



St Swithun's
WINCHESTER

Reception Class Teacher

Required January 2025 for one term
a longer contract or permanent role
may then be available



Welcome from the Prep School Head



St Swithun's
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Thank you for your interest in us!

We are a lively, forward-thinking prep school which takes great pride in introducing children to as many experiences as possible. We want our children to have fun as they learn, and our curriculum ensures they have plenty of opportunities for learning and discovery.

We are looking for an enthusiastic EYFS Teacher to take on a reception class from January 2025.

We hope this pack helps you see what is important to us here at St Swithun's. We would very much welcome your application and look forward to meeting you.



Liz Norris, Prep School Head

Welcome to our school



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St Swithun's Prep School in Winchester accommodates 230 girls aged 4-11 with a co-educational pre-school from age 3. The prep school is housed in a pair of state of the art buildings that opened in 2015 and 2016. The main block houses classrooms alongside specialist areas for Art and Design Technology, Computing, Food Technology, Science and Music. The adjacent building contains a Gym and a multi-purpose auditorium with retractable tiered seating.

The Prep School adjoins St Swithun's Senior School, a leading GSA school offering day, weekly boarding and full boarding for 520 girls aged 11-18. Many facilities are shared, including catering facilities and a swimming pool complex that includes separate full-size and learner pools.

The schools are set on an impressive and attractive campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only an hour from central London.



All about us



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At St Swithun's prep school, **children's happiness** is at the heart of everything we do. We know that confidence is fundamental to success, so all activities are characterised by a palpable sense of fun and enjoyable challenge to ensure that pupils **flourish** in every way during their time with us.

Children here all enjoy a huge range of opportunities to shine wherever their interests lie; they are guided to give their very best, astonish their audiences and receive their applause. They are the leaders of tomorrow, and it is an enormous **honour and privilege** to be a key influence in their development.

Whilst gently selective and keenly focussed on intellectual rigour, we offer a genuine all-round education and we place enormous importance on celebrating **diversity** in everything that we do. We offer an inclusive, yet appropriately competitive, sports programme and we encourage children to have fun, take risks and get stuck in to all that we have on offer.



High Performance Learning



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We are proud to be a **High Performance Learning** School and a member of the Fellowship of World Class Schools.

The High Performance Learning philosophy is that:

- high achievement is an attainable target for everyone;
- intelligence is not fixed (we can all become cleverer);
- high performers are made, not born (they work for it).

HPL involves the systematic and explicit encouragement and empowerment of students to develop the ways of thinking and ways of behaving that will equip them for success both in school and beyond. It is the cornerstone of our philosophy.

We are also a girls' school and, as such, we expect and support all our pupils to **enjoy and excel** in a range of subjects and activities according to their interests and not their gender. We seek to be free from unhelpful stereotyping and to offer genuinely limitless education.



The St Swithun's learning community



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Our EYFS and key stage one curriculum is designed around the children's interests and intrinsic motivations, harnessing their love of asking questions and allowing them to become independent learners. Passions for **learning, literature and life** are developed from the earliest of days. Then, throughout our key stage two classes, we continue to hold the development of character and the pursuit of academic excellence in equally high regard.

The weekly timetable emphasises the core subjects of English, mathematics, science and computing but balances these with a huge amount of sports, humanities, arts, languages and extra-curricular opportunities too.

Although we carefully prepare children for successful and stress-free transitions to a range of leading independent schools, including our own senior school, we never resort to a meaningless hot-housing approach and remain committed to maintaining a rich and inspiring curriculum.

The vast majority of our pupils transfer through to our senior school and do so without having to sit examinations in Year 6. We therefore enjoy true **autonomy** over our curriculum design.



EYFS at St Swithun's



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The education we offer to our 3 to 5 year olds goes far beyond the core EYFS requirements for early years education. We provide children with a **range of opportunities**, lessons with specialist teachers and the **best possible preparation** for their continued education, whether they will be staying at St Swithun's, or moving on to another school. As well as following the EYFS curriculum, our girls and boys (in the preschool) enjoy a host of other fun learning experiences including Outdoor Explorers, an introduction to modern foreign languages, sport, cookery, music and swimming.

Our preschool is fully-integrated into the Prep School, and staff work especially closely with expert reception teachers located in the classroom next door. We develop our EYFS children into confident and passionate young learners who can communicate well, manage their feelings, learn to respect others and, above all, be kind.

Our preschool and reception rooms are located at the heart of the Prep School, on the ground floor of the light, modern and purpose-built facility. They also have dedicated access to our spacious, secure and landscaped courtyard with a sandpit, mud kitchen and water play area. They also have their own toilet facilities. Our EYFS children benefit from the use of **all-school shared facilities** including all-weather courts, the swimming pool, performance hall, gymnasium and music rooms. They are regular passengers on our fleet of minibuses taking them to explore further afield.

Children in preschool and reception learn through participating in a wide variety of **well-planned, stimulating and enjoyable activities**. Child-initiated planning enables them to influence topics and allows the teachers to respond to the children's interests and creativity. Continuous assessment ensures that each child is supported and extended as appropriate.

Reception Class Teacher



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We are seeking an experienced and enthusiastic EYFS teacher to join us for one term in the first instance as a full-time reception class teacher for a group of 11 children. This role would be from 3 January – 28 March 2025.

The opportunity to stay at St Swithun's on a longer term or permanent basis may then be available.

Key requirements of the role:

General

- All staff are expected to promote and safeguard the welfare of children and young people, comply with the school's Safeguarding policy and adhere to all other policies set out by the school.
- All staff must comply with the Staff Code of Conduct, setting exemplary standards of behaviour, appearance and attitude.
- All staff may be asked to undertake other specific duties which may, from time to time, be reasonably requested by the Head of Prep School.

Class Teacher

- Planning effectively, and in collaboration with colleagues where necessary, under the direction of the Heads of Subject, Department and Key Stage.
- Delivering high-quality lessons that ensure rapid development and strong levels of pupil engagement and enjoyment.

EYFS Teacher



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- Focusing on individuals to ensure differentiation is appropriate and supports inclusion.
- Keeping informed about best practice in teaching and learning and curriculum or syllabus changes.
- Liaising with the SENDCo, as appropriate, to ensure the best possible provision for pupils with SEND.
- Following the school's policies on marking, setting homework, tracking pupil progress and reporting to parents.
- Maintaining a purposeful and focused atmosphere in the classroom and setting the highest expectations of behaviour and attitudes to learning.
- Running an after school club, attending school trips and, as required, residential trips.
- Carrying out supervisory duties as part of the school rota.
- Covering absent colleagues when required.
- Ensuring communication with parents, pupils and staff is effective and professional at all times and supports the wider vision and aims of the school.
- Ensuring an attractive and inspiring classroom environment is maintained at all times and that displays promote and celebrate children's academic achievements.
- Attending meetings, training, INSET, assemblies and occasional weekend events such as the school fête, as required.
- Meeting all deadlines for the efficient running of the school (e.g. reports, planning, work scrutiny submissions).

EYFS Teacher- responsibilities



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Key requirements of the role continued:

- Being the first and principal person in the chain of pastoral care for a pupil, encouraging the spiritual, moral, social, cultural and physical development of the pupils within the form;
- Monitoring the personal behaviour, appearance and attendance of pupils, insisting on high standards and leading by example, adhering to the Code of Conduct at all times and ensuring pupils do so too.
- Being available for pupils and parents outside teaching hours to attend to any pastoral or academic issues.
- Dealing with any academic or pastoral concerns relating to pupils effectively and professionally, liaising with relevant members of the Leadership Team as necessary.
- Ensuring that the form room retains an organised, tidy appearance and that displays are inviting, well maintained and current.
- Ensuring pupils are registered in accordance with the school's policy.
- Ensuring that communication with parents, pupils and staff is effective and professional at all times and that all communication supports the wider vision and aims of the school.
- Attending meetings, training, INSET and assemblies as required.
- Meeting all deadlines for the efficient running of the school (e.g. reports).

Person specification



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Essential experience	Desirable experience
<ul style="list-style-type: none">• QTS and university degree	<ul style="list-style-type: none">• Experience teaching in maintained & independent schools
<ul style="list-style-type: none">• Experience teaching Reception	<ul style="list-style-type: none">• Knowledge of latest EYFS curriculum innovations
<ul style="list-style-type: none">• Experience planning engaging lessons that enable high quality learning and rapid progress	
<ul style="list-style-type: none">• Experience using a range of tools and data to support the progress and achievement of pupils	
Key skills and qualities	
<ul style="list-style-type: none">• Outstanding communication skills (with excellent spoken and written English)	
<ul style="list-style-type: none">• The ability to manage workload, time and complex demands effectively	
<ul style="list-style-type: none">• A firm commitment to the safeguarding and protection of children	
<ul style="list-style-type: none">• An understanding of the needs of parents who are heavily invested in the education of their children and a willingness to go the 'extra mile' to meet the expectations of parents	

Role details & application process



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ROLE DETAILS

The Prep School core hours are 8am to 4pm; all teachers are expected to offer one after school club per week and attend training and parents' evenings as required.

St Swithun's has its own competitive pay scale for teachers and provides private health insurance for teaching staff plus a range of other employee benefits including:

The school offers a range of other benefits including:

- Choice of TPS or generous DC pension scheme
- Free membership of the school swimming pool
- Discount on school fees
- Meals and refreshments whilst working

APPLICATION

Applications will be considered as soon as they are received and an early application is advisable. We may invite candidates to interview before the closing date.

The closing date for the role is 9am, Monday 2 December.

Please [click here](#) to apply using our online form.

If you have any questions about the role or the application process please contact recruitment@stswithuns.com or telephone 01962 835798.

Child protection and safeguarding



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“St Swithun’s is committed to safeguarding and promoting the welfare of children. All staff are expected to share and support this commitment and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.”

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting staff.

Equal opportunities



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St Swithun's welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be taken into account.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes, or would like any support to access our recruitment process fully please do contact us at recruitment@stswithuns.com.

Explanatory notes



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Application form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.

In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

Explanatory notes



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Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the candidate's current name and address. These must be issued within the last three months and provide verification of address. Documentation confirming their national insurance number, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary - photocopies or certified copies are not sufficient.

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A check of the DfES barred list database and the Protection of Children Act List as appropriate.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH.
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State.
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).