



St. Margaret's

Preparatory School



Preparing every child for a bright future

Candidate Brief: KS1 or KS2 Teacher



Contents

School ethos and values	3
A well-rounded education	4
Welcome to Cognita Schools	6
Role profile	7
Person specification	9
Overview of employee benefits	10
How to apply	11



"Pupils achieve considerable success in a range of academic and other achievements throughout their time at school."

ISI report, October 2021

"The pastoral and academic needs of each child are at the heart of everything we do."

Mrs Carolyn Moss,
Headteacher



School ethos and values

Preparing every child for a bright future

The ethos at St. Margaret's is to provide a high-quality all-round education, in a happy and caring family atmosphere, so that each child is well prepared for the opportunities and challenges that they will face in life.

Our aim is for every child to enjoy their learning journey, achieve their very best and to become responsible global citizens who can work together co-operatively and with respect for others.

At St. Margaret's, we are helping our children on their journey to become:



Joyful, creative and determined

At St. Margaret's we value creativity, allowing individuals to flourish and grow. We foster a love of learning and ensure that school life is fun, creating an environment where every child aspires to do their best.



Proud of our learning journeys

At St. Margaret's we provide a high quality education, where children can grow in knowledge and understanding and where achievements are celebrated.



Respectful Global citizens

At St. Margaret's we encourage independence, respect for others and personal responsibility, whilst promoting a sense of community and collaboration within the school and the wider world.



Kind, caring friends

At St. Margaret's we provide a nurturing, inclusive environment treating every child with the highest standards of courtesy, honesty and fairness, encouraging them to support others.



Confident communicators

At St. Margaret's we enable every child to communicate with confidence in every situation.

SAFEGUARDING OUR PUPILS

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.



The very best start

In our most recent Independent Schools Inspectorate (ISI) Educational Quality Inspection (October 2021) we were delighted to have achieved a rating of 'excellent' for the quality of pupils' academic and other achievements and that the quality of the pupils' personal development is also 'excellent'.

At St. Margaret's, little learners benefit from an early start to their educational journey in our specially designed nursery, providing a home-from-home environment. The Nursery children lie at the heart of our school and love interacting with the older children and adults, giving them a head start in cognitive, social, emotional and physical development. Our beautiful Nursery environment includes dedicated outside play areas in addition to the acres of grounds. Integration with the rest of the school is important, the children attend assemblies and performances and they also perform in front of parents and pupils, building their confidence at every step.

A well-rounded education

Parents who send their children to St. Margaret's know they can trust us to make education fun and stimulating. We help children to discover who they are and at the end of their time with us, all pupils leave for the senior school of their choosing - the right fit for them - with many being offered a scholarship, grammar school place or both at more than 16 senior schools across Essex, Suffolk and Cambridgeshire.

Creativity and the Arts

At St. Margaret's we regard participation and success in the Arts as important as academic achievement, where every child's creativity and performance is valued by staff, parents and pupils alike.



Music

Music is central to the culture of the school with class music lessons, led by our Director of Music in our dedicated Music Room, for all children from the Nursery to Year 6. Individual lessons in singing, piano and orchestral instruments take place in our three music 'pods' from Year 1 with one of our 13 visiting peripatetic teachers. A high number of music scholarships are applied for and accepted at various senior schools each year.



A well-rounded education



Drama

Drama is taught throughout the school as a part of English lessons and to Year 1 and Year 2 children by our LAMDA drama teacher. Children who love drama can have 1:1 lessons and take their LAMDA exams at school - in the last two exam sessions, 80% of our entrants were awarded distinctions for their performances.



Art

Art at St. Margaret's is led by a professional artist who is passionate about ensuring every child finds aspects of art to love. In a dedicated Art Room, we teach a range of techniques which include ceramics, textiles, 3D modelling, sculpture, photography, as well as different drawing and painting styles. We are very proud of our many Art & DT scholarships every year and our pupils develop rich, creative futures.

Sports



At St. Margaret's we consider sport to be an integral part of education and development. All children have a full sporting programme, taught by specialist sports teachers, and we encourage healthy competition in PE and Games. We have a strong tradition of sporting excellence and success. We compete in regional ISA events, and regularly represent the Eastern region in National finals. Each year a number of our Year 6 leavers are awarded scholarships for Sport to independent senior schools.



St. Margaret's Preparatory School

COGNITA

An inspiring world of education

Our global family

What kind of education genuinely prepares young people for the future? How can schools ensure their pupils are well-equipped to navigate the unknown paths ahead?

St. Margaret's Preparatory School is part of Cognita, an extraordinary network of diverse yet connected schools, spanning eight different countries. We share one common purpose: to create an inspiring world of education that builds self-belief and empowers individuals to succeed.

Together, we provide a uniquely global education that goes beyond grades to develop the skills young people need in order to embrace the opportunities - and challenges - they will face beyond school. Qualities like resilience and a global mindset, cultural awareness and collaboration - these, alongside strong academics, are at the heart of a Cognita education.

As a global family, we connect with each other to share expertise, insights and best practice across the world to help us develop rich learning environments in every school.

"A uniquely global education that goes beyond grades to develop all-round academic excellence"

When your classroom is the world, thinking big comes naturally. Our 80+ schools in Europe, Latin America and Asia equip young people with the confidence and resourcefulness that prepares them to grow, thrive and find their success in a fast-changing world.



Role profile: KS1 or KS2 Teacher

PURPOSE

Our teachers are part of a dedicated and hardworking team that is committed to high quality teaching and learning inside the classroom, in our beautiful grounds and beyond. Our pupils are bright, enthusiastic, hardworking and a pleasure to teach. A whole-hearted commitment to the extra-curricular life of the School is an expectation.

KEY ACCOUNTABILITIES

Teaching

- Planning, preparing and delivering innovative and engaging lessons
- Promoting the general progress and wellbeing of any individual or groups of pupils assigned to you
- To create and maintain a safe, organised, tidy and stimulating class environment
- Assessing, recording and reporting on pupil development, progress and attainment
- Providing guidance and advice to pupils and educational and pastoral matters
- Communicating and consulting with parents in a proactive and professional manner
- Fully responsible for the pastoral welfare of pupils under care, both at school and when off site
- Participating in meetings as required
- Accompanying pupils on trips away from school, some of which may be residential
- Knowledge of requirements of independent school scholarships
- Act as a Form Teacher for a class
- To organise and run an after-school extra-curricular activity in line with expectation of the teaching staff

Assessment and reporting

- Maintaining accurate and detailed records of pupil progress and attainment
- Completing reports and references on individuals or groups as required
- Attend parents' evenings

Appraisal

- Participating in a robust performance management programme.

Further learning and development

- Consistently reviewing teaching methods and programmes of study to accommodate developments in education
- Actively engaging in your own professional development in line with mentoring from members of the Leadership Team.



St. Margaret's

Preparatory School

Educational Methods

- Working with the Head, Deputy Head, subject co-ordinators and other teachers on the preparation and development of schemes of work, teaching materials, methods of teaching and assessment
- Acting as a subject co-ordinator

Staff meetings

- Participating in meetings which relate to the welfare and education of pupils and the effective running of the School.
- Assisting at school concerts, fetes, plays and other events as required.

Management

- Developing the skills of colleagues and meeting training needs of curriculum area
- Managing the development of the curriculum in liaison with the Head, Deputy Head, Heads of Departments and external bodies or agencies as appropriate
- Collating, auditing and updating departmental documentation and policies as required
- Contributing towards the development and implementation of the School Development and Improvement Plans

Principal Working Relationships:

Staff, Heads of Department, Deputy Head, Headteacher

SAFEGUARDING RESPONSIBILITIES

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required



St. Margaret's

Preparatory School

PERSON SPECIFICATION

Essential

Desirable

Skills

- A proven outstanding teacher
- Excellent people skills and the ability to communicate effectively and empathetically with parents.
- Awareness of Health & Safety requirements and a thorough understanding of Safeguarding

Qualifications

- Qualified Teacher Status
- Teaching degree

Experience

- Teaching experience in a Primary/Prep or lower Secondary setting

Other

- To be a nice person
- Well organised, creative and innovative
- A willingness to become involved in the wider life of the School
- A commitment to continuing professional development



Overview of employee benefits

St. Margaret's aims to offer every member of our team a competitive salary, a range of great benefits and excellent opportunities for career progression.

Our benefits include:

- Competitive salary
- Eye tests
- Pension Scheme
- School fees discount (conditions apply)
- My Staff Shop
- Cognita Care and Wellbeing
- Staff tea/coffee
- Lunch provided daily (term time only)



St. Margaret's Preparatory School

How to apply

We are delighted that you are interested in joining St. Margaret's.

To apply, please do the following:

Visit www.stmargaretsprep.com

Download and complete the application form

Email the application form and a covering letter to **corinne.walker@stmargaretsprep.com**

Please note: CVs are not sufficient for this role and an application form will need to be completed prior to interview. We can assist with this if needed.

Careers at St. Margaret's Prep

For all our latest vacancies, please visit www.stmargaretsprep.com

If you have any queries about a position, please contact us at

corinne.walker@stmargaretsprep.com

***"The pupils' enjoyment
of school life is evident
in every aspect of their
activities in and out the
classroom"***

ISI report, October 2021

COGNITA

An inspiring world of education