

ST MARGARET'S PREP



ST MARY'S CALNE

TEACHER OF COMPUTING

PART TIME (0.5 FTE)
SEPTEMBER 2024 START

CLOSING DATE 13TH MAY 2024

APPLICANT PACK



THE SCHOOL

St Margaret's Prep is a co-educational day school for 180 pupils aged 2-11. Pupils can join the Bluebird Nursery from the age of two before moving into our Pre-Prep Department. Throughout Pre-Prep, there is one class per year group and once the children move into the Prep Department, there are two parallel classes. The school shares an impressive 28-acre campus and facilities with St Mary's School, Calne.

The school broadly follows the 2014 Primary National Curriculum in England; the children are assessed in line with national expectations and the Foundation Stage Profile, and take standardised tests from Y1-Y6, achieving well above the national averages. However, there is much more on offer. In addition to the academic side of life, there is a rich programme of Music, Sport, Drama and Art. Class Teachers deliver a broad curriculum with Computing, Sport, Music, Art and MFL being taught by specialists. We want our pupils to achieve their potential in every aspect and play a full part in the life of the school. Above all, we want happy, independent and confident children.

The facilities offer first-class opportunities to challenge and stimulate the children in their learning. Classes are housed in attractive purpose-built teaching rooms linked to the original Victorian building. The Early Years children benefit from a brand new free-flow outdoor courtyard. There are specialist teaching rooms for Computing, Music, Languages and Art/Design & Technology, whilst The Southwell Hall offers a large space for assemblies, drama and a wide range of extra-curricular activities. In addition, we share a number of facilities with St Mary's; a dining room, Chapel, Science laboratories, an indoor swimming pool, sports hall, climbing wall and a range of sports courts and playing fields.

Our after-school club 'Maggots' provides wrap-around care opening at 7.30am and closing at 6pm. The children enjoy the benefit of fresh air and exercise in an extensive, secure environment which includes fields, playgrounds, wings and other play equipment.

Maintaining a happy, purposeful atmosphere is of paramount importance, as this will allow the pupils the best opportunity to develop into well-rounded, confident children. It is vital that the pupils and the staff at St Margaret's feel that their lives here are enriched and rewarding.



BENEFITS OF WORKING AT ST MARGARET'S PREP

St Margaret's Prep offers an enriching working environment within the beautiful Wiltshire countryside, with easy transport links from Chippenham and Swindon.

The school is set in its own attractive 24 acre grounds shared with St Mary's Calne (our sister school and home to 360 boarding and day girls)

The school boasts a homely atmosphere and friendly, supportive colleagues.

The benefits of working for St Margaret's Prep include:

- Membership to the APTIS pension scheme for Academic staff
- An alternative Scottish Widows scheme with generous employer contributions is offered to non-teaching staff
- Employee Life Cover for eligible staff
- Discounted membership of the on-site St Mary's Calne Sports Club offering a variety of fitness classes including yoga, pilates, zumba & spinning, plus use of the gym and swimming pool, all included in the membership
- Complimentary meals in the Dining Hall during term time
- Free on-site parking
- Employee Assistance Programme offering free services and access to experts to aid professional and personal life, such as legal and finance advice in addition to health, well-being and medical support
- Access to the St Mary's School Library services and the on-site School Shop
- School Fee remission for daughters educated at St Mary's Calne (day or boarding for ages 11-18), and for sons or daughters educated at St Margaret's Prep School (day school and nursery for ages 2 to 11)



MAIN DUTIES AND RESPONSIBILITIES

The Teacher of Computing is responsible for delivering high-quality computing education to pupils aged 3 to 11, fostering a love for technology and providing a solid foundation in digital literacy.

The post-holder is expected to have good current knowledge of the requirements of the National Primary Curriculum and is prepared to maintain the existing excellent academic standards within the school. St Margaret's prides itself on its high level of pastoral care and varied extra-curricular programme, in which all staff participate.

Self-confidence and the ability to inspire others to champion the use of digital technology in the classroom are central to this role, as well as having an open, participative, collegiate style with pupils, peers and parents.

Key Responsibilities

- Develop and deliver engaging computing lessons tailored to the needs and interests of students aged 3 to 11.
- Integrate technology into various subject areas to enhance learning experiences across the curriculum.
- Support the development of IT through the school's Extra-Curricular programme.
- Prepare pupils for external competitions such as the First Lego League.
- Teach fundamental computing concepts, including coding, programming, digital citizenship, and computer applications.
- Create a supportive and inclusive learning environment where all students feel valued and encouraged to explore and innovate.
- Assess student progress regularly through a variety of formative and summative assessment methods, providing constructive feedback to support learning.
- Collaborate with colleagues to plan cross-curricular projects and activities that incorporate computing skills.
- Stay updated on advancements in educational technology and best practices in computing education, integrating new tools and resources into teaching as appropriate.
- Communicate effectively with students, parents, and colleagues to promote understanding and engagement in computing education.



- Participate in staff meetings, professional development opportunities, and school events as required.
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress. Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons. Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Establish a safe, purposeful and stimulating environment for pupils.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Carry out playground and other duties as directed by the Senior Leadership Team. Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary, responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school, or as developed as an outcome of your appraisal.
- Work collaboratively with others to develop effective professional relationships. Communicate effectively with parents/carers with regard to pupils' achievements and well-being, using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.
- St Margaret's staff are expected to be professional and discreet towards colleagues, pupils and parents at all times. They must also maintain confidentiality.



Qualifications and Experience

- Bachelor's degree in Education, Computer Science, or a related field (PGCE or QTS desirable).
- Experience teaching computing to primary-aged students, with a strong understanding of child development and pedagogy.
- Proficiency in a range of computing skills and applications, including but not limited to coding languages (e.g., Scratch, Python, Purplemash, Office 365), productivity software, and internet safety.
- Excellent communication and interpersonal skills, with the ability to engage and motivate young learners.
- A collaborative and flexible approach to working within a team environment.
- Commitment to promoting equality, diversity, and inclusion within the school community.

St Mary's Calne and St Margaret's Prep are committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an enhanced DBS check. All members of staff are expected to have proper regard for the schools' safeguarding policies and procedures, including up-to-date training. Extracts from our child protection policy are appended as the final page of this document.

Working Hours & Salary

Part-Time (0.5 FTE). Working days to be mutually agreed.

Pay based on Teaching pay scale (C1-C8 £27,00-£45,054) *

*salaries are based on experience and subject to Governor review, and therefore potential increase, each September

(For suitably qualified and experienced candidates, additional hours may be available at our Senior School, St Mary's Calne)



FURTHER DETAILS AND HOW TO APPLY

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures which includes undertaking necessary training prior to joining the school, and as required throughout the employment.

An enhanced DBS check is required for every member of school staff, this will be carried out by the school on appointment of a new staff member.

For information, extracts from the school's Child Protection policy are appended on the final page of this document.

Further information about the school may be viewed on our website:
www.stmargaretsprep.org.uk

In order to ensure that all applicants are assessed equally and fairly, and to ensure compliance with our safer recruitment procedures, applications will only be accepted on a [school application form](#) which is linked here, or can be downloaded from the [vacancies page](#) of the school website or can be sent on request from:

Mrs Nina Clark, Director of HR

Email: recruitment@stmargaretsprep.org.uk

St Mary's Calne & St Margaret's Prep, SN11 0DF

Tel: 01249 857 339

A fully completed application form, together with a covering letter explaining your suitability and/or vision for the role, should be sent to the above email address.

Receipt of an application will be acknowledged as soon as possible.

Closing date for applications: Monday 13th May 2024

Interview date: To be confirmed, w/c 20th May 2024

Start date: September 2024



EXTRACT FROM OUR CHILD PROTECTION POLICY

St Mary's Calne & St Margaret's Prep fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education "Keeping Children Safe in Education 2023" and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to "Working Together to Safeguard Children 2023" (WT), "What to do if you are Worried a Child is Being Abused (2015)" and the National Minimum Boarding Standards (2022).

At St Mary's Calne and St Margaret's Prep, we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

January 2024