

KS2 Teacher (Fixed Term Contract)
For February 2025



**GREENFIELD
SCHOOL**

BRIGHT BEGINNINGS
BRIGHTER FUTURES

**RECRUITMENT
PACK**



LITTLE SCHOOL
Fledglings & Owls

0-3 yrs

PRE-RECEPTION
Robins

3-4 yrs

RECEPTION
Reception

4-5 yrs

LOWER SCHOOL
Years 1 & 2

5-7 yrs

MIDDLE SCHOOL
Years 3 & 4

7-9 yrs

UPPER SCHOOL
Years 5 & 6

9-11 yrs

NURSERY & PRE-SCHOOL

PRE-PREP

PREP



GREENFIELD SCHOOL

BRIGHT BEGINNINGS
BRIGHTER FUTURES

ABOUT US

Greenfield is an impressive standalone preparatory school in Woking, Surrey, providing the very best 11+ preparation and relevant, contemporary education to its pupils. The school's facilities are unique amongst prep schools in the area and allow our teaching staff to take their lessons to the next level, ensuring pupils are equipped and ready to embrace the next stage of their young lives.

In May 2023, the school was graded Excellent by ISI. This grade refers to both *the quality of the pupils' academic and other achievements* and *the quality of the pupils' personal development*. The outcome of this inspection was reflective of the hard-work, dedication and commitment of the school's employees, from teaching and support staff to estates workers and leadership. The examples given in the report are indicative of the creative, dynamic and enthusiastic teaching that takes place and the atmosphere that pervades the school.

Greenfield is renowned for its inclusive ethos and culture of kindness. School-wide initiatives surrounding wellbeing, climate change and charity fundraising are common and the community is a strong one.

Located on the outskirts of Woking town centre, and positioned between West Byfleet and Old Woking, the school is ideally situated to offer a balance of urban convenience and countryside living to pupils and staff alike.

Greenfield was voted Prep School of the Year by the TES in 2022.



AIMS AND ETHOS

Ethos

Greenfield School fosters a culture of inclusion, acceptance and understanding, whilst maintaining excellence in all areas of school life. We pride ourselves on being academically non-selective and providing a warm and compassionate environment, as our children develop their wider skills and academic potential. We celebrate our diversity and encourage our pupils to become kind, empathetic children with a strong sense of their place in the world. Greenfield offers an inspiring education for pre-eminence in tomorrow's society.

Aims

In partnership with Greenfield families, we aim to:

- Inspire and motivate children, enabling them to achieve their academic potential
- Discover and develop passion
- Identify and foster talent
- Encourage independence and resilience in our children
- Develop critical thinking and problem-solving skills
- Empower children to be active members of the local and wider community
- Create authentic, responsible and empathetic children who impart kindness, generosity and compassion

Watch our school video here:



PERSON SPECIFICATION

We are seeking to appoint a Full Time Key Stage 2 (Temporary Cover) teacher to be responsible for the provision of the Key Stage 2 curriculum for the pupils in their care.

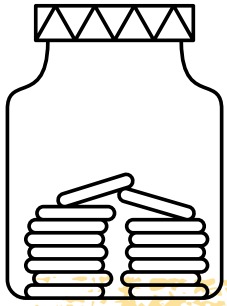
This role for one and a half terms, with the potential to extend.

The successful candidate will have regard for the school's policies and schemes of work. The teacher will be responsible for the discipline, supervision and welfare of all pupils with the help of the Teaching Assistants. Your key qualities and experience will include:

- Qualified Teacher Status (QTS).
- Experience teaching KS2 pupils.
- Demonstrate passion and great enthusiasm for teaching and a commitment to fostering a love of learning within pupils.
- Strong organisational and planning skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with colleagues, parents, and external agencies.
- Commitment to continuous professional development.
- Be adaptable and flexible to change, able to adjust teaching methods to meet the diverse needs of pupils.
- Be empathetic and show understanding and sensitivity towards the needs and feelings of all people within our community.
- Commitment to the broader aspects of the school including our extracurricular provision.



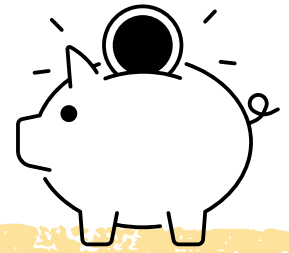
STAFF BENEFITS



CONTRIBUTORY PENSION SCHEME

(HIGH EMPLOYER CONTRIBUTIONS)

FREE ONSITE PARKING



EMPLOYEE ASSISTANCE PROGRAMME

EYE CARE, FLU JAB, CYCLE TO WORK SCHEME



ACCESS TO FREE MORTGAGE SERVICES
TECH SCHEME



ANNUAL STAFF FUNCTIONS

PROFESSIONAL, PASSIONATE & FRIENDLY TEAM

ZZZZZZZZZZZZ | DISCRETIONARY DAY OFF PER YEAR

(PRO RATA FOR PART TIME EMPLOYEES)



PART OF THE SUPPORTIVE AND WELCOMING GREENFIELD
SCHOOL COMMUNITY

COMMITMENT TO ONGOING CPD

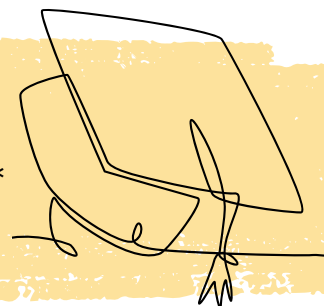
HOT LUNCH & SALAD BAR DURING TERM TIME

BEAUTIFUL HIGH-CLASS FACILITIES, INCLUDING ON SITE
FOREST SCHOOL AND ACCESS TO 10 ACRES OF GROUNDS

FREE BREAK TIME REFRESHMENTS

STAFF DISCOUNT ON SCHOOL FEES*

*(FOLLOWING SUCCESSFUL PROBATIONARY PERIOD)



JOB DESCRIPTION

STATEMENT OF RESPONSIBILITIES

The education of pupils in accordance with the requirements of the conditions of employment detailed in the Greenfield School Contract of Employment and Staff Handbook, having regard to the school's policies and schemes of work. To share in the responsibility for the discipline, supervision and welfare of all pupils.

KEY RESPONSIBILITIES

- To prepare termly plans according to the schemes of work and to upload them into the relevant folder on the school network.
- To prepare weekly and daily plans in accordance with the schemes of work and to teach lessons to pupils according to the prepared plans.
- To set and mark homework according to requirements and in line with the children's targets.
- To administer tests and examinations as appropriate to the year group, recording results as requested.
- To assess and record pupils' progress; provide or contribute to oral and written assessments, reports, and references.
- To attend Parents' Evenings, informal meetings with parents and extra-curricular activities as required, including Open Mornings and all other events as set out in the Special Events Policy.
- To develop good relationships and communication with parents and to report to the Head and SLT any significant aspects.
- To be responsible for the pastoral care of pupils.
- To undertake break / lunchtime supervision duties as required.
- To attend external training courses and school 'INSET' days as required.
- To plan/supervise/assist with off-site day and residential trips.
- To ensure a clean and tidy workplace.
- To maintain high standards of professionalism at all times.
- To liaise with the SENCO and Learning Enrichment Department regarding any children with specific needs. As required, liaise with parents and other schools/agencies involved.
- The maintenance of pupil records as directed by school policy.
- To contribute to our extra-curricular provision.

DISCIPLINE, HEALTH & SAFETY

Maintaining good order among the pupils, upholding the school's Behaviour, Rewards, Sanctions and Exclusion Policy, safeguarding the health and safety of pupils on school premises, and during authorised off-site school activities

COVER

Staff are expected to take temporary responsibility for any pupils, for a reasonable time, whose teacher is not available to teach them throughout the school.

CONDITIONS OF EMPLOYMENT

REMUNERATION

We have our own Pay Scales which are regularly compared with other relevant pay scales in the sector. We are committed to ensuring competitive levels of pay and are pleased to be able to offer a high Employer contribution to the pension scheme. For this role, the pay will be competitive and dependent upon experience.

HOURS OF EMPLOYMENT

The role is 40 hours a week, term time (including Inset days). The hours are full time 8am - 4.30pm, Monday - Friday. Teachers are expected to occasionally work outside of these hours for training or school events.

EQUAL OPPORTUNITIES AND SAFEGUARDING

At Greenfield School, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications, and a satisfactory medical questionnaire.

We promote equality of opportunity for all pupils and staff, both current and prospective, and we actively support an environment and culture that values equality, diversity and inclusion.



HOW TO APPLY

CLOSING DATE: FRIDAY 31ST JANUARY - EARLY APPLICATIONS ENCOURAGED

INTERVIEW WINDOW: W/C 3RD FEBRUARY

Please ensure you have read the school's Safeguarding and Safer Recruitment Policies, as well as the job description (above), before completing the Teaching Staff application form. Click on the icons below to view and download these documents



The application form should be emailed, with a covering letter, to the email address detailed on the form by the closing date specified above. Please note we will need to contact two referees before interview.

Only the school's application form will be considered. We are unable to accept CVs.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.



GREENFIELD SCHOOL

Old Woking Road, Woking, Surrey
GU22 8HY

hr@greenfield.surrey.sch.uk
01483 772525