend parent/teacher consultations as organised by the school.
- Take up the opportunity for continuous professional development through self-directed reading, courses and in-service training, and maintain a good level of IT skills.
- Take part in staff performance reviews and seek to fulfil individual targets agreed as part of the performance management system.

# Person Specification

## ESSENTIAL TEACHING EXPERIENCE & QUALIFICATIONS:

Be a highly competent classroom teacher (NQT or QTS), with evidence of proven teaching and learning skills

Evidence of being able to motivate, inspire and lead children.

Able to use a variety of teaching and learning styles to bring about positive achievement.

Demonstrates experience of appropriate strategies for managing pupils' progress with an ability to track pupil development to a high level of achievement.

Experience of delivering engaging and progressive lessons to a mixed ability class.

An understanding of the accountability and parental expectations placed on staff working in the independent sector.

Competent IT skills to support teaching and learning in a classroom and IT based admin tasks

A good understanding of child development, learning processes and factors that affect how pupils learn.

A confident and effective communicator who will support the team and embrace change.

Ability to resolve problems effectively by being 'solution focused'.

Excellent levels of organisation and time management.

Work constructively as part of a team, understanding your role within it.

Ability to relate well with children, their parents and colleagues and to build positive working relationships.



## DESIRABLE SKILLS AND ABILITIES:

Keenness to get involved in outdoor education, with a relevant qualification to coach sport or an extra-curricular club/hobby

Ability to offer a subject specialism in other subjects including PSHE, RS, Computing

Evidence of driving initiatives forward through subject leadership or co-ordinator

Experience of working in the Independent sector

## PERSONAL CHARACTERISTICS:

Has a genuine interest in the benefits to children of exploiting every learning opportunity.

A commitment and desire to be involved in all aspects of 'school life'.

Will uphold the school's expectations and be an ambassador for the school in everything they achieve.

Shows initiative alongside clear and balanced thinking and planning.

Shows respect to all members of the school community.

Honest with strong moral integrity.

Demonstrates kindness and support to children, parents and staff.

Displays calmness and empathy, especially at times of pressure.

Maintains and respects confidentiality.

Is flexible in the role and enthusiastic about the role.

Always strives to do their best.

Has a clear sense of humour.

# The Vacancy

<b>Post Title:</b>	Class Teacher (Key Stage 2)
<b>Responsible To:</b>	Deputy Head / Headmaster
<b>Contract Type:</b>	Permanent
<b>Commencement:</b>	September 2021
<b>Hours of work:</b>	Full Time
<b>Salary:</b>	In accordance with school's pay scale, relevant to experience and qualifications.

## Working hours:

Teaching staff are expected to view contract times as core hours only and are expected to commit to as much additional time as needed to complete the role, to meet the needs and expectations of this post. This is a role requiring a commitment to work some evenings and weekends as all staff are expected to complete duties, clubs/activities, staff/department meetings, INSET days, department preparation and planning, as well as special school events, eg parents' evenings and open days.

## Probationary period:

The appointment is subject to completion of a one year probationary period.

## Online applications:

Should be made by completing the online application form at [www.wsnl.co.uk/applicationform](http://www.wsnl.co.uk/applicationform). Attach a covering letter (outlining why you are interested in the role). Within your application statement include, why you would be a fantastic fit for the role, you may wish to also attach a CV. Please note that CVs on their own are not accepted and you may be asked to complete the full application form before attending interview.

## Postal applications to:

The Headmaster (Ranby House),  
Straight Mile, Ranby,  
Nottinghamshire DN22 8HX

**Email applications to:** [headmasterprep@wsnl.co.uk](mailto:headmasterprep@wsnl.co.uk)

**Telephone:** 01777 703138

**What to expect at interview** (example interview schedule – *subject to current COVID restrictions, these will be held at the school or via MS Teams*):

- Interviews with the Headmaster & Senior Leadership Team
- Teach observed lessons: i) demonstrating our Learner Profile (approach to learning) on a subject of your choosing ii) an English lesson, demonstrating your subject knowledge and differentiation within a mix ability class.
- Presentation to a group of children on a given topic

## Closing date and selection process:

Applications should be received by 9:00am on Monday 12<sup>th</sup> April 2021

Interviews will take place week commencing Monday 19<sup>th</sup> April 2021

