



Warwick Preparatory School

Information for Applicants

**Job Title: Cover Teacher To
start: As soon as possible**

A message from the Head



A warm welcome to Warwick Preparatory School; I am delighted that you are considering applying to work here.

Warwick Preparatory School is a large day preparatory school situated a few minutes' walk from the historic town centre of Warwick and within a skillful longbow shot of Warwick Castle. It occupies a fine site with exceptional facilities and is a flourishing community of around 500 pupils from the age of 3 to 11 including a Nursery of some 60 children. We share our campus with Warwick School and King's High School.

We are a forward-thinking and vibrant school, built on traditional values and the pursuit of excellence in all we do. My team of staff are highly skilled and exceptionally dedicated, enabling our children to fulfil their potential and be the best they can be.

I hope this information gives you a sense of our very special school, I very much look forward to receiving your application.

Hellen Dodsworth
Headmistress



The School

Warwick Schools Foundation comprises: Warwick Preparatory School, Warwick Junior School, King's High School, Warwick School and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards on the Warwick campus, and co-education from 5-18 on our Leamington campus.. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.

The Pre-Prep (Nursery to Year 2) at Warwick Prep includes girls and boys, with each class teacher having full-time Teaching Assistant support. All the boys leave at the end of Year 2 with the vast majority moving on to Warwick Junior School on the other side of the campus. In the Prep Department (Years 3 to 6), there are two or three forms in each year. Pupils are taught and looked after by a Form Teacher who will take them for a number of academic subjects, but in addition there is specialist teaching in Science, French, D&T, Art, Games/PE, Music and Computing. At the end of Year 6, the vast majority of girls make the natural step to our sister school, King's High.

Warwick Prep has world-class facilities for the very best opportunities and experiences in the 21st century, with everything from a spacious Nursery to Art and DT Studios, Forest School, science laboratories and a separate music school. Our facilities include a sports hall, a gymnasium, specialist teaching areas for Science, Art, Music, Design and Technology, as well as a computing room. There is a very well stocked, modern library at the heart of the school, and this is managed by our school Librarian. Our links with the two senior schools on our site give us access to many superior facilities including a swimming pool, some 40 acres of grounds, a professional theatre venue (Bridge House Theatre) and Warwick Hall. Warwick Prep School is certainly an exceptionally stimulating educational environment.

The Headmistress, Mrs Hellen Dodsworth, is a member of IAPs and is responsible for the leadership and management of the Prep School. She is very ably supported by the Senior Leadership Team which includes Mrs Dee Alder (Deputy Head), Mrs Deborah Ward (Head of Prep Department) and Mrs Gill Smeeton (Head of Pre-Prep Department).

Numbers at the school are extremely healthy, with waiting lists in many years. The school has a long-standing academic reputation but is also known for its very friendly, family atmosphere, where children can enjoy their childhood, develop a love of learning, and become confident, creative, and independent young people. The school looks to develop the talent of each and every child and the successful applicant for this post will be able to play a significant role in ensuring that this continues to be a key feature of the school.

www.warwickprep.com

Warwick
Schools
Foundation



The Role

Warwick Preparatory School is seeking to appoint a Cover Teacher as soon as possible.

Hours will be as required to cover for staff absence.

The primary duties of a Cover Teacher are to have responsibility for the teaching, learning and achievement within the classroom and to fulfil the overall aims of the school by inspiring pupils to be the best that they can be within a stimulating, nurturing and supportive environment.

In most cases lesson plans will have been completed by the class teacher, unless longer term cover is required.

The Cover Teacher will report directly to either the Head of Pre-Prep or Head of Prep.

The key areas of responsibility and duties which attach to the position are set out below although the list is not exhaustive, and the Cover Teacher may be expected to assume additional responsibilities as reasonably requested by the Head.



Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Key Duties and Responsibilities

ACADEMIC

- To ensure that all lessons are structured to create opportunities for the extension of more able pupils and support for children in need of learning support. (This will usually be by following plans set by the class teacher or Head of Department)
- To liaise with and manage the work of teaching assistants, as required.
- To provide a stimulating and safe environment for learning, where resources can be accessed appropriately by all pupils.
- To set pupils high standards in the content and presentation of their work.
- To take responsibility for all matters relating to health & safety.
- To ensure that digital technologies are correctly and regularly used.
- To keep abreast of professional development within the relevant age group.

PASTORAL

- To be responsible for safeguarding of pupils at Warwick Preparatory School.
- To be aware of the individual strengths, personalities and needs of each pupil in the teaching groups.
- To ensure that Head of Prep/ Head or Pre-Prep are kept informed on relevant issues relating to the children.
- To register pupils in accordance with the Attendance Procedures.



Further Details

Working hours: Casual

Working weeks: Casual

Pay Banding: The Warwick Schools Foundation has its own salary scale, and the salary will be determined according to qualifications and experience.

Other benefits:

- Automatically opted into Foundation's pension scheme for Teachers
- Employee Assistance Programme.
- Death in Service benefits.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Use of the Sports Complex for staff.
- A strong, supportive staff community.

Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



Appointment Timetable

Deadline for submission of applications : Monday 2 November, 12pm

Interview date: Will be confirmed with shortlisted candidates

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	- Graduate in a relevant subject - QTS or equivalent	- Additional relevant qualifications at a high level - EYPS or Early Years Specialism	- Contents of the Application Form - Copies of qualifications
Experience	Outstanding classroom practitioner	Background of teaching with demonstrable success	- Contents of the Application Form - Interview - Professional references
Skills	- Ability to communicate effectively, in clear English, with colleagues, pupils and parents, including in written reports. - Effective behaviour management strategies - Ability to prioritise and make decisions. - Excellent time management and organisational skills	Outstanding use of technology in the classroom and to develop resources	- Contents of the Application Form - Interview - Lesson - Professional references
Knowledge	- Genuine interest in the craft of teaching and knowledgeable about teaching and learning - Subject knowledge of the highest order	Understanding of how to use Assessment for Learning to develop pupils into independent learners	- Contents of the Application Form - Interview - Lesson - Professional references



	Essential	Desirable	Method of assessment
Personal competencies and qualities	A wholly professional attitude to include: • Commitment to high standards and achievement and to raising these standards. • Demonstrate being articulate, presentable, co-operative, reliable, responsive with a “can do” attitude with good communication skills at all levels. • Excellent rapport with staff, parents, and pupils. • Commitment to own professional development. • Support for school aims and policies. • Ability to cope with pressure/workload. • Tact and discretion, loyalty, flexibility • Adaptability, confident and dependable • Soundness of judgement • Time management • Ability to prioritise. • Ability to organise self and work independently. • Ability to listen. • Ability to work in a team.		• Interview • Lesson/Activity • Professional references
Safeguarding Children, Young People and Vulnerable Adults	• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school’s policies • A willingness to adhere to the school’s policy on safeguarding and to undertake training as required		• Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	• Understanding of the requirements of Equality and Diversity		





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