

Background Information about the School

Location and size

St Andrew's is a co-educational, day and boarding IAPS prep school of some 370+ pupils aged between 1 and 13. It is situated in Meads village on the outskirts of Eastbourne. The school is minutes from the beach and at the foot of the South Downs.

Structure

The school is divided into departments: the Nursery (which includes a Baby Room from 12 months), the Pre-Prep (Reception to Year 2), Juniors (Years 3 and 4), Middles (Years 5 and 6) and Seniors (Years 7 and 8). All the departments are located on one green and spacious campus and share many facilities such as the swimming pool, chapel, dining room and playing fields. Up until Year 4, children are taught by class teachers with some specialist teachers. From Year 5, children have form tutors and then are taught by specialist teachers.

Education

The school is non-selective. It prides itself on the breadth and excellence of its curriculum, both academically and in extra-curricular activities. At the older end of the school many subjects are taught in sets and children are prepared for Common Entrance or Scholarship exams in order to apply for a range of senior schools. The majority of pupils play musical instruments, there is a depth of sports teams to cater for all abilities and most children are involved in drama productions.

A strong pastoral system supports key values of kindness and honesty, tolerance and forgiveness, learning to listen and trying our best.

The school aims to open doors and encourage children to have a go and discover an interest or passion that will last a lifetime. The school day runs from 8:30am to 3:30pm in the Pre-Prep with later finishes for the older children. After school activities take place throughout the school. From September 2013 compulsory Saturday morning school for Years 4-8 was replaced with optional activities.

The expectation is that children will stay to Year 8 before transferring to senior schools and that we will have a number of children join us into each of these year groups, with a particularly strong intake normally into Year 7.

The Pre-Prep

The Pre-Prep is housed in its own purpose built accommodation which includes six classrooms, an ICT suite, a hall/gym and a library/resource room. The Reception class also has a covered outdoor learning area adjacent to their classrooms.

The Pre-Prep covers three year groups: Reception, Year 1 and Year 2. Many of the children joining Reception will come from our Nursery, with whom the Pre-Prep and, in particular the Reception teachers, have close ties. Children from other nurseries and



schools will join all the year groups in September and throughout the year. The expectation is that all Pre-Prep children

transfer to the Prep Department at St Andrew's. Year 2 staff, in particular, have close ties with the Prep Department to ensure a smooth transition to the next part of the school.

The Pre-Prep is managed by the Head of Pre-Prep and Nursery. Each form has a teaching assistant as well as a class teacher and a number of specialist staff are also part of the 'Pre-Prep team' such as the swimming coach, PE teachers, music teacher, etc.

Amalgamation

St Andrew's amalgamated with Eastbourne College in 2010. The two schools retain a good deal of independence and their own identities but share some facilities and support staff. The two headmasters have their own separate teaching staffs, and the Headmaster of St Andrew's is line managed by the Headmaster of the College. Each school has its own committee of governors who form part of the overarching Council that governs the wider charity. Whilst about two thirds of the children go on to the College, others go to a range of senior schools including Brighton College, Lancing, Bede's, Tonbridge, Benenden, Ardingly, Hurst, etc. In 2015 Year 8 children will leave for nine different senior schools gaining 24 scholarships along the way. Offering choice at thirteen and finding the right school for each child is critical.

Boarding

The school was founded as a boarding school in 1877. Although the majority of its pupils are now day children it retains a mixed boarding house which provides flexi, weekly and full boarding. There are typically 20 to 30 boarders looked after by live in house staff with help from teaching staff in the upper years.

Further Information

More information about the school may be found by visiting the website at <https://www.standrewsprep.co.uk/>

Policy Standards

St Andrew's is an equal opportunities employer.

St Andrew's 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 Disclosure and Barring Service.

Tom Gregory, Headmaster

November 2023



St Andrew's Prep, Meads, Eastbourne BN20 7RP

01323 733203 info@androvian.com www.standrewsprep.co.uk

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Registered in London under Certificate No. 115408. Registered Charity No. 307071

Job Description

- 1) Job Title Pre-Prep Class Teacher (Maternity cover)
- 2) Responsible to: Head of Pre-Prep
- 3) Job Summary: The main duties of a Pre-Prep class teacher are to carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head of Pre-Prep and Headmaster.

4) Duties and Responsibilities:

a) Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Attending all relevant pastoral, briefing and planning meetings
- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Helping to identify SEN or very able pupils
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Making effective use of assessment and ensuring coverage of programmes of study
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- Selecting appropriate learning resources and developing study skills
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluating own teaching critically to improve effectiveness
- Ensuring the effective and efficient deployment of classroom support by directing, planning and working cooperatively with the classroom teaching assistant for the benefit of the children
- Working in close co-operation with parallel class teacher and with other colleagues in the school
- Providing a stimulating learning environment
- Receiving training to teach in the Forest School
- Taking account of pupils' needs by providing structured learning opportunities
- Embracing the EYFS curriculum in the reception classes if appropriate
- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively
- Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

b) Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress



- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- Undertake assessment of students as requested by departmental and school procedures
- Prepare and present informative reports to parents.

c) Duties

- Assist with the supervision of pupils during their free time
- Cover lessons as timetabled by the Head of Pre-Prep
- To carry out break and lunch time duties as necessary

d) Extra-Curricular

- Offer at least one after school club each week
- Help in the production and organisation of all Pre-prep events throughout the year.

e) Curriculum Development

- Contribute to the whole school's planning activities
- Understand relevant national curriculum legislation and the EYFS framework
- Attending pre-term staff INSET
- Attending appropriate courses and training to further professional development
- Be Pre-Prep subject coordinator for at least one of the areas of the curriculum.

f) Safeguarding Duties

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Charity's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.

The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.

The responsibility for pupil discipline, occasional one-to-one settings or trips/transport, and variety of situations require staff in this post to have a deep and wide understanding of safeguarding procedures. They have a broad view of pupil behaviours and should exercise vigilance regarding child protection issues.

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 or welfare of children at St Andrew's Prep School, referred to as The School, s/he must report any concerns to the school's Designated Safeguarding Lead or, if he/she is The School's DSL, to the Headmaster and relevant agencies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



5) Person Specification:

The successful applicant will be someone who:

- Is suitably qualified or experienced at teaching Pre-Prep age children
- Possesses a strong sense of humour and works well in a team
- Enjoys and can enthuse children of Pre- Prep school age
- Is a good listener with children and adults, open and approachable
- Can be flexible whilst adhering steadfastly to important principles
- Possesses determination, enthusiasm and stamina
- Understands and espouses best child protection practice and is committed to safeguarding and promoting the welfare of children
- Understands the particular needs and concerns of this age group, their parents and those who teach at this level
- Will promote fairness and equality of opportunity amongst the children and believes passionately that all children should be valued equally
- Will be sympathetic to and enhance the existing ethos of the school
- Has a firm commitment to independent co-education and will play a full part in school life
- Presents high standards of appearance at all times in keeping with the profession
- Can communicate confidently with parents
- Is positive and motivated
- Has knowledge and experience of the EYFS curriculum and has a clear understanding of the transition process between Reception and Key Stage 1.

6) Terms and Conditions:

Salary: Commensurate with qualifications and experience

7) How to Apply

To apply, please visit <https://www.standrewsprep.co.uk/contact/employment-opportunities/> and click the **Apply Now** button to complete the mandatory application form.

A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

Please provide two or three referees, from whom we will request references should you be shortlisted for the post.

- One referee must be your current or most recent employer (for teachers this means your head, or a line manager's reference countersigned by the head).
- Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
- Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends or current employees of St. Andrew's Prep or Eastbourne College.
- Referees will be asked about whether you have been the subject of any safeguarding concerns.

For further information please contact hr@eastbourne-college.co.uk

All applications must be received by Friday 8 December 2023.



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8) Safeguarding Statement and Equal Opportunities Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check and positive references.

St Andrew's Prep is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

