

# ASHDELL PREPARATORY SCHOOL



Appointment of  
**Year 1 Teacher**  
from September 2012

## A Brief History of Ashdell Preparatory School

In 1947 Miss Naylor was governess to 18 young boys and girls under the age of eight. Not having access to suitable premises, she taught them from her house in Broomhill, number 307 Fulwood Road. However, this was soon to change, as Lord and Lady Roberts, who had just had their 4<sup>th</sup> child, asked Miss Naylor if she would be interested in setting up a primary school as they could not find a suitable school for their eldest daughter, Jane.

In 1948, number 266 Fulwood Road, was bought and refurbished by Lord and Lady Roberts. The newly formed school had two classrooms. Downstairs, Miss Naylor taught the under 7's and upstairs, her sister, Mrs Bainbridge, taught the 7 to 12 year olds. A small courtyard behind the school was used as a playground.

In 1952 the adjoining house, number 268 Fulwood Road, was purchased. Walls were knocked down to expand the classrooms and the playground was extended.

In 1968 Miss Naylor retired, after 20 years as headmistress, and Mrs Inman took her place. On the first floor, two new classrooms were created for the teaching of science, art and carpentry. A kitchen was added so that meals no longer had to be brought into school each day by the Sheffield Education Authority.

In 1970, it was decided to make Ashdell a girls' school, and Richard Pickworth, the last boy on roll, spent the last few weeks of term as the only boy.

1971 saw the school become a charitable trust, enabling further expansion and improvements to be made, including the installation of double-glazing and a new central heating system. A new school hall was built, complete with under floor heating and gymnasium equipment.

In 1983, Mrs Inman retired, after fifteen years as headmistress, and Mrs Upton took her place.

In 1985, Sir Peter Roberts, the Chairman and Founder of Ashdell School, died, and was succeeded as Chairman by the Honourable Mark Balfour.

In 1986, the Friends of Ashdell parent association was formed in order to raise money for school equipment.

In 1991 Ashdell School was able to buy the head office of Aurora Holdings Limited, which was situated behind the school. The offices were refurbished to house classrooms and cloakrooms for Pre Prep, and the building was named, Aurora House. The staff worked like fairy Godmothers to move furniture and help construct the new Pre Prep Department. The coach house, accompanying the offices, became an extra kitchen and dining room, and the grounds were turned into a playground, garden and car park.

By 1996, Balfour Hall had been extended to twice its size and the floor above now housed a large music room and two practice rooms. The kitchens were turned into cloakrooms for the Prep school and the Coach House became the kitchen and dining room for the whole school.

In 2003 the computer room and Pre Prep were refurbished with new computers and broadband was connected to both buildings. A year later the classrooms were revamped with new furniture, white boards and carpeting, creating a more modern and brighter working environment.

In 2007 Snowdrops Pre-School opened in association with Birkdale School. This was a co-educational unit for children aged 3-5.

## Why Teach at Ashdell

Sheffield's only all girl Preparatory School.

Small classes encourage academic excellence.

Ashdell is based on firm Christian values where girls respect each other, are polite, confident and independent.

Ashdell caters for each girl as an individual. They receive a more individualised learning programme which helps them to achieve curriculum standards in a secure learning environment.

We provide opportunities for girls to develop and blossom into young ladies.

We encourage the girls to widen their horizons.

Girls have fun but at the same time achieve excellence.

Close links with Birkdale through the Arts mean the girls are familiar with boys outside the classroom.

Recent (July 2008) Ofsted report described our Early Years provision as "outstanding in every way".

Ashdell was founded in 1948, and whilst its traditional values of responsibility, respect and role in the community continue to be fundamental to our ethos, we love to have fun and realise that happiness at school is key to achieving a girl's potential, be it academic, artistic, personal or social.

We aim to provide an outstanding, empowering and relevant education for girls in the early 21st century. We set high expectations and celebrate success focussing on the particular skills of each girl.

## **Appointment of a Key Stage One Teacher**

The School's core purpose is to educate girls from 4 to 11 years within a caring, Christian family community so that each one achieves her academic, artistic, personal and social potential.

### **The Aims of Ashdell School**

1. to educate the whole girl through a broad and balanced curriculum with equal opportunity for all
2. to remain a small, girls only school with high levels of academic achievement
3. to help each girl to aim for the highest possible standards in every activity so that she achieves her full potential
4. to teach girls to take responsibility, to make decisions and to begin to understand their role in the community
5. to prepare girls for their secondary schooling
6. to provide a fun, exciting and challenging environment where every girl is encouraged to strive for continuous academic progress
7. to provide excellent resources and best teaching practices to promote the above
8. to continue to successfully promote the school as an establishment of excellence

*It is readily acknowledged that all members of the teaching staff play a crucial role in achieving the School's aims and that the teachers are involved in a variety of activities in and beyond the normal school day.*

### **Job Description**

This is a full time position.

The following duties shall be deemed to be included in the professional duties which the Teacher may be required to perform:

#### **Teaching**

- planning and agreeing policy/procedure changes, schemes of work, and lesson plans
- creating a happy and positive environment within the classroom
- teaching, according to their educational needs, the girls assigned to her/him, including the setting and marking of work in school and for homework
- liaising with Co-ordinators to ensure that suitable materials are available
- producing wall displays to support learning
- IT skills are vital. Classes each have access to a laptop and interactive whiteboard, which are integral to lessons and planning.

#### **Assessment, Recording and Reporting**

- assessing, recording and reporting on the development, progress and attainment of pupils in accordance with school policy

- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

### **Pupil Welfare**

- promoting the general progress and well-being of individual pupils and any class or group of pupils assigned to her/him
- providing guidance and advice to pupils on educational and social matters; making relevant records and reports
- communicating and consulting with the parents of pupils
- communicating and co-operating with persons or bodies outside the school
- participating in meetings arranged for any of the purposes described above

### **Appraisal**

- complying with arrangements for the appraisal of performance
- reviewing, from time to time, methods of teaching and programmes of work
- participating in arrangements for further training and professional development as a teacher

### **Discipline, Health and Safety**

- maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised school activities elsewhere

### **Staff Meetings**

- participating in meetings at the School which relate to the curriculum, the administration or organisation of the School, including pastoral arrangements
- attending INSET days

### **Cover**

- supervising and, so far as practicable, teaching any pupils whose teacher is not available to teach them
- supervising children as part of the playground and/or dining room duty rota

### **Administration**

- participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and material
- attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions

### Promoting the School

- attending occasional events such as concerts, Open Days in the evenings or on Saturdays.
- promoting the school as a centre of excellence and seeking to aid in marketing activities to raise awareness of Ashdell in both the local and wider community
- supporting the Head in producing items for newsletters or other promotional materials

### Application Procedure

Applicants should provide ALL of the following:

1. A handwritten letter of application
2. A completed summary application form available from Ashdell
3. A full curriculum vitae
4. The name, e-mail, telephone number(s), and postal address of **two** referees.

Applications should be sent to the Headteacher, Ashdell Prep School, 266 Fulwood Road, Sheffield S10 3BL by the closing date of Friday 16<sup>th</sup> March.

It is not possible to write to every applicant with the result of the appointment.

Current legislation applying to this post includes the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Asylum & Immigration Act 1996. Therefore, shortlisted candidates will be required to prove their eligibility to work in the UK and the chosen candidate will be required to undergo appropriate criminal record checks, including an application for an Enhanced Disclosure from the Criminal Records Bureau. Prior to commencing the position, we would then request a declaration about medical fitness.

Interview Date: Interviews are scheduled for the week beginning 26<sup>th</sup> March 2012.