

# PENNTHORPE



**PRE-PREP TEACHER**

(MATERNITY COVER)

**CANDIDATE PACK**



## THANK YOU FOR YOUR INTEREST IN THE ROLE OF PRE-PREP TEACHER AT PENNTHORPE!



I am delighted that you are considering joining Pennthorpe and becoming a part of the team that makes our school so special.

At Pennthorpe our mission is to give children the most compelling educational experience possible; to nurture their positivity, tolerance, resilience and collaboration; to prepare them to pursue their individual aspirations and contribute to the world; and to be the most successful and respected independent Prep school in the South East.

Whether it is academic achievement, consideration and kindness towards others, or an energetic and positive attitude – excellence underpins all that we do at Pennthorpe, and all that we strive to be together. Our exceptional staff team is integral to Pennthorpe's exciting environment; the foundation upon which our children's success is built.

Becoming part of our team requires passion, humour and a willingness to be fully immersed in our busy, and exceptionally happy, school environment. We are looking for an energetic, passionate and caring person to light up our children's faces each and every day. You will require a huge smile, bags of patience, a good sense of humour and a love of education.

At Pennthorpe, everybody is somebody. Each child and staff member is uniquely valued for who they are, and for their individual contribution to our community and beyond. With a genuine team spirit, we blend tradition, informality and innovation; working hard to offer a vibrant and stimulating environment for learning. I take great pride in Pennthorpe's success and recognise that it is very much built on the charisma, commitment and skills of our staff, who are truly the champions of our children. Pennthorpe is a fantastic place to work; not only for its stunning location but primarily for all the team who work with us.

If you would like to visit Pennthorpe before committing your application or you would like to discuss the role; please do not hesitate to contact our Headmaster's PA, Lauren Manvell ([lmanvell@pennthorpe.com](mailto:lmanvell@pennthorpe.com) 01403 822391), who will make the necessary arrangements. Once you are ready to take the next step, you should apply for the post using the electronic application form on our website ([www.pennthorpe.com/about-us/application-form](http://www.pennthorpe.com/about-us/application-form)).

I recognise that much time and thought goes into preparing an application, and therefore guarantee that we, in turn, will give your application serious consideration, offer feedback and a personal response, should you decide to apply. I look forward to hearing from you!

Mr Chris Murray BA (Hons) PGCE  
Head

# ABOUT PENNTHORPE

Pennthorpe is a truly independent prep school located on a beautiful site of 26 acres in the heart of the Sussex countryside, close to the Surrey border. With around 280 pupils from 2 to 13, Pennthorpe has a real family feel.

Pennthorpe pupils are happy, confident and engage in all aspects of learning, whether that be in the classroom, on the playground, on the sports field or outside of life at Pennthorpe. We nurture a joy of learning and discovery and create an exciting environment for our children to learn and flourish.

The Pennthorpe Purpose forms the backbone of our daily life, and is common vocabulary for all in our community. Our motto 'Non nobis solum nati' translates as 'Born not for ourselves alone', and together with the culture captured by the Pennthorpe Purpose, expresses that our reason for being is not selfish, but for the goodness of humanity. We do not exist just to serve our own intentions, but have a duty to positively contribute to the lives, and benefit, of others. By giving the best of ourselves to the world, we make it a better place.

Pennthorpe staff must think like talent scouts, striving to get the best out of our children, and helping them to find their place in the world. We're fiercely ambitious for our children's futures, and our goal is to give voice to their magnificent character, celebrate their burgeoning talents and provide a tailored learning programme to support their emerging aspirations. Through our web of diverse and successful relationships with over 40 Senior Schools, and in strong partnership with our parents, we help our children secure places at the right Senior School for them.

The broad and skills based curriculum requires our children to be authentic, independent learners; to trust their instincts and to be bold. We teach our children how to learn, and then give them the tools and inspiration to challenge themselves. A Pennthorpe education offers our children quality time to experiment and investigate, space for our learners' own interests, learning which is focused on grappling, thinking and exploring, all delivered through collaboration and interactive teaching.

Our facilities are first rate. Within the grounds you will find our superb teaching facilities, carefully tended sports fields, numerous gardens and play areas, in addition to the fabulous woodland. We have two fully equipped wet Science labs, a full sized sports hall, Multi Use Games Area, dedicated Music and Drama studios, a generously equipped Design & Technology centre, an Art studio complete with kiln, a Teaching Kitchen, dedicated Library and a Computing Suite. In addition, we have a published plan of future development of our facilities over the next 5 years.

## OUR AIMS

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.



## WHY JOIN US?

Staff come from a variety of backgrounds, and all find their place at Pennthorpe.

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WHAT HAS STRUCK ME MOST, SINCE JOINING PENNTHORPE IN SUMMER 2024, IS THE WARM, CARING AND CLOSE-KNIT COMMUNITY OF THE SCHOOL, WHICH INCLUDES PARENTS, CHILDREN AND STAFF. I LOVE THE COMMUNITY'S INCLUSIVITY AND OPTIMISM; IT IS AN INCREDIBLE PLACE TO WORK.

*Kate Stott, Year 2 Teaching Assistant*



I LOVE WORKING AT PENNTHORPE; IT IS SUCH A TIGHT-KNIT COMMUNITY WITH A SUPPORTIVE AND DEDICATED STAFF, WHO VALUE THE EDUCATION AND GROWTH OF EACH INDIVIDUAL CHILD, WHILST GIVING THEM INCREDIBLE OPPORTUNITIES TO THRIVE. IT REALLY IS A WONDERFUL PLACE TO WORK.

*Charlotte Gallina Breese, Head of Years 3 & 4*



MY PASSION, IDEAS AND OPINIONS ARE ACTIVELY ENCOURAGED AND SUPPORTED, AND I FEEL TRUSTED AND EMPOWERED IN DEVELOPING MY DEPARTMENT TO BE THE VERY BEST IT CAN BE.

*Chris Lindfield, Head of Maths*



WORKING AT PENNTHORPE, WITH SUCH TALENTED AND PASSIONATE INDIVIDUALS, IS AN ABSOLUTE PRIVILEGE. THERE IS A GREAT SENSE OF CAMARADERIE WITHIN THE TEAM AND THE CHILDREN REALLY ARE AT THE CENTRE OF EVERYTHING WE DO. I HAVE NEVER WORKED IN AN ENVIRONMENT WHERE I HAVE FELT MORE AT HOME.

*Jon Marler, Deputy Head*



## THE BENEFITS

There are many reasons to join Pennthorpe, including:

- An allocated mentor to help with all queries and concerns
- Friendly and supportive team and a busy staff social calendar
- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Staff wellbeing opportunities including dedicated staff wellbeing initiatives as well as an annual Whole School Wellbeing Week
- Support for working parents
- Dedicated staff work areas
- Professional development opportunities
- Numerous career progression opportunities
- Fee remission for staff children for the duration of employment
- Contributory stakeholder pension scheme
- School lunches, cooked on-site, are provided to all full time staff during term time
- Secure on-site parking

For teaching staff, additional benefits include:

- Small class sizes, high levels of pastoral care and parental support

## PENNTHORPE PRE-PREP

Pennthorpe's Pre-Prep comprises children from ages 2 – 7, and is two form entry into Reception. Our classrooms buzz with happiness and excitement, enthusing our children along their quest to discover everything about the world around them, as well as their own strengths and characters that lie within. It is a magical, playful and inspiring environment, designed with children in mind! Transforming from calm haven to adventure kingdom, multiple times each day, our facilities and resources are constantly evolving and being updated. This, together with our exceptional and dynamic team, means our Pre-Prep children receive incredible teaching and care each day, as well as having a whole lot of fun!



# PRE-PREP TEACHER

The successful candidate will be an inspirational, visionary and caring person to share their passion of learning and enjoyment of the world. A love of young children and a desire to enthuse, galvanize and excite children about learning and their futures is imperative. The role requires patience, humour and a willingness to be fully immersed in a busy but exceptionally happy school environment. As well as the skills required to deliver the duties identified below, you will require a warm and loving personality, and the ability to multi-task!

## *Planning, Teaching & Classroom Management*

- Deliver the curriculum as relevant to the age and ability group taught, providing clear structures for lessons maintaining pace, motivation and challenge.
- Be responsible for the preparation and development of teaching materials and teaching programmes as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils you teach.
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn.
- Work closely with teaching assistants and the Learning Support Department in delivering 'personalised learning' whenever reasonably possible.
- Maintain standards of discipline according to the school's codes of conduct and in line with the school's rewards and sanctions programmes.
- Ensure children uphold and apply their knowledge and expected standards of literacy and numeracy across the school.
- Evaluate own teaching critically to improve effectiveness.

## *Monitoring, Assessment and Reporting*

- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Give pupils regular feedback, both orally and through accurate and timely marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Set Prep/homework to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Participate in arrangements for examinations and assessments as requested by the Senior Management Team.
- Communicate effectively with parents/carers with regard to pupils' progress, achievements and well-being using school systems/processes as appropriate.

## *Pastoral Duties*

- Be a Class Teacher to an assigned group of pupils.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- Promote the general progress and well-being of individual pupils and of the class as a whole.
- Register pupils, accompany them to Huddles and House Meetings, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of pupils and persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with appropriate staff.
- Contribute to SMSC according to school policy and uphold British values.
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## General Duties

- To uphold and enforce school rules and to work in co-operation with colleagues to promote the high standards of behaviour and concern for others that are part of the school's tradition and mission.
- To attend departmental meetings, and other such meetings as required, including staff meetings, INSET sessions, and other such training as may be necessary.
- To act in accordance with the Staff Handbook and the Staff Code of Conduct.
- To undertake supervisory duties in accordance with the staff duty rota.
- To be fully aware of and to implement the school's policy on Health and Safety, both when pupils are in school and when they are engaged in school activities elsewhere.
- To cover for absent colleagues when necessary.
- Attend school functions, including after hours, as directed by the Head.
- To undertake such other duties which the Head may from time to time reasonably request.

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TEACHING AT PENNTHORPE IS THE BEST JOB IN THE WORLD. THE PRE-PREP TEAM WORK EXCEPTIONALLY HARD, BUT THE REWARD IS LIKE NOTHING ELSE.

*Leah Goddard, Head of Years 1&2*



# PERSONAL SPECIFICATION

## Qualifications

- Degree or comparable qualification (essential).
- Qualified Teacher Status (or NQT) (essential).
- Higher degree or evidence of further study (desirable).

## Experience & Knowledge

- An understanding of the learning needs of pupils of all academic abilities.
- Ability to set high expectations within KS1 and a commitment to raising standards or pupil achievement.
- Ability to monitor, evaluate and review pupil performance.
- Experience of the specific responsibilities within the job description (desirable).
- Monitoring the effectiveness of teaching and learning at Key Stage 1 (desirable).

## Professional Development

- Evidence of continuing professional development.
- Experience of working/study placements in other schools (desirable).

## Knowledge & Skills

- Strives for excellence in all aspects of work.
- Sets high standards and expectations of colleagues and pupils.
- Extensive, up to date knowledge and understanding of the primary curriculum.
- The ability to support and inspire children and to encourage them to engage with learning opportunities.
- An innovator – excited by change, able to turn innovative thinking into practical and successful outcomes.
- Motivate pupils at all levels of ability, thus ensuring that all pupils fully access KS1 curriculum.
- Committed to cross curricular collaboration across the school.
- Ability to provide parents with a quality client service.
- Evidence of effective teaching practices targeted at improving progress of both individual pupils and groups (desirable).



GETTING TO WITNESS THE LITTLE THINGS THAT MAKE OUR CHILDREN WHO THEY ARE IS A PRIVILEGE AND A JOY. THEIR EUREKA MOMENTS, HAVING FUN PLAYING WITH FRIENDS, THEIR CONCENTRATION WHEN MASTERING NEW SKILLS, THEIR DISCOVERY OF A LOVE FOR SOMETHING NEW – CHILDREN ARE AT THE CENTRE OF EVERYTHING WE DO AT PENNTHORPE.

*Eli Vos, Year 1 Teacher*





# HOW TO APPLY

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>) which includes uploading a covering letter by the application deadline.

- **Contract:** Temporary contract, maternity cover
- **Application Deadline:** Friday 11<sup>th</sup> October, 2024
- **All Candidates Contacted:** Monday 14<sup>th</sup> October, 2024
- **Interview Date:** Wednesday 16<sup>th</sup> October & Thursday 17<sup>th</sup> October, 2024
- **Reporting Line:** Head of Year 1&2
- **Salary:** Competitive
- **Start Date:** February 2025



# EQUAL OPPORTUNITIES

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age.

# SAFEGUARDING

Pennthorpe is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

