



**Appointment of
Teacher of English (Maternity Cover)**

SWANBOURNE HOUSE
BUCKINGHAMSHIRE



WELCOME TO SWANBOURNE HOUSE

Swanbourne House is an incredibly special and beautiful place to work. We are lucky to have state-of-the-art classrooms, outstanding sports facilities and grounds that genuinely need to be seen to be believed.

I am passionate about providing the most inspiring education to the children in our care and working together as part of a team to create the extraordinary. The Swanbourne House pupils and their families benefit from highly talented staff, and we work together in a culture where every view is valued, we support each other and colleagues' wellbeing and morale is prioritised.

Swanbourne House is part of The Stowe Group, and we benefit from this in numerous ways. Our pupils have access to the facilities within The Group and our staff have the opportunity to work alongside teaching staff at the other schools.

I hope that you find this application pack both useful and informative and I look forward to welcoming you to Swanbourne House soon.

Nick Holloway
Head

Swanbourne House School is an independent day and boarding school, for children aged 3 to 13 years. Set in 55 acres of Buckinghamshire countryside, with a dynamic & challenging curriculum, small class sizes, inspirational extra-curricular activities and extensive facilities, we're creating change makers ready for the world of tomorrow.

State-of-the-art Science Labs | IT suites | Specialist Teaching across Subjects from Year 5 | Art Studio | Design, Technology and Engineering Lab

The Pre-Senior Bacculaureate (PSB) is the assessment framework used in Years 7 and 8, but its roots grow throughout the curriculum across all year groups. The PSB is based on strong academic foundations, but also encourages skills such as critical thinking, creativity and problem-solving. Pupils are encouraged to think 'how' and 'why' and see setbacks as a step on the path to success as they develop curiosity, challenge their thinking and develop new ways to learn.

Last year, Swanbourne House pupils were awarded an impressive 13 scholarships and exhibitions to leading senior schools across the UK.

The Manor House

The Manor House, our dedicated teaching, play and outdoor space for children from Pre-Reception to Year 2 is at the heart of our school. Adjacent to farmland, with small class sizes, experienced and passionate teachers and an innovative approach that develops skills alongside academic progress, Swanbourne House is a special place for your child to start their learning journey. New play areas - including The Fort - have recently been built.

Pupils receive specialist teaching in Music, Sport and French during their time in the Manor House, have swimming lessons at our onsite pool from Reception and have a wide choice of enriching extra curricular activities, including rugby, ballet, science club and Mandarin.



Teacher of English

Department: English Department

Accountable to: The Head of English

Hours of Work: Full Time. Fixed Term Maternity Cover.

The Role

The English Department prides itself on its innovative and collaborative culture, passion for literature and commitment to inspiring students to fulfil their considerable potential. We seek to appoint an outstanding teacher to teach English across the 9 – 13 age range.

The department consists of the Head of English, one full time and part time members of staff who are housed in the Evans building, which is located opposite the Library. All our lessons are 1 hour long; pupils in KS2 have 5 hours of English per week, whereas KS3 have 4 hours.

Year 8 Scholarship

These small and very able classes will be sitting scholarship examinations to get into their chosen senior schools. Our pupils tend to go onto Eton, Harrow, Rugby, Radley, Stowe, Bloxham and Oundle. Although the content is similar to that of the other Years 7 and 8 classes, each lesson contains much more stretch and challenge. It is possible to have quality debates and discussions in these classes.

Job Description

- To encourage and stimulate the pupils to achieve excellence in all their endeavours and to expect the highest standards
- To foster a love of English through planning and delivering stimulating lessons
- Teach English to pupils in Years 5-8, including pupils who will be sitting Academic Scholarships in Year 8
- To prepare lessons in line with the agreed curriculum and schemes of work in English
- To assist and support the Head of Department by developing and sharing new schemes of work and resources, assisting with general administrative duties and other reasonable tasks



- Support pupils taking Academic Scholarship Entrance Examinations. Please note that as of September 2019, we moved to the PSB Assessment Framework for pupils in Year 7
- To ensure that the pupils' work is presented and maintained in an organised and accessible format
- To create an atmosphere within the classroom and surrounding corridor that will encourage learning. This will include the displaying of pupils' work, posters and pictures as appropriate, keeping them up to date and refreshed
- To mark and assess the pupils' work and progress in line with the school and departmental policies and to record assessments in a clear and informative manner
- To report progress to parents at Parents' Evenings and in written reports.
- Have an understanding of how to support those who need additional help in English
- To liaise with the SEND department about pupils' individual needs
- To ensure that IEPs are managed and maintained effectively
- Promote school initiatives in classroom teaching activities
- Participate in subject specific INSET and undertake appropriate further training (and pass relevant information on to colleagues) as part of the professional development programme
- Promote and help to organise a range of events to develop a love and raise the profile of English

Pastoral

- To act as a Form/Personal Tutor with academic oversight and direct pastoral responsibility for those pupils
- To monitor closely the behaviour of the pupils in your Form/Personal Tutor group and to deal with any inappropriate behaviour, in consultation with senior staff members
- To encourage and reward the pupils for good behaviour, using a variety of different and appropriate methods
- To communicate effectively and regularly with parents and other staff by responding in a timely manner to emails and queries

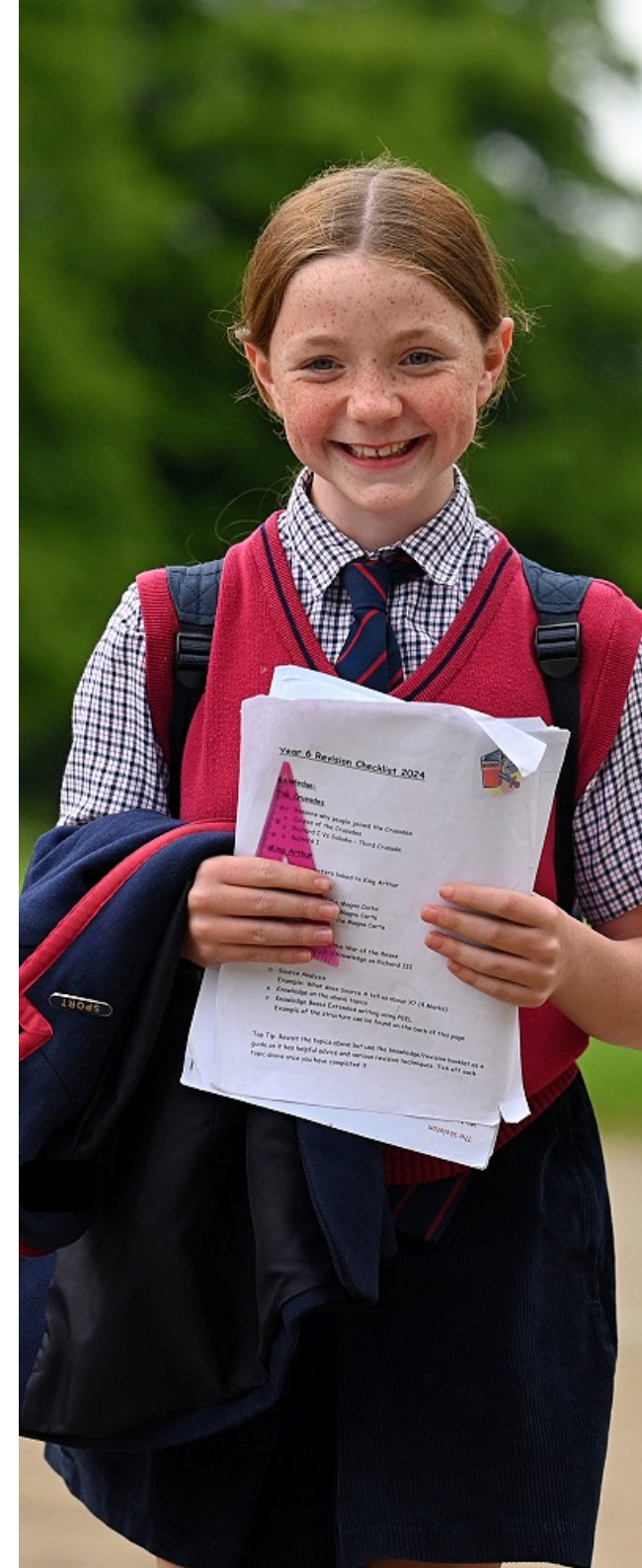
Additional Duties

- To perform break time, lunchtime and evening duties as required
- To organise and run clubs as required of all staff (inclusive of some Saturdays)
- To supervise pupils during assemblies
- To assist with the organisation and running of trips and events when necessary
- To have oversight of the running of the Library and Accelerated Reader Programme



Other

- Assist with the co-curricular and Saturday Enrichment programme
 - Work as part of the staff team and be a positive member of the Staff Room
 - Participate in the general day to day activities of the school as a whole and undertake a share of the staff duties, which includes one evening per week
 - Support the Games department on a Wednesday afternoon
 - Support the aims and ethos of the School, and contribute to and support the spiritual side of school life.
- All teachers are expected to attend assemblies, departmental and staff meetings, parents' evenings, open days, sports day, speech day and INSET days. Attendance for other important events will be negotiated in advance.



Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level in English • To be a qualified teacher with QTS status 	<ul style="list-style-type: none"> • Evidence of continuous INSET and commitment to further professional development
Skills and Experience	<ul style="list-style-type: none"> • Experience of teaching English at Key Stage 2 and 3 • To have a clear understanding of the Primary National Curriculum and its application. • The ability to teach a wide range of subjects across the primary age range. • To be able to use effectively a variety of teaching and organisational styles and resources including IT. • To be able to monitor, assess, record and report pupil's progress • Understanding of the importance of data and how to use this to drive standards in attainment and prioritise next steps. • To understand and know the statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEND Code of Practice and Safeguarding Children. • An understanding of how to plan for SEND • To motivate and inspire pupils • Ability to help pupils become independent learners 	<ul style="list-style-type: none"> • Knowledge of Senior School Entrance examinations and access arrangements is desirable, but not essential
Personal Qualities	<ul style="list-style-type: none"> • In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the pupils to learn • Successfully build partnerships with parents and the wider School community • To be able to develop a creative curriculum • A good team player • Working collaboratively between Schools • The ability to communicate effectively in a verbal and written form to a range of audiences. • Well organised and punctual • Has the ability to remain calm under pressure • Commitment to Inclusion and Diversity 	

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

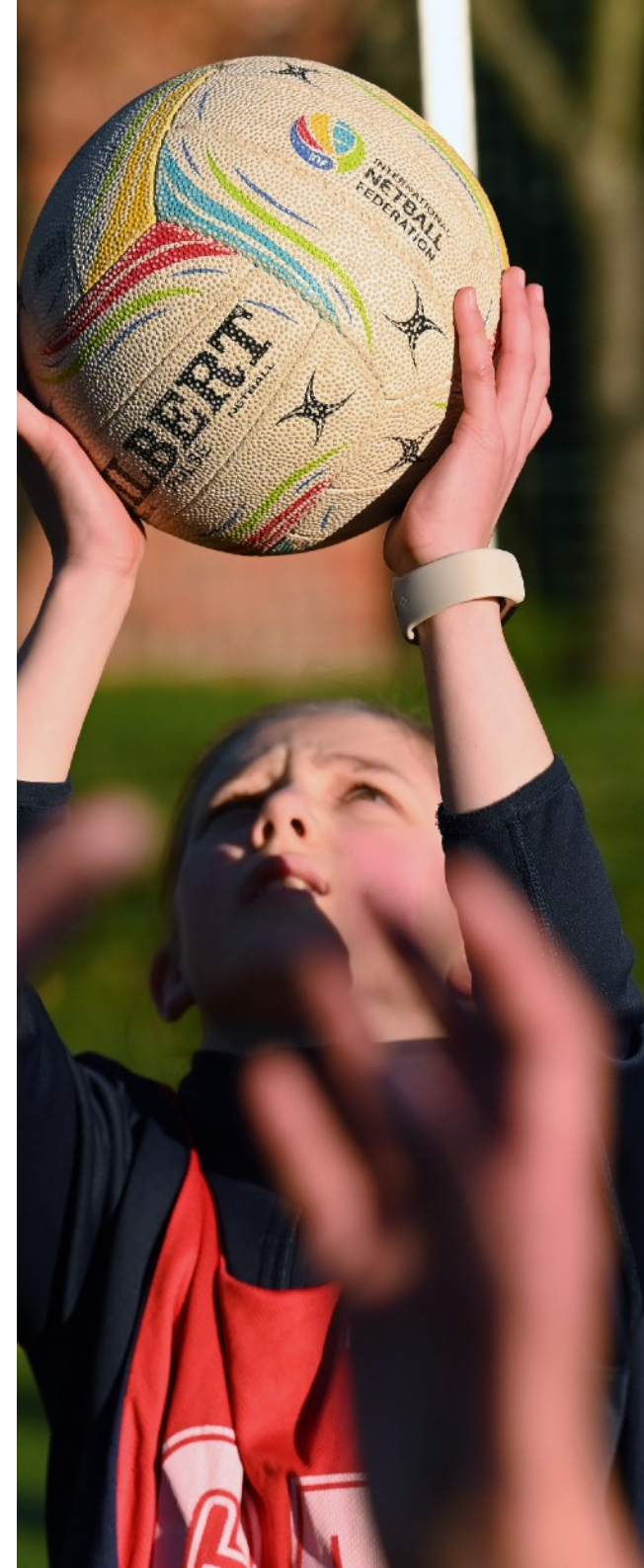
COLLEAGUE BENEFITS

The Stowe Group recognises the benefits that come with investing in people. Alongside the beautiful school surroundings at Swanbourne, there are a number of additional benefits available to all our valued colleagues. These include:

- Staff fee discount
- Free wraparound care
- Free refreshments and school meals
- Access to National Trust Gardens at Stowe
- Free or discounted access to a range of arts and culture events at Stowe
- Discounted annual family golf membership at Stowe's golf course
- Volunteer leave
- Employee wellbeing programme, including access to counselling services and physiotherapy

For more details on all benefits, please follow this link:

<https://www.stowe.co.uk/our-people/working-for-us/colleague-benefits>



YOUR APPLICATION

An application form can be downloaded from The Stowe Group Recruitment website. Please complete the application form along with a covering letter detailing why and how your skills and experience could see you thrive in this role.

If you need any help with the application process, please contact: recruitment@stowe.co.uk or call 01280 818005

Deadline for applications is 9am Tuesday 18th June
Interviews: tbc

Start date: 1 September 2024

Salary: Competitive

This is a full time fixed term maternity cover role.

Lunch is provided free of charge.

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background check carried out by our third-party partner, SP Index.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The School reserves the right to withdraw the advert before the closing date.

The Stowe Group is committed to providing outstanding safeguarding of the children in our care. You will be required to adhere to the School's safeguarding policy and guidelines and ensure that the safeguarding of children underpins everything that you do. Every member of staff of The Stowe Group has the responsibility to safeguard the children.



THE *Stowe* GROUP

In January 2021, Swanbourne House became part of The Stowe Group. The Stowe Group comprises Stowe School, Swanbourne House School and Winchester House School. The Group's formation has given pupils and staff at Swanbourne House access, not only to Stowe's world-famous estate, but to its expertise in teaching and learning as well as governance. The Stowe Group recently launched its Change Makers vision along with the Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.

The Stowe Group does not aim to produce stereotypes or mould pupils into conventional all-rounders. Change Makers are encouraged to grow in their own way and celebrate the differences between them. Nurturing the emotional, physical and mental well-being of each pupil is of paramount importance and our culture is characterised by teamwork, collaboration and mutual respect. Mindful of their ethical, intellectual, physical and social development, we educate and support our pupils to achieve fulfilling lives. Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community.

Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in thought leadership, critical thinking, intellectual curiosity, innovation, communication, technology, creativity, team-work and collaboration, self-reflection and lifelong engagement. World-class facilities support

our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. We believe it is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community.

We are committed to the development of character, with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many pupils compete at the highest level in sport, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best. We honour the legacy of Change Makers from the past by looking forward to a future where wealth is not a barrier to success. We are building an endowment to support Change 100 which will promote social mobility by allowing unprecedented access, regardless of financial means or circumstances, to a Stowe education. We have developed partnerships with local schools, explored international opportunities and strategic links with universities, businesses and NGOs. We strive to attract and retain employees of the highest calibre.

Environmental stewardship and sustainability are cornerstones of a Stowe education. Stowe stands in the most sublime setting of any school in the world and embodies beauty and liberty. The historical importance of Stowe should give Stoics and staff a heightened awareness of their social and environmental responsibility in preserving this unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.



Heathrow Airport is less than an hour away and Luton Airport 45 minutes.

The School has nearby access to main traffic routes the M1, M40 and A5.

Milton Keynes Central train station - with 30 minute trains to London - is a 20 minute drive away.

The school is just 20 minutes from Central Milton Keynes, Aylesbury, Leighton Buzzard, Buckingham and Woburn and is within easy reach of Oxford, Banbury, Luton and Northampton.



SWANBOURNE HOUSE

BUCKINGHAMSHIRE