

KEW COLLEGE PREP



CANDIDATE INFORMATION PACK

ICT TEACHER

FROM SEPTEMBER 2024



CLOSING DATE FOR APPLICATIONS: Wednesday 8 May at 9.00 am

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Applications are invited from candidates working in either the maintained or independent sector for the role of ICT Teacher. Teaching will take place in our well-equipped and bright ICT Room.

Kew College Prep is a nonselective, family-orientated school for girls and boys from Nursery to Year 6. The school was founded in 1927 and has been on its current site since 1953. It occupies two Victorian buildings at the front of the site housing our Middle School, Nursery and Kindergarten classes, an Octagon building at the rear housing our Infant classes, the Sedum building housing the Music Dept, Science Lab and ICT room and the recently redeveloped and state of the art Upton building housing the Art room and our Upper School classes. The Sedum and Upton buildings are a one minute walk away from the main building.

Importantly, it's a happy, friendly and caring community where children, parents and staff are united by a shared set of values. Our academic record is outstanding, while our caring approach and supportive atmosphere help every child to grow in confidence and find their place in the world. Our staff work hard to ensure the potential of every pupil is fulfilled to a high level.

This important role at our school requires the successful candidate to demonstrate excellence as a teacher, initiative, ability to work autonomously, ability to be a role model for the pupils in the class and the school as a whole, care and compassion and preparedness to go the extra mile.

The specific duties of the successful candidate will, amongst other duties, include the following:

KEY AIMS OF THE ROLE

- Develop and teach the ICT curriculum to pupils across the school;
- Ensure that planning, preparation, recording, assessment and reporting are of high quality and meet the varying learning and social needs of the pupils;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom;
- Work closely with subject teachers to ensure that IT is used across the curriculum and ensure that they have the appropriate training to carry out their roles;
- Share and contribute to the school's vision, mission and values and communicate them successfully through effective management and positive behaviours.
- Actively promote and model good practice in equality and diversity, safeguarding and health and safety.
- Keep abreast of new initiatives in ICT teaching and learning.

RESPONSIBILITIES

- Plan appropriately to meet the needs of all pupils through differentiation of tasks
- To develop and stimulate pupils' curiosity, interest in and enjoyment of ICT
- To create a positive learning environment
- To develop pupils' competence and confidence within a safe environment
- To plan effectively to ensure that pupils have the opportunity to meet their potential, taking account of the needs of every child and identify intervention strategies when required.
- To keep yearly and termly teaching plans up to date by evaluating and refreshing plans regularly.
- To take into account children's prior levels of attainment and use them to inform planning, making sure that all pupils are challenged.
- To give appropriate feedback based on the Lesson Objectives, set targets and allow time for children to up level their work.
- To assess, record and report on the development, progress, effort and attainment of pupils.

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- To communicate the information about a child's progress and attainment to parents via written reports, Parents' Evenings and other meetings.
- To work closely with and direct Teaching Assistants to ensure that they are appropriately prepared to support the children in your lessons
- To provide extra-curricular ICT activities for pupils
- Be part of the team which keep the school website up to date as well as posting some social media posts;
- Be an active member of the ICT Working party, working to develop ICT across the school
- Lead the Online Safety programme for children in the school
- To provide cover for absent staff and carry out other duties as required.
- To set work for classes in the event of absences from school.

GENERAL RESPONSIBILITIES

- To support and contribute to the school's vision, mission and values at all times.
- To attend all staff meetings and Parents' Evenings as well as other school functions, events and initiatives, including those out of school hours, as required by the Head for the proper fulfilment of your duties.
- To perform any other duties that may reasonably be asked by the Head for the benefit of the pupils and/or the safe and efficient running of the school.
- To participate in the appraisal of your own performance and maintain up to date records of your Continued Professional Development.
- To develop and maintain positive and professional relationships with all colleagues.
- To promote the school in a positive light at all times.
- To uphold the Fundamental British Values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

SAFEGUARDING, WELLBEING AND PASTORAL MATTERS

- To be aware of and implement all school policies and procedures, including safeguarding and child protection.
- To actively promote and model good practice in equality and diversity, safeguarding and health and safety.
- To look after the wellbeing and pastoral care of all children in your class.
- To share responsibility for the welfare, wellbeing and safety of all children in the school.
- To instil attitudes and habits consistent with maintaining a happy and caring community within the class and the whole school community.
- To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline in accordance with the school policy.
- To be a positive, caring role model for all in the school community.
- To carry out any other tasks reasonably required for the efficient running of the school, as instructed by the Head.

* This job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post holder.

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PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>	<i>Assessment via application form/ interview/lesson observation/written task</i>
Qualifications			
Qualified Teacher Status	x		Application form
Degree or equivalent	x		
Experience			
Minimum of two years teaching experience post ECT in ICT or closely related specialism		x	Application form
Be familiar with and have taught the National Curriculum	x		Application form and interview
Experience of teaching in a prep school		x	Application form
Personal skills and attributes			
The successful candidate should evidence:			
Excellent teaching, organisational and team working skills	x		Application form Lesson observation
A caring and inclusive approach to children	x		Lesson observation and interview
Excellent verbal and written English	x		Application form, interview and written task
Provide evidence of collaborative working practices with colleagues.	x		Application form and interview
A willingness to take part in extracurricular activities	x		Interview
Provide evidence that they value and respect the different experiences, ideas and backgrounds that others can bring to a team.	x		Interview
Provide evidence of ability to motivate others and to be self-motivating and reflective.	x		Application form, lesson observation and interview
Have an innovative and forward-thinking approach.	x		Lesson observation and references
Provide evidence that they value and respect the needs and views of children.	x		Interview, lesson observation and references

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Provide evidence of their commitment to the safeguarding and protection of young people.	x		Interview and references
Act at all times as part of a team and actively support the ethos of the school	x		Interview and references
Be efficient, reliable and adaptable	x		Interview and references

Responsible to:
Head
Term and Conditions:
<p>Salary will be commensurate with the experience and qualifications of the successful candidate.</p> <p>Working hours 8am until 4.30pm daily for 36 weeks per year including some training and INSET days.</p> <p>We offer:-</p> <ul style="list-style-type: none"> • an Employee Assistance Programme • Cycle to Work Scheme and secure bike storage • Pension Scheme • Reduced School fees after one year of employment • CPD • Regular staff socials

Kew College Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers 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 (DBS) plus all the relevant recruitment checks. Overseas police checks will be also required if the candidate has lived in a country other than the UK for a period of 3 months or more in total in the last 5 years. Kew College Prep is an equal opportunities employer.

Our Safeguarding Policy and other policies can be found on our website at [Policies | Private School Richmond | Kew College Prep](#)

HOW TO APPLY:

1. Please complete an application form to be found on our website at [Vacancies | Private School Richmond | Kew College Prep](#) and send to Margaret Panayi at recruitment@kewcollegeprep.com
2. The recruitment process will comprise of an interview, school tour, written task and observed lesson.