



Rye St Antony
O X F O R D



Prep School Teacher

Key Stage 1

April 2021

The School

Knowing and nurturing our pupils as individuals has always been the mission of Rye St Antony, recognising their unique talents, individual strengths and extraordinary potential.

Excellent teaching and exemplary pastoral care, supported by superb facilities and a wide range of opportunities, allow our pupils to thrive academically and personally. We want them to love learning and to be curious and creative. From the youngest Nursery children to the impressive young women of our Sixth Form, Rye pupils learn to think, to question, to express themselves, to value what is truly important, and to use their education to go out into the world to make a difference.

In the Prep School pupils learn numeracy, literacy, science, the humanities, computing, music, drama, sport and languages. Our small class sizes enable teachers to meet the individual needs of every pupil and we offer a broad and diverse curriculum. Our standards at Key Stage Two in reading are well above the national average, and pupils consistently perform above the level expected for the age in reading.



In Senior School, pupils study the core curriculum subjects of English, Mathematics, Religious Studies and the Sciences, and French, Spanish and Latin are offered to all. The Humanities are also taught within the main curriculum. Pupils excel at Drama, Art and Design, Sport, Music and Food and Nutrition – all important components of the curriculum, and subjects for which there are ample opportunities for further exploration within our enrichment programme. Girls can choose from 17 GCSE and 24 A Levels as they progress through the school. On average, they will go on to take

10 GCSEs and three A Level subjects alongside an Extended Project Qualification (EPQ) or Leiths Introductory Certificate in Food and Wine.

Enrichment is an important component of life at Rye, providing a perfect balance with academic learning. Our extensive and imaginative range of enrichment activities are created to fit girls' interests whilst helping them to accept challenges and grow in confidence and self-awareness.

Classes in Sixth Form are small and intimate – similar in style to university tutorials and pupils are expected to question, challenge and discuss, learning to think independently. Resources include excellent IT facilities, study centres, the school library and organised visits to conferences, study centres and exhibitions relevant to each course.

The school is based in twelve acres of beautiful woodland and is only one mile from the centre of Oxford with all the attractions, theatres, galleries and museums that the city has to offer. It was founded in 1930 by Elizabeth Rendall and Ivy King who were inspired to start a Catholic school in Oxford during a visit to the Sussex town of Rye and its Church of St Antony. The school began in Hamilton Road, soon moving to Woodstock Road and then in 1939 to Headington when Langley Lodge was acquired. The Croft and The Cottage were purchased in 1945, and a steady programme of building and refurbishment has followed. Our latest additions include a new entrance and reception area, the Henwood technology building and a wonderful new Reception classroom with an adjacent outdoor classroom.

The school is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers are expected to share this commitment. All applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

Please see the website (www.ryestantony.co.uk) for further information.

The Post

As a Key Stage 1 Teacher, working as Reception Class Teacher in 2020-2021, you will have particular responsibility for the teaching and delivery of the EYFS curriculum and will liaise with the Nursery Manager and Year 1 teacher to ensure continuity of learning through the Early Years Foundation Stage to the completion of Key Stage 1. You will work closely with the Leads of the Prep School and the Academic and Pastoral Deputy Heads of the School.

All members of staff are expected to

- Uphold the school's Christian and Catholic values to nurture individuals in a kind, caring and educationally stimulating environment.
- Teach and take full responsibility for a class, and provide an academic and pastoral overview of each pupil
- Perform duties at break, lunch and after school as directed by the Deputy Heads and Prep School Leads
- Commit fully to the Activities Programme by running at least two clubs a year and promote these to increase engagement of pupils and ensure they benefit from an exciting and full school life
- Buy into and take an active role in the pastoral programme in school to support and develop the wellbeing of each pupil
- Be actively supportive of the procedure for recruitment and retention of pupils, attending Open Events and being involved in activities to market the school
- Attend all INSET days and commit to the Performance and Professional Development programme at Rye by fulfilling all CPD obligations

Learning and Teaching

Staff are accountable for the quality of learning in their lessons and they are responsible for:

- Developing a love of and curiosity for learning in all pupils
- Planning and preparing lessons that engage, challenge and promote aspirations
- Ensuring appropriate resources are well-maintained, updated and available to all pupils
- Annually updating schemes of work to ensure they are robust and challenging while meeting the needs of all individuals
- Setting and marking classwork, prep, and examination scripts
- Assessing and recording the development, progress, and achievement of their pupils and reporting on these
- Encouraging and challenging pupils of all levels of ability
- The general welfare and individual needs of pupils in their class
- Liaising with the SENCO and Learning Support Department to ensure strategies for individual pupils are employed at all times and a consistency in approach is achieved
- Class management in order to maintain good order and behaviour in lessons and tidiness in classrooms
- Maintaining an attractive, stimulating and welcoming classroom environment
- Creating lively displays and ensuring that every child's output is valued and represented
- Health and Safety in their classrooms as detailed in the School's Health and Safety Policy and Classroom Environment Statement
- Developing a proactive, positive and professional relationship with parents and guardians
- Attending Parents' Meetings, writing reports and analysing assessment data for individual pupils.

Pastoral

All teaching staff undertake a pastoral role in the school whether as Form Tutor, Head of House, or Auxiliary Tutor. All teachers are responsible for:

- The use of the Development/Form Time including registration and administration
- Maintaining an up-to-date working knowledge of safeguarding practices and reporting all concerns through the appropriate channels in school and locally
- Attending assemblies with the form group and overseeing the organisation of the form assembly
- Participating in the school's assembly rota and delivering assemblies that uphold the school's Christian and Catholic values
- Co-ordinating information on the academic, extra-curricular and pastoral programme of pupils in their care and liaising with subject teachers, Heads of Department, the Chaplain, Activities Co-Ordinator and Senior Leads as appropriate, keeping records and ensuring the central pupil files are always up-to-date
- Encouraging the engagement of pupils in the Activities Programme and supporting the Activities Co-Ordinator in the uptake of this.
- Attending Parents' Meetings, arranging individual meetings with parents as necessary, and putting records of individual meetings on the central pupil files
- Attending Tutor Meetings as appropriate with the Deputy Heads or Prep School Leads
- The condition of the form and or teaching room and appropriate displays in it

Whole School

- Setting an excellent example to all pupils and maintaining high professional standards at all times
- Maintaining and promoting the reputation of the school
- Providing cover for absent colleagues
- Participating actively in the rota of duties
- Maintaining high standards of pupil behaviour and discipline at all times
- Invigilating internal and public examinations as appropriate
- Setting, marking and invigilating Entrance Exams, meeting with prospective and current parents to promote the school and discuss the curriculum and approach to learning

Marketing and external links, including public occasions

All staff are expected to contribute to the positive promotion and marketing of the school in the local and wider community, where possible, by

- Actively participating in educational outreach and promoting the key stage, phase or department within the school community to encourage pupils' interest in the subject area or school
- Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils

Extra-Curricular Activities

All staff play an active role in extra-curricular activities and are responsible for:

- Leading two clubs a year
- The administration of the activity including co-ordination of dates with the Deputy Heads
- Ensuring that all safety requirements are met and proper procedures are followed in conjunction with the EVC co-ordinator and the Bursar
- Ensuring that all pupils are able to contribute to and benefit from the activity

It should be noted that the above list of duties is not an exhaustive statement of the responsibilities of the post. It is intended to give an overall view of the position and should be taken as guidance only. The post holder may be required to undertake any other reasonable task requested by the Head for a teacher which falls within his or her capabilities and which are in accordance with the usual practice of a Catholic independent boarding and day school.

Person specification

Essential

- excellent academic credentials
- a highly successful teacher
- understanding of and support for the Christian and Catholic ethos of the school
- strong interpersonal skills
- diplomatic and patient
- well organised, efficient and able to manage competing priorities
- collaborative, reliable and resilient
- a willingness to contribute to the wider needs of the school community
- highly effective communication skills, in person and in writing
- integrity and discretion
- inspiring confidence in others

Pay and benefits

Salary will be on the Rye Scale, according to experience.

All teachers are invited to join the Teachers' Pension Scheme.

All teachers are offered membership of the Westfield Health health cash plan.

All salaried staff, full or part-time, are entitled to a fee remission, 50% for full-time staff and pro rata for part-time staff.

There is car parking on site, and the School is easily accessible by bus.

Subject to the ending of necessary Covid-19 restrictions, at specified times, staff may use the school's Fitness Suite, and during Trinity Term staff may use the swimming pool at the advertised times. Lunch for all staff is provided in the school dining room during term time, and refreshments are provided in the Staff Room at morning break and teatime.

How to apply

Applications (application form, accompanying letter and full curriculum vitae with contact details for two referees) should be addressed to the Head, Miss Joanne Croft, and sent by email to the Human Resources Manager, Ms Ellen Phelps (ephelips@ryestantony.co.uk; 01865 229227). For an application form, please contact Ellen Phelps (ephelips@ryestantony.co.uk) or visit the Staff Vacancies page on the school website. Applications will be accepted only from candidates who have completed the application form in full.

The closing date for applications is 12 noon on Tuesday 26 January 2021 and interviews will be held on Wednesday 3 February 2021.

Safeguarding

Candidates must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974 (Amended), and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Candidates must not have been disqualified from working with children, and must not be named on the Children's Barred List or be subject to any sanctions imposed by a regulatory body. Details of any convictions, cautions or bind-overs subject to disclosure must be passed to the Head before interview in a sealed envelope marked 'confidential'. An overseas criminal record check may also be required.