



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION

SPECIALIST TEACHER (FULL OR PART TIME)

Closing date: 9.00am Friday 21 March 2025

Interviews held week commencing 24 March 2025



THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we recently celebrated our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



MISSION AND ETHOS

Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self- discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



THE ROLE

We are recruiting for a full time or part time specialist teacher to teach pupils in Years 7 – 11 within our Senior School from September 2025.

The role will be to provide tailored support to pupils with specific learning difficulties (SpLDs), or other individual needs, on an individual or small group basis to support literacy and study skills. Applicants with a Level 7 qualification (or equivalent in assessment) may also be involved in formal assessment of pupils for access arrangements.

The role would suit a specialist teacher with experience of working with secondary pupils who would like to work as part of a small, supportive team within a school. Applicants will need to demonstrate excellent knowledge of SpLD and have an effective can-do and nurturing teaching style.

A willingness to contribute to the co-curricular and pastoral life of the school is essential.

Teaching Responsibilities

- Teach an agreed programme of lessons to pupils with specific learning difficulties or other individual learning needs
- Gather information about pupils prior to teaching (assessment results, educational psychologist reports, discussion with subject teachers)
- Assess the specific learning needs of individual

pupils to support preparation of a teaching plan with appropriate targets

- Plan, prepare and deliver lessons that are tailored to pupils' individual needs. Ensure lessons are suitably differentiated and appropriate to all members of the class
- Liaise with subject teachers to ensure that work undertaken and targets set in individual lessons support normal curricular work in the classroom
- Collaborate with subject teachers to ensure that the skills and strategies learnt in individual lessons are carried through into the classroom situation
- Mark pupil work on a regular basis in accordance with department and school marking policies
- Assess skills regularly and record results to ensure progress is tracked
- Work with colleagues to foster a sympathetic and effective whole-school focus on individual needs
- Accurately record-keep for lessons including registering, assessments, rewards and sanctions
- Feedback to pupils and parents through writing reports and attending parents' evenings
- Attend regular general staff meetings including morning briefings and departmental meetings
- Cover lessons within and outside the department and be available for exam invigilation as directed by the cover supervisor

- Check school e-mail account on a regular basis and reply to colleagues and parents within 24 hours
- Be responsible for regular consultation of the School calendar, staff-room notice-boards, minutes of briefing meetings for events which may have an impact on the timetable for teaching individual pupils
- Carry out any other duties as required
- Keep up to date with developments in the special needs and disability area and share information where appropriate

Pastoral and Safeguarding Responsibilities

- Act as a tutor or support tutor if required, meeting with tutees on a daily basis and liaising with colleagues and parents as required. Developing detailed knowledge of each individual tutee including family context, academic ability and interests.
- Work within the pastoral team including heads of house/year to support pupils in their academic development/progress, wellbeing and co-curricular activity.
- Reporting any issues of concern relating to both pupils and staff, including child protection issues, to the DSL team and/or other pastoral leaders. This may include having to manage disclosures.

Co-curricular responsibilities (approx 50 hours per year)

- Teach or provide support to an agreed co-curricular department or non-department club, society, sport or activity

Classroom environment

- Establish a teaching environment that is positive and supportive of learning
- Consider the needs of pupils at all times interacting in a supportive and positive way
- Establish a culture for learning with pupils of all abilities
- Establish effective teaching practices so that pupil behaviour is consistently within the expectations of this school being purposeful, safe, respectful, open, valuable, and appropriate

Responsibility to parents

- Be available for appointments with parents
- Monitor pupil progress in prep books, report cards as necessary
- Demonstrate a thorough knowledge of each learner and their individual needs
- Written reports to be accurate, unbiased, individualised, pertinent, goals-based and follow school procedure

Performance measures

The performance of the teacher will be measured by an annual performance review





THE DEPARTMENT

The Individual Needs department is an integral part of the Pupil Wellbeing Hub working alongside the school nurses and school counsellors. The individual needs team consists of a number of Level 7 qualified specialist teachers/assessors, LSA/ELSA and an administrator who work together to support pupils with a range of difficulties in all subjects across the curriculum. The department liaises closely with all subject teachers and Heads of House/Year to ensure that pupils' needs are met.

Assessments of pupils are carried out to identify their profiles of strengths and weaknesses and to ensure that appropriate access arrangements for exams are put in place where necessary. Individual needs support is provided via individual and small group lessons to pupils to support their English, maths and science as well as develop their organisational and study skills to facilitate progress across the rest of the curriculum. Pupils are encouraged to be proactive and positive about overcoming their difficulties to ensure they maximise their potential.

The department has a wide variety of resources and employs a diversity of teaching strategies. Sharing of good practice is encouraged. All pupils from years 7-13 have laptops and all rooms are

wireless networked. The department has a variety of educational software including voice recognition and text to speech programmes.



THE PERSON

Person specification

The successful candidate is likely to display the following characteristics:

- Possess a good honours degree in a relevant discipline
- Possess a qualification for teaching pupils with SpLD (Level 5 with secondary school experience is essential but Level 7 preferred or someone in the process of completing Level 7 would be considered)
- Previous experience of working with children with SpLD and other individual needs in Years 7 – 11
- Demonstrate an understanding of specific difficulties and how they can be supported within an individual lesson and in the classroom
- An ability to understand and offer further explanation of the subjects to be taken by pupils up to GCSE level
- An ability to support pupils with maths in Years 7 – 9 is desirable
- An ability to carry out informal assessment to inform target setting
- Excellent communication skills, oral, written and in the use of ICT
- An empathetic, cheerful, enthusiastic and

well-presented person, capable of inspiring confidence in pupils and parents

- Prepared to work hard with energy and enthusiasm
- An understanding of the nature of independent learning
- Able to set high expectations amongst all pupils
- Capable of working independently and as part of a team
- Calmness and efficiency and the ability to work under pressure at certain times
- Eager to learn and able to attend all INSETs
- An awareness of Health and Safety issues and compliance with Health and Safety policy
- Aware of the nature of the School and prepared to commit to its all-round ethos, co curricular activities and pastoral approach



WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Property prices tend to be high locally but there are affordable options a little further out, and many staff choose to live slightly further afield.

Claremont has its own teaching payscale and this role will pay a competitive salary, depending on experience.

Benefits include generous contributory pension scheme (currently through TPS*) or the option of a very generous defined contribution scheme which offers teachers flexibility around both employer and employee contribution levels, a generous discount on school fees (for eligible staff), cycle to work scheme as well as complimentary lunches and refreshments during term-time.

*The School is currently consulting with its teaching staff on whether to become a phased withdrawal school for the purposes of TPS. If this proposal was implemented, new teachers would be automatically enrolled into the Claremont Fan Court School Group Personal Pension Scheme Aviva GPP and would not be eligible to join TPS.



HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our [website](#).

Applicants are asked to complete the downloadable application form available on our website. The application form is available in a Microsoft Word read/write format. You should provide a covering letter in support of your application addressed to the head, Mr William Brierly.

Please specify if you are applying for a full time or part time position and preferred days/hours.

Please note: applications should be submitted by email and sent to jobs@claremont.surrey.sch.uk

Documents must either be in Microsoft Word or *pdf format as we are not able to accept any other type of file.

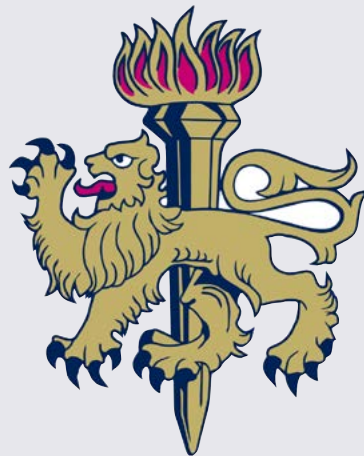
Closing date: 9.00am Friday 21 March 2025

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All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.



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www.claremontfancourt.co.uk | jobs@claremont.surrey.sch.uk
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