



# DURSTON HOUSE

## KS2 Class Teacher

(Classroom based, for pupils in Years 3 or 4, ages 7 to 8)

## INFORMATION AND APPLICATION PROCEDURE

Thank you for your enquiry with regard to the above post at Durston House to start on 1 September 2010.

- *Brief History of Durston House and Information for Applicants*
- *Durston House Child Protection Policy Statement.*
- *Details of Post*
- *Application Form and Declaration*

(9 pages)

Salary, on the Durston House Teachers' Salary Scale, will be calculated according to experience.

**Applicants should provide a handwritten letter of application, a completed *Application Form and Declaration*, and photocopies of degree and teaching qualification certificates. Further information, which the applicant may wish to include, can also be provided.**

**The closing date for application is Wednesday 17 March 2010.**

Should you require further information or clarification, please do not hesitate to contact my secretary, Mrs C. Ferns (Direct Line: 020 8991 6532).

I look forward to hearing from you.

Ian Kendrick  
Headmaster





## BRIEF HISTORY AND INFORMATION FOR APPLICANTS

The School was opened in 1886 by the Pearce brothers at 14 Castlebar Road (then called Durston House), since when it has been in continuous operation as a major West London boys' day preparatory school. From the earliest years it had a very strong academic reputation and a keen sporting tradition. These strengths have increasingly been nourished by a lively cultural programme. There is great enthusiasm in the school for music, drama, I.C.T., travel and a wide range of extra-curricular activities.

When the founders acquired the adjoining house, No. 12 in 1900, they built classrooms and a playground. Playing fields were also established: *Castlebar* within walking distance, and *Swyncombe*, which is a ten minute drive away. When the founders' family retired, the Pearce Trust retained ownership of the three sites, of which subsequent Headmasters were tenants. Pupil numbers stood at 135 when the last proprietary Headmaster retired in 1983.

Under the Educational Trust that soon took over, Durston House has steadily developed, with significant building projects almost every year. Before the original freeholds were purchased in 1995, the Governors acquired 26 Castlebar Road (*Middleton's*), which houses the Reception Classes, and Years 1 and 2. There are spacious new pavilions at both sports grounds, with indoor space for P.E. in the Buckley Pavilion at Castlebar field, together with a floodlit multi-purpose hard play area. There are close relationships with two local churches: Haven Green Baptist Church, whose hall accommodates Durston House assemblies and drama productions, and St Peter's Church, where concerts and carol services are held.

In November 2006 the school acquired an additional property at 9 Longfield Road. The increase in the size of the premises gave us the opportunity to restructure the organization of the school in 2007 into a Pre-Preparatory Department (Reception and Years 1 and 2), Junior School (Years 3 and 4), Middle School (Years 5 and 6) and Upper School (Years 7 and 8).

The school currently caters for approximately 380 boys aged 4-13. In the Pre-Prep, Junior and Middle Schools, each year group has three forms of about 16 pupils. In the Upper School, there are currently three forms in Year 7 and two in Year 8. Setting by ability is introduced in Year 6. Most pupils transfer at 13+, mainly to London senior independent schools where Durston House has an excellent record of scholarship success. Since 2007 our pupils have secured an Oppidan Scholarship to Eton College, five John Colet Scholarships to St Paul's School, five further academic scholarships to St Paul's, an academic scholarship to Harrow, an academic exhibition to Bloxham, two Music Exhibitions to Harrow and a Junior Sports Scholarship to The John Lyon School. Other boarding schools to which pupils have transferred in recent years include Bradfield, Charterhouse, Cranbrook, Epsom College, Marlborough, Pangbourne, Rugby, Shiplake, St Edward's (Oxford), Stowe, Wellington College and Winchester.

A smaller number of boys will transfer to schools at the end of Middle School – that is at 11+. Latymer Upper School and St Benedict's are the usual destination schools at this stage.

The ethos of the School is to require high standards of work and behaviour through encouragement and example and a wide involvement in extra-curricular activities. Although the school is administered in sections, it must be stressed that all sections are seen as part of a corporate whole. The success of Durston House is wholly dependent on the four sections of the school working closely together.



# Durston House Child Protection Policy Statement

*Durston House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts are subject to enhanced disclosure.*

*( A complete version of the Durston House Child Protection Policy is available from the School Office and in the 'Secure Areas' of the Durston House Website: [www.durstonhouse.org](http://www.durstonhouse.org) )*

## Protocol

Durston House fully recognises:

- the moral and legal responsibility of all members of staff (teaching and non-teaching) to safeguard and promote the interests and well being of all children in their care through appropriate instruction and pastoral support;
- the value of working closely with all colleagues to protect children from harm, discrimination and degrading treatment;
- the need to train (within a two year cycle) and support all members of staff in their awareness and understanding of Child Protection issues, to include the main forms of abuse and the procedures to follow if abuse is suspected, in order to safeguard the children and the adults working with them;
- the advisability of additional monitoring arrangements within the Reception classes (Early Years Foundation Stage);
- the need to develop and promote effective working relationships with other agencies, including the *London Borough of Ealing Education Department, Ealing Social Services* and the *Police*;
- the need to ensure that all adults within the school, in employment or otherwise, who have substantial access to children, have been checked with regard to their suitability; and that arrangements are in place to deal with allegations of abuse against anyone employed by the school (to include the Headmaster) in a paid or voluntary capacity;
- the requirement that any deficiencies or weaknesses in child protection arrangements that are perceived at any time are remedied without delay;
- the requirement to report to the Secretary of State, via the DCSF in Darlington, within one month of leaving the school, any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children;
- the requirement to review the Durston House *Child Protection Policy* annually at the beginning of the Autumn Term (September) for presentation to the Board of Governors at the Autumn Term Board Meeting, together with details of training procedures, numbers of incidents/cases and a review of Child Protection in the curriculum.

## Statement of Principles

- The child's welfare is paramount.
- All children, regardless of age, culture, ability, gender, language, racial origin, religious belief and sexual identity, have a right to feel safe, and a concurrent right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Regular training and support – annually for the Designated Child Protection Officer, initial training for all new staff and regular (biennial) whole school support seminars – will feature in the school's training programme.

## Prevention

Durston House recognises that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help prevention.

The school will therefore:

- ensure that all staff appointed to the school have been thoroughly checked with regard to their suitability to work with children (see *Durston House Recruitment Policy and Procedures*). The following statement of policy with regard to the recruitment of all staff to the school is included in all publicity materials, recruitment websites, advertisements, candidate information packs, person specifications, job descriptions and induction training materials:

*Durston House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts are subject to enhanced disclosure. Durston House is an Equal Opportunities Employer. Registered Charity No. 294670.*

- establish and maintain an ethos where children feel secure and recognise that when they talk others will listen;
- ensure that children know that there are adults in the school whom they can approach if they are worried or in difficulty;
- include in the curriculum activities and opportunities for PSHME that will equip children with the skills they need to stay safe from abuse and to know to whom to turn for help.

## Child Protection Roles within Durston House

**Designated Child Protection Officer:** Mr Ian Kendrick (Headmaster)

**Deputy Designated Child Protection Officer:** Mr William Murphy (Administrative Deputy Head)

**Responsibility for Child Protection (EYFS):** Mrs Hilary Wyatt (Head of Pre-Prep)

# **Durston House**

## **Post of Key Stage 2 Class Teacher (Junior School)**

### **Principal Duties as a Junior School Class (Form) Teacher**

- be the first point of contact for pupils and parents
- be responsible in the first instance for the general welfare of the pupils in that form
- be responsible for overseeing a pupil's academic and social progress in school during the year
- liaise closely with the Head of Junior School
- write school reports, and co-ordinate comments of other teachers in other areas (Art, French, Music and P.E.)
- register the form twice daily
- disseminate any information or correspondence
- maintain an ordered, attractive Form Room, in which the pupils can take pride, as their base
- help the form to develop a collective spirit of loyalty, trust and support
- work with the Junior School Subject Co-ordinators to ensure systematic coverage of the curriculum

### **General School Duties**

- promote and support school academic and pastoral policies
- carry out break and supervisory duties as designated by the Head of Junior School
- attend whole school staff briefings and meetings, Junior School staff meetings, parent meetings and other meetings outside normal school hours as requested by the Head of Junior School or Senior Management
- attend school outings and trips as required by the Head of Junior School or Senior Management
- offer one after school extra-curricular activity each week (3.45-4.30 p.m.)

# DURSTON HOUSE SCHOOL EDUCATIONAL TRUST LTD

12-14 Castlebar Road Ealing London W5 2DR

## Application Form for Teaching Post

### POST : KS2 CLASS TEACHER

Surname	First Names
Former surname (if applicable)	Date of Birth
Current address	Nationality
	Marital Status
	Home Telephone No
	Mobile Number
Postcode:	National Insurance No:
	Full Driving Licence YES/NO
Education Details	
Schools/Universities/colleges attended	Qualifications & Courses attended (please include photocopies of certificates)
Name and address of current Employer:	Current or last job description/role
How long have you been with this employer?	

Names & Addresses of previous employers, dates of employment	Details of employment, teaching posts etc.
Other Activities / Interests	Any further information which you consider may be relevant to this application or of material interest (Please continue overleaf if necessary)
References - Name & Address At least one to be current employer	
REFEREE 1	REFEREE 2

I confirm that the information I have provided in this application form is true and correct.

Signed ..... Date .....

*Further information in support of this application may be included separately.*

# DURSTON HOUSE

## APPLICATION PROCEDURE

### DECLARATION

The post of **Key Stage 2 Class Teacher** at Durston House 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.

Applicants should sign the statement below, as applicable.

*I declare that I am not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body.*

**Signature:**

**Date:**

Applicants should complete either **(a)** or **(b)** below.

*(a) I declare that I have no convictions, cautions or bind-overs.*

**Signature:**

**Date:**

*(b) I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked 'Confidential'.*

**Signature:**

**Date:**

### MEDICAL FITNESS

Applicants should sign the statement below, if applicable.

*I confirm that I am unaware of any medical condition that would adversely affect my performance or ability to carry out the duties of a Key Stage 2 Class Teacher at Durston House.*

**Signature:**

**Date:**