



Blanchelande College

INFORMATION FOR CANDIDATES

**Reception class teacher
(part time; one day per week)**

For September 2021

The College

Blanchelande College is a co-educational Catholic independent school for boys and girls from age 4 to 18 in Guernsey, the Channel Islands. The College opened a new Sixth Form in September 2020.

The College educates 430 pupils and Blanchelande's Catholic mission and identity, understood and supported by all staff, are at the heart of school life. Approximately one third of students and staff are Catholic.

Blanchelande has a one-form structure from Reception to Year 4, with room for two forms in Years 5 and 6, and for three forms in the senior school (Years 7-13). Class sizes are typically around twenty.

Pupils are required to pass an entrance assessment to ensure that they can access our mainstream curriculum, but otherwise Blanchelande is not an academically selective school and the College nurtures a wide ability range.

GCSE results reflect excellent value added in most subject areas, and 2019 results were exceptional (with the highest proportion, of any school on the island, of students achieving at least 5 grade 9-4).

- 2017: 100% of students achieved at least five A*-C grades, with 33% of grades at A*/A.
- 2018: 83% of students achieved at least five grades 9-4, with 38% of grades at 9-7.
- 2019: 97% of students achieved at least five grades 9-4, with 42% of grades at 9-7.

The College will receive its first A-Level results in summer 2022.

During two periods of lockdown in 2020 and 2021, Blanchelande distinguished itself by the effectiveness of its online provision, delivered via Microsoft Teams. The achievements of staff were acknowledged through very strong parental survey feedback.

Blanchelande was most recently inspected in October 2018 and the full report is available on the school website. Blanchelande was rated 'excellent' (the highest grade) in both outcome areas (pupil achievement and pupil development) as well as meeting all the regulatory requirements. The College is also subject to inspection by the Roman Catholic Diocese of Portsmouth.



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Blanchelande offers an extensive programme of extra-curricular activities before, during and after the school day, to which all academic staff are expected to contribute the equivalent of at least one hour per week throughout the year.

History

Blanchelande was re-founded in 1992 by parents and members of the local community after the Sisters of Mercy withdrew their Order from Guernsey. The new school began in temporary accommodation and in its first five years grew from 40 pupils to almost 200. It is now over twice that and is experiencing a sustained period of strong growth.

In April 1999, the College moved to its current address at Les Vauxbelets (former site of the De La Salle boys' school) after an extensive refurbishment programme. Les Vauxbelets is a beautiful estate in a rural setting with large historical buildings.

Since 2017 a substantial number of upgrades have been made to facilities, including: the relocation of the Infant department to renovated classrooms in the main school buildings, and the conversion of Victor House (formerly the Infant school) into an Arts Centre for music, drama and art; new Science laboratories; a new cricket pitch and resurfaced netball/ tennis courts; a new classroom block; a new Senior school library; and new Sixth Form facilities, including a common room and seminar rooms. Development in facilities is very much ongoing.

Leadership/Governance

Blanchelande is administered as a charitable trust and three Trustees oversee the finances of the College. As a grant-maintained college, Blanchelande receives a degree of funding from the States of Guernsey.

The Senior Management Team consists of the Principal, Vice Principal (Secondary), Head of Pastoral Care and the Bursar. This team meets weekly and works closely together on all aspects of College life. The management team is supported by the Senior Leadership Team, consisting of Heads of Phase (Head of Infants, Head of Juniors, Head of Lower Seniors, Head of Upper Seniors and Head of Sixth Form) and the Head of Careers.

The Board of Governors meets twice a term and is responsible for working with the Principal in setting the strategic direction for the school, including approval of school policies, and for monitoring and evaluating the performance of the school. The Board operates sub-committees – such as for educational issues, ICT and property management – which also meet regularly.

The Trustees are responsible for the administration of the whole school site, including the financial administration of the College and the relationships with the site owners and with sub-tenants.



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The Principal of Blanchelande College is Mr Robert O'Brien, formerly Deputy Head at Westminster Cathedral Choir School.

The Infant department

The Infant department (Reception – Year 2) is led by the Head of Infants, Alexa Yeoman, who is a member of the Senior Leadership Team. The department consists of a team of class teachers (a mixture of part and full time) and LSAs. The Infant department is located adjacently to the Junior school, in the heart of the College buildings. The recently-renovated Infant playground is a short walk from the classroom in a picturesque location; the department makes regular use of our extensive outdoor grounds, including a designated outdoor learning area.

Responsibilities include:

- **Curriculum:** Take specific responsibility for day to day management of planning, teaching and learning within the EYFS curriculum. Phonics is taught using the letters and sounds curriculum.
- **Supervision:** The infant class teachers work under the direction of the Head of Infants. All infant teachers are expected to meet each half term with the Head of Infants to review planning and assessment.



BLANCHELANDE COLLEGE – TEACHER

MAIN PURPOSE OF THE JOB

Teaching at Blanchelande is a hugely stimulating and rewarding experience. All teachers are expected to participate fully both in the life of their academic department and the wider life of the School, including providing an extra-curricular activity and furthering their professional development.

RESPONSIBILITIES AND DUTIES:

1. TEACHING

- (a) Planning and preparing appropriate course and lessons in accordance with departmental and school policy;
- (b) Teaching, according to their educational needs, the pupils assigned including the setting and marking of pupils' work;
- (c) Promoting the progress and academic development of pupils, differentiating for ability where appropriate;
- (d) Assessing, recording and reporting on the development, progress and attainment of pupils according to the normal practice of the College;
- (e) Preparing pupils for and participating as appropriate in the College's arrangements for pupils taking public examinations.

2. OTHER ACTIVITIES

- (a) The Catholic nature of the College is central to our success and you should be fully supportive of the aims, identity and mission of Blanchelande as a Catholic school;
- (b) Any duties required as a result of accepting a position of Responsibility and the accompanying Responsibility Allowance;
- (c) Acting as a Form Tutor as required and fostering the general progress and well-being of individual pupils of any class or group of pupils assigned;
- (d) Taking an interest in the personal and social needs of pupils, and communicating as appropriate with the relevant Form Tutor or Key Stage Head;
- (e) Playing a full role in the wider life of the School, contributing actively to the extra-curricular programme;
- (f) Providing guidance and advice to pupils on educational and social matters and making relevant records and reports;



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- (g) Making records of and reports on the personal and social needs of pupils;
- (h) Communicating and consulting with the parents of pupils as necessary and attending all parents' evenings and official functions;
- (i) Providing or contributing to oral and written assessments, reports and references relating to individual pupils or groups of pupils;
- (j) Supporting pupils as appropriate at major school events and in other activities, eg: plays, concerts, matches etc.
- (k) Monitoring and ordering books, supplies or other materials required for your subject or department.

3. REVIEW AND PROFESSIONAL DEVELOPMENT

- (a) The College may review from time to time your methods of teaching and programmes of work and you will be required to participate in the Performance Management process for teachers;
- (b) The College will support and participate in arrangements for your further training and professional development as a teacher and attendance at INSET days is required.

4. CURRICULUM DEVELOPMENT

- (a) Advising and co-operating with the Principal and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

5. DISCIPLINE AND WELLBEING

- (a) Maintaining good order and promoting self-discipline among pupils and taking reasonable care for their safety and wellbeing, whilst in your charge whether they are engaged in school activities on or off the property;
- (b) Undertaking supervisory duties as required;
- (c) Actively implementing the College's policies on rewards and sanctions.

6. STAFF MEETINGS

- (a) Attending staff meetings which relate to the College curriculum or to the administration or organisation of the College, including pastoral arrangements. Such meetings shall normally be held at the College and be of reasonable duration.

7. ADMINISTRATION

- (a) Where appropriate, taking responsibility of the maintenance of an accurate register of the pupil's attendance at the College;



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- (b) Carry out supervision duties as assigned by the SMT whether before, during or after school sessions;
- (c) Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.
- (d) Participating, as required, in administrative tasks related to the curriculum, pastoral and organisational tasks of the School.
- (e) Attending all assemblies;
- (f) Exercising reasonable care for the classroom and other relevant teaching areas and all the equipment therein, which may include auditing and visually checking classroom equipment;
- (g) Contributing, where appropriate, to the professional development of other teachers;
- (h) Setting high personal and professional standards at all times.

FLEXIBILITY

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

For completion upon offer of post:

I hereby confirm acceptance of the above job description:

Signed: _____

Date: _____



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TEACHER OF SCIENCE PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Degree or equivalent in a related subject	<ul style="list-style-type: none">• Qualified teacher status
Experience	<ul style="list-style-type: none">• Experience of teaching Infants	<ul style="list-style-type: none">• EYFS experience
Knowledge and understanding	<ul style="list-style-type: none">• Excellent subject knowledge, both practical and theoretical• Clear understanding of effective teaching and learning <p>Knowledge of:</p> <ul style="list-style-type: none">• Current curricular and assessment developments• Use of assessment to support learning	
Skills	<ul style="list-style-type: none">• Develop good personal relationships within a team• Establish and maintain good relationships with parents• Excellent time management skills• Communicate effectively (orally and in writing) to a variety of audiences• Create a happy, challenging and effective learning environment• Demonstrate high expectations of all pupils• Use ICT effectively to support teaching and learning	
Personal qualities & characteristics	<ul style="list-style-type: none">• Flexible• The ability to work independently in a small department	



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	<ul style="list-style-type: none">• Able to relate well to students in and out of the classroom• Reliable, punctual and well organised• Approachable, enthusiastic, self-motivated and able to motivate others• Supportive of the Catholic identity and mission of the College• Commitment to own continuing professional development	
Safeguarding and pastoral	<ul style="list-style-type: none">• Committed to safeguarding and promoting the welfare of children and young people• A satisfactory Enhanced Disclosure from the DBS	



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THE APPLICATION PROCESS

Applications for this post should consist of:

- A detailed letter of application stating how you believe you meet the criteria for this role.
- A completed application form, including details for two references.
- *Optional*: an up to date copy of your C.V.

We will assume that you are happy for us to take up references straight away, unless you state otherwise on your application form.

You may be asked for further information following short listing. You will be asked to provide proof of identity. Original qualification certificates may also be required at this stage (and certainly prior to confirmation of appointment).

After short listing, the selection process will normally include:-

- A tour of the College.
- An observed lesson, after which the views of the pupils will be considered.
- An interview with the selection panel, which will normally include a Governor, the Principal, the Vice Principal and the Head of Infants.

The Contract

The position of Reception teacher is part time. The salary will be pro rata in accordance with the Main Professional Scale/Upper Pay Scale for teachers in Guernsey States Schools. All Blanchelande staff are admitted to the Guernsey Civil Service Pension Scheme, a contributory final salary pension scheme. An extra-curricular contribution, proportionate to the role, is expected.

All staff are required to undergo a current enhanced police check (DBS), a medical declaration, provide proof of qualifications and identity and have (or be eligible for) a Guernsey housing qualification.

Closing Date

Applications must be received by Thursday, 15th April 2021 for consideration and should be addressed to Mr Robert O'Brien, Principal. Interviews will be in the week beginning 19th April.

Further information about Blanchelande College can also be obtained from our website, www.blanchelande.co.uk.

If you have any further questions or need any clarification, please contact the Principal's P.A., Mrs Tracy Feehan.

Tel 01481 237200

Email feehant@blanchelande.sch.gg