



YEAR 3 CLASS TEACHER (Maternity Cover)

NEEDED FOR APRIL 2024

INFORMATION FOR CANDIDATES

CLOSING DATE: OPEN

INTERVIEWS: AS REQUIRED



About Glendower

Glendower Preparatory School, is an all-girls school, situated in superb surroundings in the heart of South Kensington, close to neighbouring Museums and historic landmarks.

As a charitable trust, Glendower is run independently and all profits are directed back into the school, making it a richly resourced educational environment and highly rewarding school to work in.

The school educates 250 girls from Reception to Year 6, with each year group running a two-form entry. Academic results are excellent, due to the focus on highly specialist and

individualised teaching and our girls go on to obtain places in the top academic day and boarding schools.

Places at Glendower are gained following an entry assessment held each January; there are waiting lists operating in all age groups across the school as places are oversubscribed.

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 School, Latymer Upper Godolphin and Latymer, Wycombe Abbey, and 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 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.

Equal Opportunities

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, age, sexual orientation, religion or belief. We therefore welcome applications from all segments of the community.



What we offer

- Competitive salary
- Teachers' Pension Scheme
- CPD and career progression opportunities
- Healthy school lunch provided
- Supportive Glendower Community, including colleagues, SLT, governors and parents
- An appointed Staff Liaison
- Golden Ticket Day – an additional day off during term time
- Lively school socials
- Provision of a 1:1 Mindset Coach available to all staff
- Small class sizes

The Vacancy

We are seeking to appoint an enthusiastic and inspiring individual to join our vibrant school from April 2024, on a 1 year Maternity Cover basis. We welcome applications from recently qualified, as well as more experienced practitioners.

The Year 3 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.

Main Duties

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

nor exclusive and may be changed from time to time.

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
- To offer an after-school club each week
- To be sympathetic to the customs, values and beliefs of the child's family or carers
- These duties are neither exhaustive

Person Specification

We are looking for an enthusiastic person with charm, wit and who is calm under pressure. They should be a team player who enjoys a mix of routine and ad hoc tasks. The successful applicant will be positive, responsive, have a flexible attitude to work and be able to communicate easily with colleagues and parents. Honesty, integrity and confidentiality are essential qualities for the role.

Equal Opportunities and Commitment

Commitment to equality of opportunities for all, regardless of gender, disability, religion, and ethnic origin

Demonstrate a commitment to, and awareness of, issues relating to:

- safeguarding and child protection
- promoting the school's vision, values and ethos
- high quality, stimulating learning environment
- relating positively to, and showing respect for, all members of the school and wider community
- ongoing relevant professional self-development

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.



- To encourage socially-aware, inclusive and responsible citizens.
- To inspire our girls to be autonomous and resourceful learners
- To promote reflective learning and intellectual curiosity
- To develop courage, perseverance, and resilience.
- To foster positive and kind relationships
- To prioritise an ethos of responsibility for learning and actions.
- To offer a broad and intellectually stimulating curriculum including sport, art, music, drama, and STEM
- To spark freedom of choice and thought so that our girls go on to become gamechangers

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. This role is open with an ongoing application deadline.

Successful candidates will be contacted to attend an interview on a rolling basis.

If you would like to discuss the role in more detail, or have any specific questions, please email the email above. Please note that this role is for a 1 Year Maternity Cover fixed term contract.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. We follow safe recruitment and equal opportunities practices, and all successful applicants will be subject to



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