



LEWESTON  
PREP

# Key Stage 1/2 Teacher - Full time

Candidate Information



## Overview

Founded in 1891 Leweston School is a co-educational Catholic independent day and boarding school in Dorset for pupils aged 0 to 18.

Situated just outside Sherborne in 46 acres of beautiful parkland, the school offers holistic education in an inclusive community where first-class pastoral care and wide-ranging co-curricular opportunities underpin a supportive and rigorous academic offer. The school seeks to produce well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art, debating, community activities and sport. There are many co-curricular activities, all of which are important in developing a well-balanced, confident individuals.

The school was originally founded as St Antony's and located in Sherborne. In 1948 the demands of the Education Act saw the move of the senior pupils to Leweston Manor with the Prep School continuing in Sherborne until 1993 when the whole school was reunited once again on the Leweston campus. The younger pupils took up residence in the redesigned Coach House. The school amended its name in 2007 to Leweston School.

Today the school educates just over 600 pupils with 90 in the Nursery, 170 in the Prep and 340 in the Senior School. There are approximately 100 boarders, the majority being in the Senior School.

Leweston is a thriving, busy community which has high expectations of its pupils. Whilst the assessment process is not based entirely on academic performance Leweston is increasingly over-subscribed. Pupils are offered places on the basis of school assessments, positive references and their generally suitability for the values and ethos of the school.

## Our Values

Leweston School's three core values are **community**, **opportunity** and **expertise**. They are underpinned by our Catholic foundation, which welcomes all faiths and none, building a strong sense of unity, courtesy, respect and affection. Everything we do comes from a place of self-worth and dignity.

- **Community** means being part of a collective. It's essential for every student to feel that they are an important part of the Leweston family and contribute to the life of the school. This same sense is extended to their parents and guardians.
- **Opportunity** is in abundance. We are proud of our zest for life and instil a willingness to try everything and to learn from our failures. This discovery of strength and weaknesses, and the support we provide to students in exploring it, enables them to develop the determination to persevere – a real lesson in preparation for life beyond the school.
- **Expertise** means having an expert skill or knowledge in a particular field. We have an exceptionally talented staff team, who have outstanding expertise and enthusiasm to inspire in others a love of learning and to share their passion for areas of specialism.



## Our Campus

With extensive grounds surrounding a beautiful Georgian Manor House, Leweston provides a location which whilst being safe, is close to a town with good transport links to London and South West airports. Within the 46 acre estate sits our swimming pool, a full-sized all weather pitch, a walled garden play area, Enchanted Wood Forest School, tennis courts as well as a wealth of historical features including work by Thomas Mawson and George Sherringham.

The range of buildings on site spans several architectural epochs. The historically important Trinity Chapel is one of the first post-Reformation churches in the country. The Palladian manor house, was built in the late 18th century with Art Deco interior refurbishments and later additions including dining, boarding and teaching wings.

The Prep School is housed in the former Coach House with its own Pre-Prep Garden, tennis courts and play area.





## The Prep School

Leweston Prep consists of the Nursery, Pre-Prep and Prep divisions. The school shares a single 46-acre campus with the Senior School and has pupils aged 3 months to 11 years old. It is co-educational all-through school.

Nursery is divided into four age-defined units: Babies, Toddlers, Transition One and Transition Two. Each unit has a specific Room Leader.

The Prep School's staff is comprised of 21 teachers and 5 teaching assistants alongside visiting music teachers, coaches and volunteers. Each Pre-Prep class is led by a Form Tutor supported by a teaching assistant. From Prep 4 when the year group grows to two classes, each has its own a Form Tutor supported by additional part-time staff. The normal maximum class size in the Prep School is 20 with one class in Reception to Prep 3. If numbers allow, Prep 4 splits into two classes, a model which continues for the remainder of the school. Classes are not set.

Leweston School as a whole has 170 employees including academic and support staff.

Staff foster excellent relationships with the students and are committed to supporting the provision of extra-curricular clubs, House activities, school trips and other events.

The majority of Prep School pupils move on to the Senior School, many winning scholarships. A small number leave at this point typically to transition into the state system.





## Work with us

### A fantastic working environment

Leweston is set on a beautiful campus a few miles outside the picturesque town of Sherborne. The grounds offer both pupils and staff the opportunity to enjoy space and fresh air and provide an inspiring location to teach and learn. The school's value and ethos creates a culture of courtesy, mutual respect and affection that has at its heart the importance of service to others. High standards are set both inside and outside of the classroom.

### Flexible and family friendly

We are a relatively small school that regards itself as one big family. The majority of our staff have children, many of whom are Leweston, and a staff remission is available to both academic and support staff. Our term dates operate differently to state schools, which means that whilst the school day is longer so are the holidays.

### Health and Wellbeing

Leweston hosts a range of exercise classes run by local provider Communitit who offer a discount to Leweston staff. There are also free swimming sessions available during the week in the school pool as well as employee assistance and wellbeing support programmes.

### Free meals and parking

Staff are entitled to free lunch and refreshments during term time. This is extended to include supper if on duty. There is also an onsite cafe where a staff discount is offered. There is free onsite parking.

### Pensions

Leweston offers a defined contribution pension scheme with Royal London. Membership of the Royal London Scheme includes Death in Service benefit and income protection.

### Discount for Teachers

Discounts for Teachers has been introduced following the success of Health Service Discounts and Discounts for Carers. As Leweston staff (not just teachers), you can access a vast range of discounts and deals when you register online.





## The Opportunity

### Responsible to:

Head of Prep and Nursery

### Hours of work:

Full time, required from September 2024

Leweston School is seeking an exceptional and committed classroom teacher to join our thriving Prep and support the Head of the Prep in ensuring high standards of teaching and learning and to contribute effectively to the overall management and organisation of Leweston Prep.

The successful candidate will be highly motivated, organised and caring, with experience of teaching in either a KS1 or KS2 class (applications from ECTs welcome). We offer small class sizes, a wonderful outdoor environment and enthusiastic, happy children.

If you always put the children first, strive to make every aspect of your provision outstanding and show a genuine commitment to creating an inspiring and stimulating child-centred learning environment, then we urge you to apply. Our pupils benefit from an enhanced curriculum with PE, Music, Languages, Forest School, Swimming and more, led by subject specialists.

Kindness, empathy and a happy disposition are essential, as well as an ability to work as part of a team and a willingness to participate fully in the active life of the school. The ideal candidate will have strong communication skills and the passion to be an outstanding teacher. Experience of leading English in the curriculum will be an advantage.

We are committed to the professional development of our staff and there will be opportunities for further training and career progression.





## Key Duties and Responsibilities

Plans, prepares and teaches effective lessons meeting the educational requirements of all pupils:

- Be the Form Tutor for the class and providing for their pastoral needs
- Register the children each morning
- Be the first point of contact for the parents within that year group
- Be available for Parent Consultations and meetings
- Prepare, risk assess and maintain the classris
- Plan, prepare and deliver all lessons
- Upload regular observations and assessment information onto the Tapestry journal system
- Assess and tracking the children's progress including end of unit assessments
- Provide grades, targets and reports for each pupil
- Aim to listen to reading every day and ensure each child has an appropriate reading book to take home each evening
- Keep classroom displays up to date
- Prepare Class Assemblies (two a year)
- Liaising with other staff about joint activities
- Plan and prepare workshops and trips for the children or liaising with other staff about joint trips and workshops
- Appoint a Star of the Week each week and providing a reason
- Implement our whole school rewards and sanctions policy effectively
- Provide appropriate spellings and multiplication tables for homework, to be tested each week
- Take on up to 1.75 hours of duty a week, helping serve the children's lunch and sitting with them at lunch time
- Provide cover for other staff when requested
- Follow the requirements of the School's curriculum
- Carry out effective short term and long term planning
- Make full and effective use of all the teaching resources available, including the use information technology





## Key Duties and Responsibilities (cont.)

- Assist pupils to set and achieve academic targets overseeing the academic progress of class and tutor groups
- Set and mark pupils' work fairly and consistently including examinations within specified deadlines
- Maintain the classroom in good order and ensuring a high quality of classroom displays that are regularly changed and updated
- Maintain accurate records of pupils' progress following assessment, for both external and internal purposes, using the pupil profiles. Monitor standards regularly and reporting progress to parents in a positive and constructive way to support and motivate pupils
- Communicate effectively with pupils, parents and colleagues by acting as the first point of contact for parents, responding promptly to emails, letters and queries and by attending relevant meetings, parents' evenings and other events as required
- Liaise with the Head of Prep, Subject Co-ordinators and others to ensure that continuity and progression is effective
- Assist in maintaining the neat appearance, good behaviour, health and pastoral care and safety of pupils on and off School premises by implementing School policies
- Assist the day-to-day organisation of the School including covering absences, participating in swimming and/or sports programmes as appropriate, taking extra-curricular activities and attending assemblies/mass. Positively contribute to School meetings, offering ideas to enhance the school's development
- Support and implement School policies including the marketing programme and by attending relevant training and development programmes representing the School in a professional manner. Contribute to the INSET programme at the beginning of each term
- Undertake other reasonable tasks, including administrative in respect of pupils in a timely and effective manner as may be specified by the Leweston Senior Leadership Team





## Skills and Personal Attributes

- *Demonstrates leadership and personal responsibility* by motivating, raising awareness, showing drive and determination, organising work with little or no supervision, getting commitment, being adaptable, patient and resourceful and showing good judgement in a range of situations
- *Works effectively with other people* including pupils, parents and colleagues, developing good working relationships; treating pupils equally and sensitively, sharing knowledge and information; supporting, explaining and encouraging in a positive and motivating way; assessing pupils fairly and managing conflict if and when it arises
- *Gets the job done:* delivering what is required on time and to the appropriate quality by forecasting and producing plans, monitoring pupils' progress against academic plans and reviewing their performance; gathering and analysing information, striving to make improvements by creating solutions and managing change
- *Managing resources effectively* such as time, people, equipment, IT, information knowledge, money and accommodation
- *Communicating clearly* by getting across the message effectively to pupils of mixed abilities, listening carefully and responding to feedback, persuading and influencing; representing the Department and the School professionally
- Operate in accordance with school's policies and procedures as detailed on the school's website and intranet and as set out in the Staff Handbook and elsewhere, ensuring compliance with the School's Code of Conduct, the Safeguarding Policy and Child Protection procedures, the school's Health and Safety policy and the Health and Safety at Work Act

**No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time.**

**The duties and responsibilities above are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary in order to meet the changing needs of the school.**





## Application Process

Interested candidates are invited to contact Fiona McCarthy, HR Manager on [recruitment@leweston.dorset.sch.uk](mailto:recruitment@leweston.dorset.sch.uk)

Applications should be made electronically. To submit your application, please submit a completed application form available on the Leweston School website. If you have any questions about uploading your application documents, please contact 01963 211016.

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact Fiona McCarthy by telephone
- Shortlisted candidates will be invited to interviews at the School.

Leweston is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities and experience). All applicants should read the schools' safeguarding policy and are required to declare any criminal convictions or cautions or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. N.B. Safer recruitment checks will be made at all stages of the recruitment process.







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