



REIGATE ST MARY'S  
PREPARATORY AND CHOIR SCHOOL

IAPS co-educational day school, 3 - 11

## **Appointment of a Primary Trained Class Teacher**

## About Reigate St Mary's Prep and Choir School

Reigate St Mary's is an independent day school for approximately 350 boys and girls aged from 3 years to 11 years. It was formed in 1950 by the merger of the preparatory department of Reigate Grammar School and the choristers of St Mary's Church. In 2003, the school returned to its former status as the nursery and junior department of Reigate Grammar School.

The school is set in 15 acres of beautiful parkland and sports fields in the centre of Reigate, a pleasant market town in Surrey. Proximity to Gatwick airport, the M25 and rail links to London make this a popular area for parents with young families. Families are able to take advantage of a coach service provided by Reigate Grammar School, enabling children from a wide geographical area to attend the school.

Reigate St Mary's is one of a small number of schools with a traditional choir of boys and lay clerks led by a full time Master of Choristers. The Godfrey Searle Choir sings regularly in school and church services, and performs in concerts throughout the UK and Europe, with music from the 15th to the 21st centuries and texts in several languages. Recent events have included services at Chichester Cathedral, Lambeth Palace and a number of professional recordings for Disney and Hollywood. The Godfrey Searle Choir Trust offers a choral scholarship which can be subsequently transferred to Reigate Grammar School.

The staff comprises a Headmaster, Deputy Head, Head of Lower School, Three Assistant Heads, RSM Bursar, Phase Leaders, Subject Coordinators, and approximately thirty other teaching staff, assisted by a number of teaching assistants and also support staff. Financial and other services are provided by the Bursar of Reigate Grammar School.

The majority of pupils leave the school at age eleven and transfer to Reigate Grammar School, following an internal assessment and recommendation of a place at the senior school. However, a small number each year move on to other senior schools.

The school is non-denominational, but is based on Christian values and all pupils in the Upper School attend church services twice each week. Music, sport and drama play an important part in the life of the school.

Reigate St. Mary's was inspected in November 2015 and the judgements were **excellent** in all categories.

# Primary Class Teacher at Reigate St. Mary's

## 1. General

Reigate St. Mary's Preparatory and Choir School (RSM) is the junior school of Reigate Grammar School (RGS), a charity and a company limited by guarantee. The two schools are managed separately but are part of the same company under one Board of Governors.

The Governors delegate the day-to-day running of the schools to the two Headmasters and the Bursars. The Headmaster of RGS also acts as Chief Executive of the whole school and the senior school Bursar acts as both Clerk to the Governors and Company Secretary.

## 2. Governance and Management

The Head of RSM is given considerable autonomy in the day-to-day running of RSM, but reports to the Head of RGS and the senior school Bursar regarding major changes of policy, financial matters, staff appointments and disciplinary matters, health and safety, and the maintenance of the school site. The Head meets regularly with the Head of RGS.

## 3. The Role

We are looking to recruit a primary class teacher with a first-rate track record for pastoral care and academic excellence. The position is for September 2017.

## 4. Reporting Lines

To be answerable to:

The Phase Leader and Deputy Head regarding all matters relating to day to day routines, activities and changes to arrangements, planning and assessment.

## 5. Job Description

The main responsibilities will include:

- To be an outstanding teacher who will make a significant contribution to our loving and creative school community.
- To have an understanding of the SEND policy.
- To have high expectations and a commitment to securing outstanding progress for all learners across all subjects.
- To be responsible for the pastoral care and day to day teaching and administration of a Key Stage 1 or 2 class, (final timetable is still to be decided), to include maintaining the register, absence notes, and distribution of weekly information etc.
- To meet weekly with your year group colleague/s for consistency in delivery of the curriculum across all classes.
- To be responsible for the teaching of a stimulating topic based curriculum, with integrated IT, as appropriate to all ability levels with effective differentiation as per the school timetable.
- To liaise with parents and colleagues, in accordance with the School's pastoral care policy.
- To plan working closely with the parallel year teacher/s and attend planning meetings.
- To assess, record and report on children's progress and attainment in line with school policy, including standardised tests and threshold National Attainment Testing for progress at Key Stage 1 or 2.

- To check daily the home/reading diary and thereby maintain close links with parents/carers, and supply reading books and other appropriate homework, where necessary.
- Create and maintain a safe, tidy and stimulating visual class environment.
- To undertake personal in-service training appropriate to Key Stage 1 or 2 and personal professional development.
- To prepare for open mornings and attend parent consultation evenings as required.
- To attend staff meetings and any meeting that directly relates to Key Stage 1 or 2, or a relevant aspect of school life, where required.
- To supervise daily, lunch sessions and other break duties as timetabled.
- To participate in any other duties that relate to the well-being of the class.
- Cover lessons in the absence of colleagues, as part of a rota.
- Accompany groups on outings, at the Headmaster's request.
- Organise and run an after school extra-curricular activity each week.

### **Parents**

- Communicate effectively with parents regarding pupil's social and academic progress, offering an open door to work closely with parents.
- Using the daily pupil diary, check that work is up to date and messages are received and transmitted.
- Write termly parents evening reports and attend parent's evenings as required.
- Write annual reports for the form group and other pupils whom you teach.

### **General**

- Uphold the Headmaster's core values.
- Support the Head in promoting the school's Christian ethos.
- Be a role model and insist upon good manners and courtesy.
- Assisting the Head/Deputy Head in other management areas, in times of pressure/staff absences.

## **6. The Person**

The successful candidate will have, or be able to demonstrate, the majority of the following:

- Possess excellent interpersonal skills in order to communicate effectively with children, staff and parents.
- Have a growth mindset approach to pupils and development.

#### *Qualifications/skills*

- educated to degree level, preferably with a primary teaching qualification;
- good communication skills;
- good IT skills.

#### *Qualities*

- efficiency, commitment, a sense of humour, ability to work under pressure;
- the initiative to work on his or her own, but the sensitivity to work as part of a team;
- the vision to develop their teaching within the curriculum;
- confident, but sensitive to pupils and parents needs;
- the ability to work under pressure;
- high expectations and good planning skills.

#### *Personal*

- experience of good practice;
- in sympathy with the school's Christian ethos.

Above all, the successful candidate must care about the education of young people.

Although a day school, many activities happen in the evenings and at weekends, and the successful candidate will be expected to attend some of these events.

## **7. Terms and Conditions**

Children of staff can be educated at either Reigate Grammar School or at Reigate St. Mary's Preparatory School for substantially reduced rates. All teaching staff are automatically members of the pension scheme run by the Teachers' Pensions Agency, which is transferable between all UK schools. Lunches are provided free of charge during term time.

## **8. Child Protection**

Reigate Grammar School and Reigate St. Mary's are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All applicants should read the school's safeguarding policy, which is available on the Reigate Grammar School website ([www.reigategrammar.org](http://www.reigategrammar.org)), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Criminal Records Bureau will be sought on all successful applicants. Full details are given on the application form.

## **9. Applications**

Applicants are asked to complete the Teaching Application Form and Supplementary Information Form available on the school website and send it with a supporting statement to the Headmaster by **5.00pm on Monday 20th March 2017**. Please do not send a separate curriculum vitae.

Short-listed candidates will be invited for interview, at which they will be asked to teach a lesson. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Headmaster and sent (by letter or by e-mail) to the address below.

Mrs Dawn Holmes  
Human Resources Manager  
Reigate Grammar School  
Reigate Road  
Reigate  
RH2 0QS

Tel: 01737 222231  
Fax: 01737 217005  
e-mail: [hr@reigategrammar.org](mailto:hr@reigategrammar.org)

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**Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.**