



CRICKLADE
MANOR PREP
SCHOOL & NURSERY



CANDIDATE PACK

YEAR 3 CLASS TEACHER - FIXED TERM CONTRACT

The Role

Cricklade Manor Prep School is seeking an enthusiastic and dedicated teacher to join our vibrant staff team. This role combines responsibility for teaching a Year 3 class (0.6 FTE) with delivering our established STEAM curriculum to pupils in Years 1-6 (0.4 FTE), forming a full-time position. The successful candidate will inspire curiosity, foster creativity, and contribute positively to the academic and pastoral life of the school. This role is a fixed term contract starting 20th April 26, for 1 term only.

Planning for the STEAM curriculum is already in place, and the post holder will be supported by an experienced and collaborative team. They will report directly to the Headmaster, Deputy Head, the Director of Teaching and Learning, and the Director of Pastoral Care, while working closely with fellow teachers, the Learning Support Coordinator, and Learning Assistants to ensure high-quality provision for every pupil.

Candidates are sought who can demonstrate:

- Excellent communication and relationship-building skills;
- Excellent teaching skills.
- An energetic, proactive approach.
- Willingness to contribute fully to school life.

Purpose of the Job:

Class Teachers share the responsibility for the efficient running of the school and the provision of successful pastoral care and academic progress of all pupils.

Relationships:

Headmaster & Deputy Head

An enhanced DBS disclosure and references will be required for this post. Wishford Education are committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo appropriate pre-appointment child protection screening.

Hours, Salary & Benefits

Hours: Fixed term contract. Summer Term only. Starting 20th April 26. Full time hours.

Salary: £36,000 - £40,000 pa (FTE)

Benefits:

- 5% employer pension
- Shopping discount card
- Means tested staff discount
- Complementary breakfast, lunch, dinner and snacks cooked on site by our inhouse chefs
- Access to the group's counselling scheme
- On site parking
- Personal accident at work cover
- Friendly and supportive staff room
- Opportunities for career development within the Wishford group of schools

Application & Key Info

Applicants should complete the school's application form and submit it to Lesley Bayliss, School Business Manager.

An application form can be found on our website - [link here](#)

Lesley.bayliss@crickladedemanor.com

There is no need to send us a separate CV or letter of application. Particular attention should be given to Section 7 of the application form. Please state here your reasons for applying, highlight any relevant experience and explain why you think you are suitable for the role.

You can apply on TES. [Link here](#)

Applications will be viewed as they arrive, so prompt application is encouraged.

If you need assistance with applying, or adjustments for the application process or interviews, please contact hr@wishford.co.uk

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



Job Description

Teaching and Learning:

- To provide a safe, friendly, stimulating environment in which the pupils can flourish.
- To follow the curriculum in order to promote the development of the abilities and aptitudes of the pupils in any class or group assigned.
- 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 plans in accordance with the schemes of work and to teach lessons to pupils according to the prepared plans.
- To evaluate lessons retrospectively in order to inform future planning.
- To assist in any review of schemes of work.
- To set and mark homework according to requirements and in line with the children's targets.
- To administer tests and appraisals 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 liaise with the Learning Support Coordinator and Learning Support Assistants regarding any children with specific needs. As required, liaise with parents and other schools/agencies involved.
- To complete regular Performance Management Reviews through the school's appraisal system.
- To participate in 'Inset' Days and training courses.
- To be responsible for creating a stimulating, productive learning environment in the classroom and shared areas. Each teacher has responsibility for the presentation of their classroom, cloakroom area and the school's communal spaces. Displays will be changed routinely at least once a term and preferably every half term. Cloakroom areas will be checked regularly by teachers and measures introduced to maintain their tidiness.

- To utilise a variety of teaching methods and strategies to enthuse pupils and take their learning forward.
- To consult with specialist subject teachers to ensure the children in your class are progressing in all areas of learning.

Pastoral

- To take shared responsibility for the pastoral care of all pupils in the school with specific responsibility for pupils within your allocated form.
- To develop good relationships and regular communication with parents and to report to the Headmaster and/or Head of Department any significant aspects. Teachers are responsible for maintaining the strong links between home and school. Teachers should encourage a regular constructive dialogue between parents and teacher through informal conversations, telephone calls, e-mails and more formal meetings scheduled throughout the school year. Notes should be kept in the pupil's file regarding conversations that prompted action or where any concerns were expressed.
- To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned, maintaining good order and behaviour in line with the school's policies and expectations.
- To maintain an accurate daily marked register, to maintain the accuracy of data held, to distribute information as required, to receive letters from parents, to report any absences to the School Office in line with school policies.
- To maintain the high standards of dress and behaviour for their pupils.
- To act upon, record and file day book entries following incidents or when concerns arise. To adhere fully to all school policies including: Anti-Bullying, Safeguarding and Behaviour policies.
- In addition to attending all assemblies with their forms, teachers are responsible for coordinating form assemblies, ensuring that the pupils are prepared and that parents are invited to attend.



Job Description

Administration and other responsibilities:

- To attend Parents' Evenings, informal meetings with parents and extra-curricular activities as required, including Open Mornings if required.
- To undertake break/lunchtime supervision duties as required.
- To organise/assist with after-school activities as required.
- To attend staff meetings and briefings in accordance with the calendar of meetings and routines published at the start of each term.
- To report any concerns regarding their pupils at staff briefings so that other staff are kept informed.
- To plan/supervise/assist with off-site day and residential trips if requested.
- To maintain high standards of professionalism at all times.
- To ensure good and effective liaison across the school and to promote positive relationships with senior school colleagues.
- To supervise, and as far as practicable, teach for a reasonable time any pupils whose teacher is not available to teach them.
- To be prepared to teach any year group during employment.
- To use the allocated non-contact time productively to include activities such as planning and preparing lessons, assessing children's work and attending meetings, recording and reporting on the development, progress and attainment of pupils.
- To follow and support all school policies and procedures.
- To complete records, grade cards and reports within the published deadlines and to ensure all are filed appropriately.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification

The successful candidate will have the following skills, experience and qualities:

Skills

- Excellent written and interpersonal communication skills.
- Be an outstanding classroom practitioner.
- An ability to build relationships with pupils, parents and colleagues.
- Excellent planning, administration and time management skills.

Experience

- Educated to degree level with qualified teacher status.
- Evidence of a commitment to continuing professional development.

Personal Qualities

- Ability to work well under pressure in a busy school environment.
- A very organised approach to work.
- Attention to detail and commitment to the highest standards of work.
- Lead by example with honesty and integrity.
- A 'can do' attitude and the willingness to work hard to get things done.
- A strong entrepreneurial spirit.
- Be able to take the initiative and able to take an idea and develop it through to completion.
- Ability to play a significant role in the local community, raising the school's profile.
- Ambition, energy, enthusiasm and commitment.
- A confident and outgoing personality.
- Flexible and adaptable.
- A good sense of humour!



Cricklade Manor Prep

Cricklade Manor Prep is a long-established Independent Prep School located in the heart of Cricklade, Wiltshire. Cricklade is a short drive from the M4 and A419, making it easily accessible from Cirencester, Swindon, Chippenham, Faringdon, Marlborough, Malmesbury and surrounding areas. Cricklade Manor Prep educates boys and girls from age 2 to 11. At the end of their time at the school, pupils move on to a wide range of independent, grammar and maintained schools. The school is housed on an 8-acre site within the town, including a handsome Grade II listed Manor House, a separate Nursery department housed within a walled garden, a number of purpose-built classroom blocks and extensive sports facilities including; a 5 lane indoor sports hall, 8 acres of playing fields of which we have 1 x grass wicket, 1 x astro-turf wicket and a large astro-turf area.

For more information on Cricklade Manor Prep, please visit:
www.cricklademanor.com

Wishford Education

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business. The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit:
www.wishford.co.uk

