

## Welcome

I am delighted that you are considering applying for the position of Prep School Teacher. This opportunity has arisen due to growth in our Prep 6 class for September 2024. It is initially to be offered as a one-year fixed term contract.

We are a successful, forward-thinking, co- educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement. Our history dates back to the 14th century, but we are also very much an innovative and forward-looking school that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a school with a strong sense of community. The School continues to challenge itself on how we deliver our education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity for a teacher to join our highly creative Prep School. You will be able to grow and develop your portfolio of skills in a positive and supportive environment. As a small school there are always opportunities for cross department teaching within the Prep School ages and subjects.

This role could be suitable for an NQT or experienced Primary teacher who wishes to teach subjects across the curriculum and age ranges within KS1 and KS2, although in the first year the successful candidate will be placed into Year 6.

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to work with an excellent team, then we would be pleased to receive your application and give it serious consideration.



Barnaby Rimmer  
Headmaster

## About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational school located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 3-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from the Far East.

The School is located on a single site with the Preparatory School and the Senior School sharing the same buildings and extensive playing fields. The Kindergarten was established in 2018.

The School is well-equipped with modern facilities for academic learning and co-curricular activities, and it has an ambitious programme for continued renewal. Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn. The town has a population of just over 36,000 and there are good road links to Cambridge, Norwich and Peterborough. The fast East Coast rail line runs twice hourly services from Peterborough to London in well under an hour. There are regular services to the East and West Midlands, and the North. Forty minutes to the north of Wisbech are the beautiful sandy beaches of North Norfolk coastline and the Sandringham estate. Easy access to lively urban centres combined with its proximity to areas of natural beauty, make Wisbech a highly desirable area to live.

## **History and development**

WGS was founded as a school for boys in 1379, making it one of the oldest Schools in the country. It was established by the Guild of the Holy Trinity, a group of scholars who were highly influential in developing the social and economic life of the town in the Middle Ages.

WGS has been a cornerstone of the town over many centuries and its presence was a vital factor in the granting of a Charter for Wisbech in 1549.

Since its establishment, change has been in the DNA of Wisbech Grammar. It has occupied a number of sites within the town over its evolution. In 1905 Wisbech High School was established to provide the same educational opportunities for girls as boys enjoyed at the Grammar School. The two Schools developed concurrently until they were merged in 1970, when the boys school moved across the river Nene to its current location today.

In 2018, WGS launched its International strategy and welcomed its first international pupils the following year as the school evolved once again from a day school to a boarding School. January 2020 saw the opening of a second boarding house and there is now capacity for 28 boarding pupils as well as homestay placements.

September 2019 saw the expansion of our Early Years setting to offer more classrooms and bringing the spaces up to date with the most modern technology available. There has been a demand from the local community to offer more spaces in Kindergarten and Reception.

## **Application process**

To apply please download an application and equality form from our website [www.wisbechgrammar.com](http://www.wisbechgrammar.com). Your application should include a letter stating how you meet the job description addressed to Mr Barnaby Rimmer, Headmaster.

Please send postal applications for the attention of Ana Brady, Head of Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to [HR@wisbechgrammar.com](mailto:HR@wisbechgrammar.com)

Closing date: Applications must be received by 09:00 Monday 13 May

Short list: Short listed applicants will be informed by 18:00 Monday 13 May

Interviews: Will take place on Thursday 16 May between 09:00 and 15:30

If you are interested, then please submit an application as soon as possible. The School is happy to accept early applications by CV initially and reserves the right to close this vacancy earlier than the date above.

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.



<b>Job Title</b>	Prep School Teacher
<b>Reporting to</b>	Senior Deputy Head Prep
<b>Probation</b>	1, 3, 6 12 month reviews in the first year of the role which will also apply if the successful candidate later changes to a different role/ promotion.
<b>Medical</b>	<p>The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the school. Initially this will be a self-certification, which may result in Pre-Employment screening by our Occupational Health provider.</p> <p>Please note that all School buildings operate a no-smoking policy.</p>
<b>Benefits</b>	<p>Wisbech Grammar School provides</p> <ul style="list-style-type: none"><li>• Teacher Pension with APTIS, a defined contribution Scheme, with 18.4% employer pension contribution (or the option to trade up to 12.5% as cash alternative).</li></ul> <p>Please note that the School is still open to TPS but individuals opting into TPS have to commit to a voluntary salary deduction to cap the employer contribution to 18.4% (7.2% deduction from April-24)</p> <ul style="list-style-type: none"><li>• Fee discounts for dependent children.</li></ul>
<b>Safeguarding</b>	<p>Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.</p> <p>The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS).</p> <p>The postholder is responsible for ensuring that they</p> <ul style="list-style-type: none"><li>• undertake all mandatory training on the school defined timetable (annually at time of writing this document)</li><li>• read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document)</li></ul>
<b>Data Protection</b>	<p>In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information.</p> <p>Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals.</p> <p>A strict code of confidentiality must always be adhered to.</p> <p>Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.</p>

## **Principal Role**

We are seeking to appoint an enthusiastic teacher with the drive to achieve the best possible outcomes for pupils in the Prep School. The post represents an excellent opportunity for the successful candidate to share their expertise and love of the Primary curriculum and teach lessons which inspire and enthuse the pupils. Equally important are personality, aptitude, dynamism, initiative and the ability to communicate effectively at all levels. Salary is according to Wisbech Grammar School's own scale.

## **Detailed Role**

### **Teaching & Learning**

- Preparing lessons and teaching assigned classes, using appropriate teaching and learning strategies to communicate clear learning objectives and expectations.
- Encouraging pupils to take responsibility for their own learning, resources and the environment.
- Organising and maintaining a stimulating working environment appropriate for a range of activities.
- Securing an excellent standard of behaviour in the classroom through establishing appropriate rules and high expectations of discipline which pupils respect.
- Ensuring that resources are organised and readily available to promote a purposeful environment for teaching and learning to take place.

### **Assessment**

- Recording and reporting on the work of pupils in accordance with school policies.
- Maintaining and presenting appropriate pupil records and reports and preparing pupils for the Senior School Entrance Assessment.

### **Communication**

- Working closely with Prep School staff, including the Prep Leadership team
- Liaising with teaching staff and Senior Management.
- Liaising effectively with parents/carers through informative oral and written reports on pupils' progress and achievements, agreeing appropriate targets and encouraging them to support their children's learning.
- Participate in open events to showcase the school to parents and visitors.

### **Enrichment**

- Run extra-curricular activities and clubs.
- Sharing good practice on teaching within your specialist area with colleagues and across the school.

### **Pastoral**

- Liaising with pastoral care staff and learning support staff when necessary.
- Supporting the pupils within your class.

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• A good Honours degree</li> </ul>	<ul style="list-style-type: none"> <li>• A teaching qualification</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to teach main components of the Primary National Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to teach all components of a primary music curriculum</li> </ul>
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Good ICT skills and knowledge of Microsoft suite</li> <li>• Maintain accurate and timely pupil records</li> <li>• Excellent interpersonal communicator – Vocally, verbally, visually and in writing - with appropriate adaptation to pupils with different abilities and ethnic backgrounds</li> <li>• Good time management skills</li> <li>• Able to motivate pupils to learn</li> <li>• Able to motivate pupils to be sociable</li> <li>• Advanced influencing skills</li> <li>• Ability to build positive relationships with a diverse range of staff and pupils</li> <li>• Can show initiative, creative thought and understanding of the importance of being proactive in a busy workplace environment</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of personal and professional development and experience in teaching and learning</li> <li>• Basic First Aid</li> <li>• Skills to support music and performance productions</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Willingness to take leadership responsibility where appropriate and be fully accountable.</li> <li>• Be professional and well organised.</li> <li>• Be able to be flexible and work under pressure, both independently and within a small team</li> <li>• Be capable of high standards of physical, emotional, social and intellectual care for the pupils.</li> <li>• Enthusiastic with a passion for working with all children</li> <li>• Can consider issues objectively and from a holistic school view.</li> <li>• Warm and approachable personality that shows tact and sensitivity.</li> <li>• Patient, reliable and trustworthy</li> <li>• High degree of emotional intelligence</li> <li>• Keen eye for detail</li> <li>• An understanding and commitment to the ethos, culture and priorities of the school</li> <li>• Be an ambassador for the school</li> </ul>	