



# YEAR 4 CLASS TEACHER (Maternity Cover)

REQUIRED FOR SEPTEMBER 2022

INFORMATION FOR CANDIDATE

Applications will be considered as they are recieved.



## About Glendower

Glendower is a leading London Prep School for 250 girls aged between 4 and 11. Glendower has a reputation for excellence and attracts, develops and inspires some of the country's best teaching talent.

The School comprises of two sections; the Lower School (Reception - Year Two) and the Upper School (Year Three - Year Six). Glendower is a London day school, and offers an excellent 'all-round' education comprised of specialised teaching, a rigorous sporting calendar and an abundance of extra-curricular opportunities for girls of all ages.

## Record of Success

Glendower has been rated 'excellent' in every area following our ISI Inspection (March 2020); which included the quality of teaching, pupils' achievements, opportunities in sport, music, Performing Arts and Extra-curricular activities, as well as the provision and quality of Pastoral Care.

Glendower has an outstanding track record in preparing its pupils for the top Senior Schools in the country. Schools frequently attended by our students consist of:

St Paul's Girls' School	City of London
Latymer Upper School	Godolphin and Latymer
Wycombe Abbey	St Mary's Ascot

## The Glendower Approach

Founded in 1895, Glendower is a traditional, yet forward-thinking school with a strong community ethos. Glendower has a rich history of success and is very proud of its reputation as one of the leading Prep schools in the country. Due to its incomparable location in the heart of South Kensington, Glendower has access to some of the best facilities in the UK, where daily Drama, PE and Extra-curricular clubs take place. These facilities enable every girl to flourish and unleash their talents in all aspects of school life.

## The Vacancy

We are seeking to appoint an enthusiastic and inspiring individual to join our vibrant school from September 2022. We welcome applications from recently qualified, as well as more experienced practitioners.

The Year 4 Class Teacher will join an exceptional group of staff whose commitment and care for the pupils makes Glendower a happy and thriving school to be part of.



## Specific Responsibilities

Reporting to the Headmistress and Deputy Heads, the Teacher will uphold the aims and objectives of the school and promote these whenever possible. The Teacher will endeavour to provide his or her pupils with the highest standards of education and care in accordance with the school's aims, policies and procedures.

The successful candidate will be expected to:

## Teaching

- To provide a stimulating and engaging classroom environment
- To plan and prepare well-structured lessons, primarily mathematics and English
- To attend relevant courses and to be aware of current trends in education
- To be proficient with the use of technology within a classroom setting
- To produce written schemes of work and weekly plans for each subject taught
- To teach pupils according to their educational needs, including the setting and marking of written work
- To assess, report on and record the development, progress and attainment of pupils
- To prepare for and attend Parent Evenings as necessary over the academic year
- To promote the general progress and well-being of individual pupils
- To provide guidance and advice to pupils on educational and social matters, making relevant records and reports
- To communicate and consult with pupils' parents
- To accompany children on trips and outings and complete the required risk assessment forms
- To plan for, organize and direct the work of support staff within the classroom

## Pastoral

- To encourage each child to reach her individual potential
- To ensure high expectations of presentation and general behaviour
- To ensure the safety of pupils both in and outside the school, having regard to the school's Health and Safety Policy

- To prepare class assemblies when necessary
- To raise any significant concerns about a child with the Headmistress, Deputy Head and colleagues
- To offer an after-school club each week
- To be sympathetic to the customs, values and beliefs of the child's family or carers

## General Duties

- To communicate, when necessary, with persons or bodies outside the school
- To participate in staff meetings, open days, social evenings as required
- To work co-operatively with colleagues, including teaching assistants, offering help and support as required
- To implement decisions made by the Headmistress or Senior Leadership Team
- To participate in the school's appraisal procedure
- To cover for absent staff
- To take part in the development of the school, its policies and its activities
- To be fully aware of all Glendower's policies and procedures
- To be proactive in designing, producing and maintaining displays of children's work
- These duties are neither exhaustive nor exclusive and may be changed from time to time.

## School Aims

Since 1895, Glendower has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Glendower aims to keep a happy balance between the two.

During their time with us, we instil the 'Six R's' in every student, resulting in confident, happy, engaging, mature, considerate and thoughtful young adults who are outward looking global citizens.



### Responsibility

Students are responsible for their words and actions, and any consequences these may have.

### Resilience

Students learn from their mistakes and persevere when they find tasks difficult.

### Relationships

Students are flexible and prepared to work and play with others. They can recognise when others are upset and make them feel better.

### Readiness

Students take ownership of their learning, from belongings and homework, to listening and responding to instructions.

### Resourcefulness

Students can use their imagination and think creatively.

### Reflection

Students respond to teacher's comments to help learn and improve, whilst providing thoughtful feedback to others.

## The Application Process

Please complete a Glendower Application Form and return it alongside a covering letter addressed to the Headmistress.

Applications should be emailed to [pennickl@glendowerprep.org](mailto:pennickl@glendowerprep.org) and will be considered immediately upon arrival.

Successful candidates will be contacted to attend an interview during the summer holiday.

If you would like to discuss the role in more detail, or have any specific questions, please email the above email address.

Glendower Preparatory School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and DBS vetting. Glendower is an equal opportunities employer.



**GLENDOWER PREPARATORY SCHOOL  
86/87 QUEENS GATE  
LONDON  
SW7 5JX**

**020 7370 1927**

**[office@glendowerprep.org](mailto:office@glendowerprep.org)**



**[www.glendowerprep.org](http://www.glendowerprep.org)**