



WEST BUCKLAND
SCHOOL

Join Our Team

WE'RE HIRING

Prep School Teacher
P/T or F/T

"An outdoorsy, inclusive and happy school that provides a genuinely holistic education in a wonderful setting."

GOOD SCHOOLS GUIDE



Founded in 1858, our intention is to offer an excellent education based on Christian values.

Standing in almost 100 glorious acres of North Devon biosphere, close to the surfing beaches and surrounded by countryside.

The area is listed World Class by nature and we count ourselves a school offering a world class education.

WE THINK YOU'LL LIKE IT HERE.

West Buckland School, Barnstaple, Devon EX32 0SX +44 (0) 1598 76000

Email: recruitment@westbuckland.com www.westbuckland.com Reg. Charity No: 1167545



Our School

The school's buildings and facilities have developed steadily throughout its history and, in recent years, over £14m has been invested in outstanding facilities. These include an excellent sports complex, including the Jonathan Edwards Sports Centre, and the award-winning 150 Building, which includes the Art and Design & Technology Departments and a Theatre. Parker's, a seventy bed, Sixth Form boarding house and The Michael Morpurgo Library, a state of the art building comprising of study facilities, library and resource centre, opened in autumn 2015. More recently, the school has built 'The Hub', a centre for personalised learning and development, Café 58 sixth form dining and social space, as well as Potbury studio theatre.

The school is fully co-educational and has grown considerably in recent years. In total there are just under 650 boys and girls aged, 3 to 18 years, with 160 in the Sixth Form and 150 weekly and full boarders. The school has its own co-located Preparatory School and Nursery, for pupils aged 3 to 11.

Academic standards at the school are high and, for many years, West Buckland has been one of the most consistently high-performing schools in the South West at GCSE and A-level. A-level results typically exceed 75% A* to B and at GCSE over 50% of grades are A* and A. Perhaps, more importantly, we prize most what our students become, not what they get. There is excellent university guidance and considerable emphasis on extracurricular activities at the school, with a proud record in Sport, Drama, Music, the Combined Cadet Force, Outdoor Education and the Duke of Edinburgh Award Scheme.



HELP MAKE A DIFFERENCE.



Job Description

Prep School Teacher

The principal responsibilities of a Prep School teacher at West Buckland come under the following headings:

1. Teaching and Learning
2. Pastoral and Pupil Welfare
3. Contributor to the extracurricular life of the school
4. Personal Management and Behaviour
5. Other Duties

Teaching and Learning

- Instill a love of learning using a wide range of creative teaching styles and to facilitate a learning experience that provides all children with the opportunity to achieve their individual potential both in and beyond the classroom.
- To teach subjects as agreed by the Headmistress and to work as a team with fellow teachers
- To teach children according to their individual needs, including the effective setting and marking of work (including homework) in line with the school's policy
- Maintain a well-organized, pupil friendly and interactive learning environment
- To use IT and digital resources as part of daily teaching and develop the use of iPads so that this resource can be fully utilized within the classroom.
- To use a variety of delivery methods, which will stimulate learning, appropriate to pupil needs and the demands of subject specifications.
- To contribute to raising standards of pupil attainment in your class/subject and to help monitor and support the overall progress and development of pupils, including those with learning needs, and the gifted and talented. To liaise with the SENCo where appropriate.
- To undertake assessment of pupils, monitor and track pupil progress and use the available information to inform teaching, learning and reporting. To complete the relevant documentation to assist in the tracking of pupils.
- To maintain discipline within the classroom in accordance with the school's policies and procedures, and to insist upon punctuality, courtesy and consideration for others, good behaviour, high standards of work and compliance with deadlines.
- To assist in the development of resources, schemes of work and teaching and learning strategies in your curriculum/year group area. To prepare and up-date teaching materials.
- To prepare displays of work and other material to ensure the classroom is a stimulating and interesting environment with clear and appropriate notices.
- Control and oversee the use of books and other teaching materials provided for the pupils taught.
- To attend all Parents' Evenings and to write comprehensive reports, grades and targets at various points in the year.

Pastoral and Pupils' Welfare

- Be a Form teacher (if applicable) and undertake the associated pastoral and administrative duties in respect of the pupils allocated to you.
- To promote the general progress and well-being of individual pupils and of the Form as a whole.
- To communicate regularly with parents – face-to-face, diaries, emails or telephone
- To comply with the school's rewards and sanctions policy so that a consistent approach is adopted across the school
- Be vigilant in preventing bullying and work swiftly to resolve incidents of bullying following the school's policy
- To register pupils promptly, accompany them to assemblies and lunch and encourage their full attendance and participation in other aspects of the school's life.
- To play a full part in promoting high standards of behaviour and to maintain pupil discipline throughout all areas of school life within the agreed framework of the school
- To contribute to the PSHE ethos in accordance with the school's policy.
- Promote and safeguard the welfare the pupils maintaining a constant awareness of all issues relating to child protection
- To help to monitor and support the overall progress and development of children within the school and to work closely with other staff to ensure the general welfare of the pupils

Contribution to the extracurricular life of the school

- To run after-school clubs and activities during the academic year
- To participate in school visits and trips as required
- To participate fully in the extra-curricular life of the school
- Contribute fully to Form, House and school assemblies.
- Lead school assemblies as requested by the Head Teacher.

Personal Management and Behaviour

- To be courteous to parents and colleagues, and to provide a welcoming environment for all visitors to the school. Communicating to achieve positive results with parents, pupils and staff and working to meet (and exceed) expectations.
- To act as a positive role model, to promote teamwork and to ensure high quality teaching and effective working relations.
- Liaise with other members of the School staff in order to ensure continuity and progression of planning in line with the school's current policies and practices.
- To take responsibility for Personal Professional Development. To act upon advice and feedback, to identify training priorities and needs, and to undertake appropriate courses, development sessions and qualifications as appropriate.
- To maintain a professional appearance at all times
- To maintain high standards in their own attendance and punctuality.
- To maintain a high standard of professionalism and to use initiative as appropriate, treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions

Other Duties

- To comply with the School's Health and Safety policy and to complete risk assessments for your classrooms/areas
- To contribute to the School Development Plan and School Evaluation Form
- Share in the necessary supervisory duties of the school.
- To cover lessons as required

- To prepare cover work in the case of absence
- To contribute to all school marketing and liaison activities, including Open/ Induction/Taster Days, and other events.
- To attend staff briefings, staff meetings and other meetings as required
- Attend school functions as are deemed part of the annual cycle of the school year
- To contribute to the school newsletter and the school magazine
- Respond promptly to all school correspondence and to follow the school's policy on emails and internet use
- Have a good knowledge of the whole school policies in place within the school and to read and comply with the 'staff routines and procedures' document annually
- To comply with any reasonable request from the Headmistress to undertake work not specified in this job description.

Hours of work

This is either a part-time or full-time appointment (f/t based on a minimum of 37 ½ hours per week). The school operates Monday to Friday between the hours of 08:30am and 5:30pm. The incumbent is expected to be flexible in his or her attitude to hours of work and will be expected to manage working hours in line with the needs of the school which will include some evening and weekend work. Overtime is not applicable, but time off in lieu of additional hours worked can be claimed.

In addition to a competitive salary, we provide free parking, daily lunch and access to our outstanding sports facilities.

Application Process

Interested applicants should submit an application form and letter of interest to:

HR Manager, West Buckland School, Barnstaple, Devon via e-mail: recruitment@westbuckland.com

The deadline for receipt of applications is Friday 10 May, with interviews the week beginning 13 May 2024. The start date for this position is September 2024.

The Interview

Interviews will be held week commencing 13 May 2024. Candidates invited for interview will be shown around the school and there will be an opportunity to meet other members of staff and to see the school at work. Candidates will spend time in the Prep School and will be asked to undertake a range of tasks, including a planned activity with a group of children. The details of West Buckland School's own salary scale can be discussed at interview.

We reserve the right to interview on receipt of satisfactory applications and close the advertisement early if required.

Safeguarding Policy Statement

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 school's Safeguarding and Child Protection Policy at all times. 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 in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Head.

West Buckland School 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 reference checks with past employers and the Independent Safeguarding Agency.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be

expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Equal Opportunities

West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. In line with KCSIE guidance the school will conduct an internet search of shortlisted candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Data Protection

The school is registered under the Data Protection Act 1998. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period please indicate this in a covering letter with your application