



The
Ursuline
Preparatory School Ilford



Appointment of

Year 5 Class Teacher

Closing date for applications is 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 – Year 5 Class Teacher

Key responsibilities:

1. Catholic Life

- 1.1 to support and contribute to the Catholic ethos of the School
- 1.2 to facilitate class prayer and lead assemblies
- 1.3 to be aware of and contribute to the School Development Plan

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 maintain and develop a sound knowledge of the Key Stage 2 curriculum, including developments in the teaching of Key Stage 2
- 3.2 to deliver and communicate clearly the requirements of assessments
- 3.3 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)
- 3.4 to initiate and support cross-curricular links
- 3.5 to deliver 11+ content and prepare pupils effectively for these assessments
- 3.6 to contribute to Key Stage 2 displays

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

6. Extra-curricular

- 6.1 to contribute to the extra-curricular programme on a weekly basis, or as otherwise arranged
- 6.2 to contribute to 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 UPSI.

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

Hours of Work, Salary & Benefits

Salary

The School's Pay Scale is from £36,413pa-£48,532pa (at September 2024 rates). There is an additional Management Allowance for someone who combines this role with the Director of Learning & Teaching post (advertised separately).

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

