



INFORMATION FOR CANDIDATES

Teacher of Digital Learning - Full Time

Required for a fixed term contract - Summer Term 2022

The closing date for applications is 12.00pm on Monday, 10 January 2022.

Interviews will be held as soon as possible after the closing date.

Early applications are advised. The school will review applications as they come in and reserve the right to make an earlier appointment





MESSAGE FROM THE HEAD

I am absolutely delighted you are interested in applying for the interim role of Digital Learning Teacher for the Summer Term 2022.

Our school has existed since 1348. With a long heritage of educating the Choristers of St George's Chapel, this continues to be a core function of the school. However, we are now an exciting and happy Prep School for girls and boys aged 3 – 13. I am very proud to lead this wonderful, vibrant and diverse community of pupils, staff and families. We employ over ninety staff, all of whom contribute hugely to the success, warmth and happiness of the school and pupils. In turn, a tremendous spirit of friendship, mutual trust and collaboration exists at St George's, and I want every new appointment to buy into this.

Our core school values are: **kindness, honesty and courage**. These form the very foundation for our pupils, and together with a passion for instilling a love of learning, I want to employ like-minded people who live their lives through these values. Building on centuries of first rate education, we are embarking on an exciting journey as a school. Before you choose whether to apply, I strongly urge you to look closely at our strategy, which can be found on the following link: <https://www.stgwindsor.org/about-us/strategic-vision/>.

Having done this, do check that you fully buy into the following:

- Inquiry based learning, focusing on subject knowledge, subject skills and core-skills. The school is implementing the Pre-Senior Bacallaureate (<https://www.psbacc.org>) as a learning philosophy for Years 7 and 8.
- Learning Outside the Classroom
- Digital Learning – with a focus on Google Classroom as our digital tool
- Wellbeing, Mental Health and Mindfulness
- The school's heritage as the Choir School to Windsor Castle, educating the Choristers of St George's Chapel. An understanding of this and the commitment of the 23 choristers is absolutely vital. A willingness to show a strong interest in this is highly desirable.
- A commitment to the ideals of Round Square. St George's is soon to be a candidate school for Round Square, and the St George's Award will be based around this. Please do spend time looking at Round Square: <https://www.roundsquare.org>
- A willingness to engage with 'High Performance Learning', a pedagogical framework. The successful applicant will join the CPD training for the foundation course. <https://www.highperformancelearning.co.uk>

If you believe you will benefit from being involved in these areas, and wish to develop yourself as an educator, I will be delighted to hear from you.



ABOUT THE SCHOOL

St George's School, Windsor Castle, is an IAPS school situated in the heart of the vibrant, historic and cosmopolitan town of Windsor. An integral part of the College of St George and with close links with Windsor Castle, we make the very most of our special location.

St George's School is in the enviable position of offering an exceptional range of academic, music, sporting and creative opportunities. In one of the most inspiring places in the UK, St George's provides an outstanding start to a child's education.

The School is fully co-educational with approximately 320 girls and boys on the roll from Kindergarten to Year 8. There are two sections to the school: The Pre-Prep caters for children from Kindergarten to Year 3; the Prep for children from Year 4. Both are led by a Head of Section, who in turn reports to the Head Master. There are two classes per year group, with Year 5 split into 3 classes for 2020-2021 due to growing pupil numbers. The maximum year group size is 40 with no class bigger than 20.

Pupils are taught by class teachers up to Year 5, who teach Maths, English, Humanities, Science and PSHE. There are specialist teachers for Art, Design, Drama, Music, PE, Sport and Modern Languages. There is currently specialist teaching for all subjects from Year 6, though pupils are still under the care of a Form Tutor who monitors the individual academic and pastoral welfare of each child.

Many of our families are local, however there is a flourishing boarding community for children from Year 4 upwards. Housed within the main school, a caring team, led by the House Parents, look after approximately 30 weekly boarders and many more who choose to stay over. It is our intention to develop a consistent and coherent approach to learning and teaching and wellbeing throughout the school, underpinned by a common set of values, culture and ethos, consistent with the age and stage of individual pupils.

At the end of Year 6 or 8, pupils leave St George's for a wide range of leading boarding and day senior schools.

IT at St George's School is very strong. The school has a well equipped IT lab, a Music Technology Studio and a research room with 16 PCs. The curriculum from Year 1 is very progressive and advanced, with coding and animation, as well as IT skills, taught throughout the school.

THE FUTURE

St George's is embarking on an ambitious plan which will take the school to 2025. For more information on our strategic development and ethos, please visit our website at

www.stgwindsor.org



ROLE DESCRIPTION

Digital Learning Teacher

1.0 FTE Fixed Term contract for the Summer Term 2021

(we will be advertising for a permanent post-holder in January 2022 to start in September 2022).

We are seeking an outstanding, engaging, reflective and inspiring teacher to join our exceptional team. With a love of innovation (this is vital), compassionate towards children (equally vital) and a willingness to embrace the busy life of a Prep School, the successful applicant will be a first-rate educator.

The role reports to the Head of Prep School who will be responsible for the mentoring of the successful applicant. The Digital Learning Teacher will be expected to teach up to 30 periods a week (Year 1 to 8), plus cover and duties as required by the Deputy Heads. The Digital Learning Teacher will support the school's digital strategy which includes Google Classroom and 1:1 devices for staff and students from Year 4 upwards.

Teachers are expected to:

- Be an advocate of the core values of the school: kindness, honesty, courage.
- Teach and take full responsibility for a class, and provide an academic and pastoral overview of each pupil
- Perform break and lunch duties, and contribute to the after-school programme (as directed by the Deputy Heads)
- Commit fully to the co-curricular programme and uphold the ethos and culture of the school
- Buy into the wellbeing programme, which includes MindUp – a mindfulness programme undertaken by all pupils in the school. This includes 'brain breaks', led by the class teachers twice a day.
- Fully support the life of the Choristers of St George's Chapel, and understand the school's heritage as a Choir School.
- Attend pre-term INSET days and commit to the collaborative nature of the team at St George's. The school is currently undergoing the 'High Performance Learning' foundation course, and the successful applicant would be part of this exciting CPD programme. (for more information on HPL, please visit: <https://www.highperformancelearning.co.uk>)
- Commit to digital learning. The school are embracing Google Classroom as a tool for learning. All teaching staff and students from Year 4 are issued with Chromebooks.
- Play a full role in the Outdoor Learning Programme, a key initiative currently in its early stages of development at St George's.



Learning and Teaching

Staff are accountable for the quality of learning in their lessons and they are responsible for:

- Developing a love of learning and inquiry in all pupils
- Planning and preparing lessons
- Ensuring appropriate resources are well-maintained, updated and available to all pupils
- Setting and marking classwork, homework, coursework and examination scripts
- Assessing and recording the development, progress and achievement of their pupils and reporting on these areas
- Encouraging and challenging pupils of all levels of ability
- The general welfare and individual needs of pupils in their class
- Class management in order to maintain good order and behaviour in lessons and tidiness in classrooms
- Maintaining an attractive, stimulating and welcoming classroom environment
- Creating lively displays and to ensure that every child's output is valued and represented
- Health and Safety in their classrooms as detailed in the School's Health & Safety Manual
- Developing a proactive and positive relationship with parents
- Attending Parents' Evenings

Extra-curricular Activities

All staff play an active role in extracurricular activities and are responsible for:

- The administration of the activity, including the co-ordination of dates in the School Diary
- Ensuring that all safety requirements are met and proper procedures followed (see the School's Health & Safety Manual), including producing risk assessments
- Ensuring that all pupils are able to contribute to and benefit from the activity
- Liaison within the School (including the Bursar) and parents

The Tutor Group

As tutors, staff are responsible for:

- The use of form and tutorial period time, including Registration and appropriate administration
- Attending Assembly with their form, and organising their form's Assembly
- Coordinating information on the academic, extra-curricular and pastoral programme of their pupils and liaising with subject teachers, Heads of Department and parents
- Maintaining records and files, including the Record of Achievement
- The administration of form reports and their own summative report
- Encouraging individual members of the form in their extra-curricular activities
- Delivering the appropriate PSHE course (or its equivalent)
- Organising and attending Parents' Evenings
- Attending Tutor Meetings
- The condition of the form room and appropriate displays in it

School-wide

All staff share responsibility for the good running of the School by:

- Setting an example to pupils and maintaining high professional standards at all times
- Maintaining and promoting the reputation of the School
- Supporting the work and life of the Choristers, and in turn the boarding community.
- Providing cover for absent colleagues
- Participating actively in the rotas of duties
- Maintaining standards of pupil behaviour and discipline at all times
- Invigilating internal and public examinations
- Setting, marking and invigilating Entrance Exams



PERSON SPECIFICATION – ESSENTIAL

Education, Training and Qualifications

- Educated to, at least, degree level
- PGCE / QTS qualification or equivalent

Experience

- Teaching experience at either Primary or Prep School level
- Experience of pastoral care

Skills

- An excellent practitioner
- Excellent IT skills
- Commitment to sharing knowledge and collaboration with others
- A strong and determined commitment to individual pupil learning and wellbeing
- A strong and determined commitment to improving the experience of pupils at St George's
- An approach to life that inspires pupils, staff and parents
- Skills that can contribute to the co-curricular programme
- An attention to detail
- An appropriate sense of humour

Interpersonal skills

- Kind
- Approachable, personable and supportive
- Collegial, reflective and collaborative
- Possess a growth mindset
- A willingness to share and learn from others
- A desire to improve and self-reflect
- An ability to take ownership and responsibility
- An ability to work calmly under pressure and adhere to deadlines
- Professional manner



PERSON SPECIFICATION – DESIRABLE

Education, Training and Qualifications

- Evidence of continued professional development

Experience

- Experience of inquiry and concept-based learning
 - Experience of working with the Google Education suite
 - An interest in wellbeing and mental health
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Safeguarding

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

All applicants must be willing to undergo child protection screening appropriate to the post, including contacting past employers and the Disclosure and Barring Service, disqualification, prohibition and other checks relevant to the role.

Remuneration

St George's has its own salary scale. All full-time staff at St George's are entitled to up to 50% fee discount for their child / children.

All completed application forms should be sent to:

William Goldsmith. Head

by email to: recruitment@stgwindsor.org

The closing date for applications is 12.00pm on Monday, 10 January 2022
Interviews will be held as soon as possible after the closing date. The successful applicants will be notified by telephone or email.

TATLER®

'Ambitious Prep
School'

Muddy Stiletto 

'excellent academics and
music oozing from every
corner.'

THE
GOOD
SCHOOLS
GUIDE

2020/2021

