



The  
**Ursuline**  
Preparatory School Ilford



Appointment of

## Director of Learning & Teaching

Closing date for applications: Midday, Tuesday 14 January 2025

Start date: From 1 May 2025 or sooner

Founded 1903



The Ursuline  
Preparatory School Ilford  
*in partnership with*  
New Hall School

Founded 1642



# The Ursuline Preparatory School Ilford

To live and learn in harmony,  
caring for each other;  
Treating everybody as a sister and a brother;  
Reflecting Christ's actions and His message too,  
By striving for excellence in all that we do.

The Ursuline Preparatory School Ilford is a Catholic independent day school, offering a nurturing environment for children aged three to eleven. The School provides an outstanding Early Years Foundation Stage for pupils aged three to five, followed by Key Stage 1 for those aged five to seven, and Key Stage 2 for pupils aged seven to eleven.

The Ursuline Preparatory School Ilford is dedicated to providing a holistic education that extends beyond academic success. The School equips pupils with the skills and knowledge needed to unlock their full potential, ensuring that every pupil thrives in both the classroom and the wider world.

Rooted in the Ursuline tradition, The Ursuline Preparatory School Ilford is guided by the values embodied in the Serviam pledge, "*I serve*". The Serviam pledge reflects the School's commitment to fostering responsible, kind and compassionate pupils, who live and learn in harmony, caring for each other. The School welcomes all who support its values.

As a Catholic independent school, The Ursuline Preparatory School Ilford works as a member of the Resurrexit Partnership, in close partnership with New Hall School, Chelmsford. New Hall is a leading HMC boarding & day school for girls & boys aged 1-19. Founded in 1642, New Hall is one of the oldest Catholic independent schools and is the largest Catholic boarding & day school in the UK.

# Job Description – Director of Learning & Teaching

## Key responsibilities:

The Director of Learning & Teaching (DLT) is a member of the Senior Leadership Team (SLT), reporting to the Headteacher. Members of the Senior Leadership Team are:

- Ms Natasha Boyce, Headteacher
- Director of Learning & Teaching (new post)
- Mrs Amina Ayankogbe, Bursar
- Mrs Samantha Twomey, Head of Preparatory Division, New Hall School (Resurrexit Partnership)
- Mrs Katherine Jeffrey, Principal, New Hall School (Resurrexit Partnership)
- Mr Regan Schreiber, Head of Chaplaincy, New Hall School (Resurrexit Partnership)

The DLT works closely with staff to develop and extend the School's learning and teaching strategy. The DLT takes a leading role in the monitoring, support and guidance of learning and teaching, in order to raise academic standards and share best practice. The DLT will be an outstanding Class Teacher of Year 5 or 6 and oversees the delivery of 11+ preparation. The DLT will deputise for the Headteacher.

## 1. Catholic Life

- 1.1 to support the Catholic ethos of the School and to take a leading role in nurturing Catholic life
- 1.2 to facilitate prayer and to lead assemblies
- 1.3 to oversee preparation for the Denominational Inspection (Section 48) by the Diocese of Brentwood

## 2. Teacher Standards

It is expected that all teachers will engage in the performance management process and strive for excellence in the following standards:

- 2.1 to set high expectations which inspire, motivate and challenge pupils
- 2.2 to promote good progress and outcomes by pupils
- 2.3 to demonstrate good subject knowledge and curriculum knowledge
- 2.4 to plan and teach well-structured lessons
- 2.5 to adapt teaching to respond to the strengths and needs of all pupils
- 2.6 to make accurate and productive use of assessment
- 2.7 to know how to assess relevant subject and curriculum areas, including formative and summative assessment
- 2.8 to mark books to a high standard, ensuring regular and constructive feedback
- 2.9 to manage behaviour effectively to ensure a good and safe learning environment

## 3. Curriculum

- 3.1 to assist the Headteacher in creating the timetable
- 3.2 to assess the quality of learning and teaching across the School through regular lesson observations, marking and planning reviews
- 3.3 to lead and develop a strong and stimulating teaching culture
- 3.4 to assist the class teachers in the development of the academic curriculum
- 3.5 to keep abreast of the latest developments in learning and teaching
- 3.6 to develop and deliver training events for parents, in order to support the study skills of pupils
- 3.7 to oversee the delivery of 11+ preparation and to ensure that pupils are prepared effectively for these assessments

- 3.8 to monitor, assess and record pupils' progress, using strategies in accordance with School policies (these will include formal reporting to parents in written form and orally at Parents' Meetings)
- 3.9 to lead on the tracking of student performance and to use assessment data to enhance learning and teaching
- 3.10 to initiate and support cross-curricular links
- 3.11 to lead academic extension, guiding staff in the identification of, and provision for, greater depth pupils
- 4. Pastoral and Health & Safety**
  - 4.1 to work co-operatively to create a safe, purposeful and positive working environment for pupils and staff
  - 4.2 to promote and safeguard the welfare of pupils by ensuring compliance with the Safeguarding & Child Protection Policy and procedures at all times
  - 4.3 to report any actual or potential risks to the safety or welfare of pupils to the Designated Safeguarding Lead (DSL)
  - 4.4 to comply with the Health & Safety policies and Medical & First Aid policies and procedures and to cooperate with colleagues to achieve high standards of Health & Safety
  - 4.5 to supervise pupils outside lesson time, including weekly duties
  - 4.6 to ensure a smooth transition for pupils joining the class
- 5. Staff**
  - 5.1 to foster good working relationships
  - 5.2 to lead staff INSET sessions
  - 5.3 to contribute to the Performance Review process for teacher and support staff, including the line management of some staff
- 6. Extra-curricular**
  - 6.1 to help to plan the extra-curricular programme and to oversee its delivery
  - 6.2 to organise whole School events and concerts
- 7. Communication**
  - 7.1 to communicate effectively with prospective and current parents and to promote good relationships with parents
  - 7.2 to promote and support the work of the Parent, Teacher and Friends Association (PTFA)
- 8. Finance & Sustainability**
  - 8.1 to seek to ensure value for money
  - 8.2 to consider sustainability and to minimise waste
  - 8.3 to contribute ideas for cost saving initiatives

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Headteacher in support of the School.

All staff are responsible for promoting and safeguarding the welfare of pupils at The Ursuline Preparatory School (UPSI) by ensuring compliance with the School's Safeguarding & Child Protection Policy and Procedures at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of pupils to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Headteacher. All staff are expected to uphold, support and realise the Catholic ethos of the School. Job Descriptions are subject to annual review.

## Person Specification

In addition to the below, all candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school and be committed to the values and ethos at the heart of The Ursuline Preparatory School Ilford.

	Essential	Desirable
<b>Catholic Ethos</b>	<ul style="list-style-type: none"> <li>• Practising Christian</li> <li>• Clear understanding of, and a commitment to, the aims of a Catholic independent school and be committed to the values expressed in the Mission Statement</li> <li>• Able to contribute to the spiritual and prayer life of the School, and moral and faith development</li> </ul>	<ul style="list-style-type: none"> <li>• Practising Catholic or in the process of undertaking the Rite of Christian Initiation for Adults (RCIA) programme</li> <li>• Experience as an extraordinary Minister of the Eucharist, a Reader and/or an Altar Server</li> <li>• Experience preparing young people for first Holy Communion</li> <li>• Willingness to complete the Catholic Certificate of Religious Studies (CCRS)</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• University graduate (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in RE/Theology</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experienced Key Stage 2 teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to teach other key stages</li> <li>• Experience of independent and/or Catholic education</li> <li>• Experience of leadership</li> <li>• Experience in delivering 11+ preparation</li> </ul>
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Ability to lead and inspire colleagues</li> <li>• Excellent written and verbal communication</li> <li>• Excellent IT, administrative and organisational skills</li> <li>• Ability to plan effectively and to meet deadlines</li> <li>• Excellent, creative classroom practitioner</li> <li>• Ability to contribute to the extra-curricular life of the School</li> </ul>	
<b>Disposition and personal qualities</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of promoting and safeguarding the welfare of children</li> <li>• Initiative, drive and enthusiasm to develop teaching to best support learning</li> <li>• Ability to relate effectively to pupils and to motivate them</li> </ul>	

## Hours of Work, Salary & Benefits

### Salary

The School's Pay Scale is from £36,413pa-£53,994pa (at September 2024 rates). In addition, this role carries a Management Allowance of £2,500pa.

### Pension

Teaching staff are able to join the national Teachers' Pension Scheme (TPS). Pension contribution rates are variable, currently between 7.4% per annum and 11.7% per annum, dependent on salary (employee), and 28.68% (employer). Governors keep membership of TPS under review.

### Training

UPSI is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets. UPSI also benefits from shared staff training with New Hall School, as member of the Resurrexit Partnership.

### Hours of work

As an independent school, UPSI has long School holidays. There may be occasions where you are required to work additional hours for the proper performance of your duties, taking account of the nature of the work in an independent school. A degree of flexibility is required.

For example, teachers are expected to:

- be in School from 8.00am to at least 4.30pm each day, and at least two days until 6.00pm
- attend after-school staff meetings
- attend events such as Open Days, Parents' Evenings, Prize Giving, Taster Days and staff INSET days

### Location

The School enjoys a town-centre location, with excellent transport links.

# Inspection Report 2022

The most recent inspection report for the Ursuline Preparatory School Ilford highlighted the following:

## High Standards of Academic Achievement

- Pupils demonstrate "*strong knowledge, skills and understanding in the core subjects*" and "*excellent numeracy skills*", which they apply effectively across the curriculum
- Progress in English, Mathematics, and Science is noteworthy, with Mathematics being "*well above average*" compared to national age-related expectations

## Exceptional Personal Development

- The personal development of pupils is described as "*excellent*", with pupils exhibiting "*a strong moral sense*" and "*excellent spiritual awareness*"
- They display a deep respect for diversity, with "*an excellent understanding and appreciation of diversity*" and a strong sense of inclusivity

## Positive Attitudes to Learning

- Pupils show "*extremely positive attitudes to learning*" and are described as "*enthusiastic, diligent learners*" who eagerly embrace new opportunities

## Effective Communication Skills

- From a young age, pupils are "*outstanding communicators*" in speaking, reading, and writing, with many demonstrating a strong command of vocabulary and listening skills

## Strong Social and Collaborative Skills

- Pupils collaborate positively, engage effectively in problem-solving, and build "*highly effective relationships*" with peers and teachers. For example, pupils worked well together in class to prepare arguments and presentations

## Recognition of Efforts

- The School values pupil achievements and efforts through awards and assemblies, fostering "*self-understanding and self-esteem*"

## Caring and Respectful Community

- Pupils are noted for their exemplary behaviour, respect for rules, and kindness, with the report emphasising the "*supportive community*" and "*school culture of kindness*"

## Commitment to Inclusivity and Well-being

- The School promotes physical and mental health awareness, with pupils understanding "*the importance of mental well-being*" and physical health through activities like PE and discussions

## Comprehensive Compliance

- The School meets all standards in the regulatory compliance inspection, including safeguarding, health and safety, and leadership, without requiring any additional action



