



**TEACHING AT  
CRESCENT SCHOOL**



## CONTENTS

- 3 WELCOME TO CRESCENT SCHOOL
- 4 ABOUT THE PRINCETHORPE FOUNDATION AND CRESCENT SCHOOL
- 5 SCHOOL ETHOS
- 6 MAIN DUTIES AND RESPONSIBILITIES
- 8 WHAT WE LOOK FOR IN OUR TEACHERS
- 10 GENERAL INFORMATION
- 11 BENEFITS OF WORKING AT CRESCENT SCHOOL

# WELCOME TO CRESCENT SCHOOL

Thank you for your interest in Crescent School; I hope that this information pack will tell you everything you need to know about teaching here.

We are very fortunate in having a friendly and welcoming staff, who take their professional duties very seriously and are invariably welcoming and supportive of new colleagues, as well as one another.

There is a shared ethos of hard work and professional collaboration, where everyone is prepared to go the extra mile for the benefit of the children.

New appointees are given a mentor who will work with them during their first year in school. This mentor will guide them through all aspects of the new role, keeping them prepared and well informed as to what to expect and offering support as required.

We take the wellbeing of our staff very seriously, with a designated Wellbeing Officer on the Senior Leadership Team. We encourage staff to establish a good work-life balance so they are able to maximise the benefits of their teaching for the children in our care and for their own personal and professional fulfillment.

**Joe Thackway**

Headmaster



# ABOUT THE PRINCETHORPE FOUNDATION AND CRESCENT SCHOOL

The Princethorpe Foundation welcomes children of all faiths and backgrounds and provides co-educational, independent day schooling with a strong Christian ethos. We support and nurture some 1,300 children from age two to eighteen years, through Little Crackers Nursery, Crackley Hall School, Crescent School and Princethorpe College.

The Crescent School (IAPS and ISA) is an independent preparatory co-educational day school for around 160 pupils aged 4 to 11 years.

Originally founded in 1948 (having informally started in 1946) as a school for the children of Rugby School masters, it was housed in Rugby School buildings. Having opened its doors to children living in Rugby and the surrounding district, it outgrew its premises and, in 1988, purchased a purpose built school in Bilton, a leafy, residential suburb approximately 2 miles south of Rugby town centre. In September 2016, the Crescent School merged with the Princethorpe Foundation.



“Ours is a spirit of family and a spirit of friendship formed by kindness and understanding, by compromise and mutual forgiveness, by gentleness, humility and simplicity, by hospitality and a sense of humour.”

Jules Chevalier, Missionaries of the Sacred Heart (founders of Princethorpe College)

# SCHOOL ETHOS

As a school community, Crescent School shares certain core values and beliefs. We seek to foster and develop the qualities of kindness, tolerance and mutual respect in a safe and caring environment, where staff and families work together to deliver an inspiring, challenging and varied curriculum.

## Our shared values are expressed in the Crescent School Promise:

### Good Friends

We are kind to each other

We forgive each other and work things out together

We are gentle and caring

We use our manners all the time

### Good Learners

We work hard and try our best

We never give up and always try again

We are calm and sensible

We listen and don't interrupt

### Good Citizens

We try to keep safe and be responsible

We respect everyone and we are tolerant

We are honest and tell the truth

We keep our school tidy and take pride in our clothes and our uniform

These simple guidelines and convictions, shared by staff and pupils, are at the heart of everything that we do.



# MAIN DUTIES AND RESPONSIBILITIES

## Safeguarding

- + Be supportive, vigilant and pro-active in promoting the school's safe guarding, anti-bullying and behaviour management policies
- + You will be responsible for promoting and safeguarding the welfare of children and young persons in your direct care, or with whom you come into contact, and to adhere to and ensure compliance with the school's child protection policy statement at all times.
- + If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the Deputy Head or the Headmaster.

## Teaching and Learning

- + Carry out the professional duties of a teacher as circumstances may require, to given deadlines, and in accordance with the school's policies under the direction of the headmaster.
- + Be an outstanding classroom practitioner, with the ability to interest, inspire and motivate your pupils
- + Set and maintain high standards for pupil work and progress
- + Identify and cater for individual learning needs, including SEN and G & T, providing differentiated material for different abilities and setting high expectations of the pupils
- + Ensure the effective and efficient deployment of classroom support
- + Evaluate your own teaching critically to improve effectiveness and stay abreast of changes within your subject area
- + Put up displays, mostly of children's work, in and around the areas in which you teach
- + Ensure the area in which you teach is tidy and stimulating for the children.



# MAIN DUTIES AND RESPONSIBILITIES CONTINUED

## Planning and assessment

- + Prepare and regularly review long, medium and short-term plans
- + Maintain a high standard of teaching records, including assessment and progress records of pupils
- + Mark pupils' work according to the school marking policy
- + Assess children formally and informally following assessment and reporting policy and schedule.
- + Write reports on individual pupils as agreed and in accordance with school policy and procedure
- + Attend parents' meetings and consult with parents according to school policy and procedure
- + Prepare grades for pupils at times agreed in APP programme.

## Whole School

- + Have thorough knowledge and understanding of the school's ethos, aims, policies, targets and action plans
- + To assist in the marketing of the school through events and media
- + Teach any other subjects and classes as may reasonably be required, for example when covering a colleague's absence at short notice
- + Play a full part in the co-curricular life of the school
- + Attend staff training days and other courses as part of your continuous professional development
- + Participate in the school's performance management and lesson observation cycles
- + Attend staff meetings and departmental when required
- + Undertake supervision duties as required and in line with the requirements of other staff in similar roles
- + Conduct risk assessments for your teaching room and for any activities that require one.

## Review

The job description is normally subject to annual review, or as necessary, according to business needs.



# WHAT WE LOOK FOR IN OUR TEACHERS

## Personal Specification

- + Good honours degree and Qualified Teaching Status
- + Be an outstanding classroom practitioner
- + Relevant experience in schools, either Independent or State
- + A commitment to school improvement
- + Willingness to be involved in the wider life of the school;
- + A strong knowledge of Independent Senior schools and their entry requirements
- + Evidence of a commitment to their professional development
- + Evidence of specific expertise (well beyond the norm) in several areas e.g. Safeguarding, Health and Safety Committee, Performance Management, Curriculum Development
- + Experience in policy development, implementation, monitoring and evaluation
- + Evidence of ICT confidence.

## Personal Qualities

- + A passion for the subjects of Science and Design Technology
- + The ability to enthuse and inspire others with a lively sense of humour
- + Being willing to learn new skills and lead new initiatives, being creative and using initiative
- + Good interpersonal skills, including the ability to work as part of a team and relate well to people on all levels
- + Good organisational and administrative skills, with the ability to remain calm under pressure and work to deadlines
- + Strong interpersonal, written and oral communication skills
- + Strong organisational and time-management skills
- + Be able to empathise with children and their parents and develop positive relationships with all young people
- + The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop
- + High levels of honesty and integrity
- + Enthusiastic and energetic approach
- + Calm, supportive and positive.





# WHAT WE LOOK FOR IN OUR TEACHERS CONTINUED

## Skills

- + To be able to effectively use a variety of teaching and organisational styles and resources, including the use of information technology as a learning and teaching tool
- + Ability to deal sensitively with people and resolve conflicts
- + Present clearly a wide range of specialised information to both educationalists and non-educationalists
- + Make consistent judgements based on careful analysis of available evidence
- + Good presentation skills with the ability to enthuse and motivate others
- + Good organisation skills, attention to detail and the ability to complete paperwork to a high standard.

## Disposition

- + To be in sympathy with the ethos of the school as expressed in the School Promise
- + To be committed to raising the levels of achievement of children of all abilities
- + To be able to work as part of a team
- + Displays warmth, care and sensitivity in dealing with children
- + To maintain a good sense of humour, a willingness to learn and the will to continue to strive for excellence
- + To be able to enthuse and reflect upon experience.



# GENERAL INFORMATION

## Mandatory Training

- + Safeguarding training
- + Health & Safety induction
- + First Aid training

## General

The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.

## Safeguarding

The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

During the recruitment process we will require a signed statement that the applicant is not on the barred list/List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.

Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.

The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website [www.princethorpe.co.uk](http://www.princethorpe.co.uk)

*The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Foundation is an equal opportunities employer*



# BENEFITS OF WORKING AT CRESCENT SCHOOL

## Salary

By negotiation, this role will be on the Princethorpe Foundation salary scale, depending on qualifications and relevant experience.

## Teaching benefits include:

- + Generous fee discount for children attending the Foundation's schools, excluding Little Crackers Nursery.
- + Automatic enrolment in the Teachers' Pension Scheme.
- + An excellent working environment.
- + Subsidised home-cooked school lunches are available for all staff, all dietary requirements are catered.
- + Other benefits include on-site parking, a Cycle-to-Work Scheme, free eye tests, free flu vaccinations, Microsoft software for use at home and personal accident insurance.





The  
Princethorpe  
Foundation



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