



FARLEIGH

**Early Careers Teacher - Lower School**  
**Candidate Information Pack**  
**Full time, Permanent**  
**Required for September 2024**



## Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of Early Careers Teacher - Lower School at Farleigh School.

Farleigh has grown over the last decade into a school of which we are very proud, with over 460 boys and girls, aged 3 to 13. It is a wonderful environment in which to work with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about us and the role of Early Careers Teacher - Lower School.

If you would like an informal discussion about the position, please call Nikki Lloyd, the HR Manager, on 01264 710766.



# About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

# Our Location & Surrounding Area



**Farleigh School**

**Red Rice**

**Andover**

**Hampshire**

**SP11 7PW**

**[www.farleighschool.com](http://www.farleighschool.com)**



# Early Careers Teacher - Lower School

Farleigh School seeks to appoint an enthusiastic and engaging individual who is in the early stages of their teaching career to join our hard working and friendly staff in the position of Early Careers Teacher teaching pupils in our lower school (years 3-5) on a full time and permanent basis.

The successful candidate will teach a full timetable across a broad spectrum of the curriculum, including on approximately 18 Saturdays in each academic year. All full-time teachers receive a half day off during the week.

As a full-time member of the school's teaching staff, the post-holder will contribute to all-round pupil experience and development through their responsibilities, which are in keeping with a lively boarding school environment. These include:

- Taking boys/girls' games for midweek and weekend fixtures or extra-curricular activities
- Assisting with various end-of-day activities, including Prep
- Undertaking break and lunchtime supervision duties

The successful candidate may also be required to be a Form Taker and further career development opportunities may be available for the ideal candidate.

The successful candidate will be available to start in September 2024.

The ideal candidate will:

- Have Qualified Teacher Status
- Have a degree or equivalent in a relevant subject
- Demonstrate a high level of subject knowledge and the ability to deliver excellent lessons, which engage all pupils
- Demonstrate a strong knowledge of the current curriculum
- Demonstrate a knowledge of how to provide effectively for the needs of all children
- Be confident in taking boys' or girls' games sessions or extra-curricular activities
- Have a positive understanding of the level of personal and professional commitment that boarding school community life requires and the extended school day during term time
- Be confident in the use of technology for educational delivery and be competent in undertaking the IT-related tasks required of a full-time teacher
- Be willing and able to contribute to the experience of pupils outside the classroom
- Be willing to uphold and support the Catholic ethos of the school

## **Job Description: Early Careers Teacher**

**Responsible to:** Headmaster, Deputy Head (Academic)

**Purpose of the job:** To deliver high quality lessons, which meet the needs of all children and develop each individual's enthusiasm and talent.

### **Particular Tasks & Responsibilities:**

- Deliver excellence in the classroom through the delivery of inspirational lessons and innovative use of resources
- Assist in the development and maintenance of the Departmental Handbook
- Teach and implement the Medium-Term Plans
- Manage both informal and formal assessment to support pupil progress, assessing and recording effort and attainment
- Liaise with the Heads of Year to keep them up-to-date with academic and pastoral issues
- Report to parents at required times during the year through progress grades and written formal reports, and attend all parent evenings and curriculum evenings, as required
- Teach across different age ranges and ability levels
- Mark work thoroughly and regularly in accordance with the marking policy
- Encourage good presentation of work, ensuring that the presentation policy is being followed
- Make contributions relating to the work of the department to materials published about the school
- Establish professional working relationships with colleagues and parents, communicating fully at all times
- Promote and support the use of ICT within the subject, keeping oneself computer literate through attendance of courses or Inset training
- Help in the setting, content and marking of examination papers
- Provide appropriate work in cases of known absence from school
- Liaise with Learning Support in order to meet the needs of all pupils including those with specific learning difficulties and the Gifted & Talented
- Display work creatively and effectively in the classroom
- Keep up-to-date with own current practice and development in the subject area, attending relevant courses and training

- Play a full part in the everyday life of the school and contribute to life outside the classroom and whole school events
- Maintain a professional standard, adhering to statutory and school requirements for Health and Safety, Risk Assessment and Child Protection
- Work to the direction of the Headmaster on any other matters relating directly to this role, which may from time to time occur

This job description will be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.





# Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive salary in line with the school's Pay and Benefits policy
- Membership of the school's pension scheme
- Membership of the school's support staff Life Assurance scheme x 3 annual salary
- Access to Help@Hand Employee Assistance programme and shopping discounts
- Free school lunch during term time
- Professional Development Support and Opportunities
- Free car parking
- Supportive colleagues and an outstanding working environment
- A beautiful setting in which to work
- Access to staff social events

To apply for this position, please complete the academic staff application form and return to Nikki Lloyd, the HR Manager at [hr@farleighschool.com](mailto:hr@farleighschool.com) no later than midday on the 20th May 2024. Applications will be accepted until the position is filled, therefore early application is encouraged.

**Farleigh School reserves the right to appoint at any time in the recruitment process.**

## **Safeguarding:**

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure.

## **Equal Opportunities:**

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.