



Girls' Division Junior School, part of the Bolton School Foundation

Class Teacher

Applications are invited for the post of Class Teacher, which will become vacant from September 2018 following the retirement of a long standing member of staff.

Girls' Division Junior School – Hesketh House

Junior School entry is primarily at 7+ into Year 3, when girls are recruited into two classes. Girls coming into the Junior School enter from the School's own Infant School, Beech House, and from schools within the catchment area, which is particularly extensive due to the coach service provided by Bolton School. Further new girls join classes each year up to a maximum of 25 girls in each class. A high standard for entry into the Junior School has been maintained and virtually all girls qualify for entry into the Senior School at the end of Year 6.

The present Junior School teaching staff consists of 7 full-time and 6 part-time members. They are supported by one part-time and one full-time teaching assistant and a full-time secretary. The staff teach across the KS2 curriculum, and have further specialist support from the Senior School or from specialist Junior School staff for music, languages and PE. The loyalty, commitment and dedication of the staff ensures that the strong academic programme is richly complemented by a wide range of extra-curricular activities. The Junior School has a particularly fine reputation in sport, outdoor pursuits and music.

The Junior School curriculum combines rigour in the core subjects and an enquiry-based approach to the 'Learning Challenges', which underpin the teaching of the Humanities. The 'Habits of Mind' programme supports the development of the girls' academic and pastoral skills, equipping them for success in later life.

Hesketh House enjoys stunning facilities in a new, purpose-built school, secure within the magnificent Bolton School grounds. The building includes a large, well-equipped hall, music rooms, library, computer room, art room and science laboratory. Outside the girls have plenty of access to play spaces. In addition, pupils have access to the Senior School facilities when required.

The Bolton School Foundation

Bolton School is one of the largest independent day schools in the country, with over 2,300 students in total, as well as over 500 staff. All in all, it consists of two single-sex Junior Schools, two single-sex Senior Schools and the co-educational Infant School and Nursery, as well as the Kidzone Wrap-Around Care Centre and the 'Nursery Class', which offers term time provision to children of nursery age. The Bolton School Foundation also owns playing fields and a School Scout group headquarters building near to the main campus as well as Patterdale Hall, a 60-bed converted Victorian mansion in its own estate on the shores of Ullswater in northern Cumbria, which serves as our Outdoor Adventure Learning Centre.

Pupils normally progress from Beech House into the Junior Schools – Park Road for boys and Hesketh House for girls. There are two Year 3 classes in each Junior School. The Heads of the Infant and Junior Schools have been able to maintain a high standard for entry, and virtually all girls and boys qualify for entry into the Senior School.

The aim of each Senior School is always to have 75% of pupils in the first quartile and 25% in the second quartile in terms of ability. In the Senior School, Bolton School Bursaries (or Foundation

Grants) help achieve the founder's aim that any boy or girl from the age of 11 upwards should be able to benefit from the educational experience the School offers, regardless of parental means. One in five pupils is currently in receipt of such support, of whom many are on Full Bursaries. In addition, the Governors have introduced a number of Scholarships for Year 7 entrants which are not means-tested.

Public examination results consistently place both Divisions among the top schools in the UK. In recent years all leavers have been able to transfer either directly, or after a gap year, to first degree courses in higher education, most to their first choice of institution.

Governance, Leadership and Management Structures in the Bolton School Foundation

In 1913 the first Viscount Leverhulme gave a generous endowment to the High School for Girls and the Bolton Grammar School for Boys on condition that the two should be equal partners known as Bolton School (Girls' and Boys' Divisions). The Girls' and Boys' Divisions are led by the Headmistress, Sue Hincks, and Headmaster, Philip Britton, of the Bolton School Foundation, who, together with the Clerk and Treasurer, Cathy Fox, are the Foundation's 'Senior Officers'. They are directly accountable to the Governors.

Hesketh House is part of the Girls' Division, which also includes Beech House and the Nursery as well as the Senior Girls' School. Hesketh House has its own Head and Deputy Head who manage the day to day running of the Junior School.

The financial administration, estates, personnel management, and other technical aspects of the functioning of the Foundation are under the control of the Clerk & Treasurer. The Foundation operates as an educational charity, but has its own related limited company, Bolton School Services Limited, as its trading arm, which seeks to raise £250k per year for the bursary fund.

The Governing Body of Bolton School comprises seventeen members under the chairmanship of Mr Michael Griffiths. Dr Sheila Fisher, one of two vice chairs, has specific responsibility for the Girls' Division. There are also nominated Governors with particular oversight of EYFS (Mrs Caroline Topham) and of Safeguarding (Judge Louise Relph).

The Appointment

The successful candidate is likely to be a graduate with a good honours degree, who holds qualified teacher status and who has flair and vision together with the necessary experience to succeed in a post of this standing. Good communication skills, oral and written, are essential.

A detailed job description and person specification are included with the application pack. The content of the job description may be altered, following consultation, on appointment.

The Terms

An attractive salary package is available, commensurate with the previous experience of the successful candidate.

The appointment will be confirmed subject to a satisfactory medical examination and other normal checking processes for appointments of this nature.

The Procedure

We ask candidates to apply online for the position via the School's website at <http://www.boltonschool.org/i-am-looking-for/vacancies-academic-roles/>. The closing date for receipt of applications is **noon on Friday 9 March 2018**. Interviews will be on **Friday 16 March 2018**

and will include a tour of the School and two lesson observations (English and Mathematics) in addition to the formal interview.

Further information and details of the School and Foundation, including the most recent ISI and report, are to be found on the school's website: www.boltonschool.org.



JOB DESCRIPTION

KS2 TEACHER

GIRLS' DIVISION JUNIOR SCHOOL

MAIN PURPOSE OF JOB:

To teach the curriculum at Key Stage 2, with responsibility for teaching pupils in the Girls' Junior School. To support the School's aims and objectives and to contribute to the review and development of its policies and procedures.

MAIN DUTIES:

General Duties

- To promote the general progress and well-being of pupils and to share in the corporate responsibility for maintaining good order and discipline in line with the School's Behaviour Policy.
- To participate in the School's pastoral system when required.
- To safeguard the health and safety of pupils when they are authorised to be on School premises and when they are engaged in School activities elsewhere.
- To register the attendance of pupils, and to carry out a share of supervisory duties, whether they are to be performed before, during or after School sessions.
- To provide guidance and advice to pupils on educational matters.
- To cover for absent colleagues within the terms of the agreed procedures.
- To participate in administrative and organisational tasks related to the post.
- To attend assemblies.
- To foster good relationships with all members of the school and local community, including parents.
- To promote the School and all it stands for on all occasions and celebrate the success of the School at every opportunity.
- To act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
- To attend the Open Morning and Open Evening and other marketing events as arranged.
- To support and attend School events including children in your class, as per the calendar.
- To carry out any other reasonable duties given by the Head.

Specific Professional Duties

1. Teaching and Assessment

- To plan lessons, having due regard to the curriculum.
- To teach pupils, according to their educational needs, including the setting and marking of work.
- To assess, record and report on the development, progress and attainment of pupils.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

2. Educational Methods

- To take responsibility for the pastoral support for pupils in their care.
- To ensure good order and discipline within the classroom and to manage pupil behaviour in a positive and effective manner.
- To share, advise and co-operate with others on the preparation, development and review of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements.

- To manage the classroom effectively to develop a purposeful and stimulating learning environment.
- To make appropriate use of learning resources including those for ICT.
- To review methods of teaching and learning activities on a regular basis.
- To keep up-to-date with research and developments in subject(s) taught, as appropriate.

3. Working with others

- To participate in relevant meetings – departmental, staff, pastoral, INSET.
- To supervise any person providing support within the classroom.

4. Communication with Parents

- To communicate and consult with parents as required.
- To liaise with the Head or Deputy Head when further communication is deemed necessary.

5. General Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the Governors' Statement of Employment Particulars.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
The conditions of the Bolton School Salary Scheme provide enhancement to DfE salary provision in recognition of a strong contribution to the extra-curricular life of the school. This will recognise, in the case of this post, involvement in extra-curricular activities taking place in the Junior School.



PERSON SPECIFICATION

KS2 TEACHER

GIRLS' DIVISION JUNIOR SCHOOL

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Qualified Teacher Status	E	Application Form
Good Honours Degree from respected University	E	Application Form
Recent participation in a range of in-service training relevant to the KS2 curriculum.	D	Application Form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Classroom teaching experience within the junior age range, with excellent subject knowledge and classroom management skills.	E	Application Form & Interview & Reference
An understanding of pupils' educational development from 4 – 11 years.	E	Application Form & Interview & Reference
Experience of planning and implementing the curriculum and assessment.	E	Application Form & Interview & Reference
Knowledge of effective teaching and learning strategies across the age and ability range	E	Application Form & Interview & Reference
Experience of school improvement strategies, including the use of comparative data to set targets	D	Application Form & Interview & Reference
An understanding of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children	E	Application Form & Interview & Reference
Application of ICT to teaching and learning.	E	Application Form & Interview & Reference

PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Good communication skills with the ability to communicate effectively across the Foundation.	E	Application Form & Interview & Reference
Effective inter-personal skills	E	Application Form & Interview & Reference
The ability to prioritise time effectively and plan ahead	E	Application Form & Interview & Reference
Self-awareness and presence	E	Application Form & Interview & Reference
Commitment, enthusiasm, integrity and reliability.	E	Interview & Reference
Independent thinker, able to put arguments forward and debate an issue.	D	Application Form & Interview
Flexibility and a willingness to learn	E	Application Form & Interview & Reference
Ability to work as a member of a team	E	Application Form & Interview & Reference
A caring and kind approach, especially in relation to children	E	Interview & Reference
Positive and optimistic	E	Interview & Reference
Creative.	D	Application Form & Interview
A willingness to become involved in the wider life of the School	E	Application Form & Interview & Reference



TERMS AND CONDITIONS

KS2 TEACHER

GIRLS' DIVISION JUNIOR SCHOOL

SALARY

The starting salary will be dependent on experience. Bolton School has its own salary scale which is related to, but more advantageous than the national scale for Maintained Schools.

HOURS OF WORK

During term time staff will be expected to attend personally to such duties connected with the work of the School during any hours, including out of school hours, as the Head may reasonably direct. In addition, those who join the School will be required by the Head to work for varying short periods after the end, and before the beginning of any term. All teachers will be expected to make a contribution to the extensive extra curricular programme.

HOLIDAY

All school holidays as indicated for teaching staff (rather than pupils) except as described above.

LINE MANAGEMENT

Head of Junior School

PENSION

All teachers who join Bolton School will automatically become members of the Teachers' Pension Scheme unless they decide to opt out of the Scheme. The employee contribution will be as determined by the Teachers' Pension Scheme based on earnings; the employer will contribute 16.48%.

OTHER BENEFITS

- Academic staff who remain members of the Teachers' Pensions Scheme will be able to access the benefits provided by the scheme, including a guaranteed defined benefit pension on retirement, and death in service benefits.
- Where appropriate fee remission arrangements will be offered for children to attend the Senior School.
- In line with school policy teachers will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.
- Payment whilst absent will be in accordance with the current Teachers' Sick Pay Regulations, as defined in the School Teachers' Pay and Conditions Document.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in his/her application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire and a check will be made to see if a prohibition from teaching order exists along with a check of the Children's Barred List and an Enhanced Criminal Records Check through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a twelve month probationary period.