



GORDONSTOUN

Broader experiences, broader minds



PART TIME TEACHER JOB DESCRIPTION

Outline

Gordonstoun is seeking a dynamic, enthusiastic and innovative Junior School Teacher to join the team in our expanding school on a part time fixed term basis from 1 September 2018 to 8 February 2019. It is expected that the successful candidate will teach 15 hours per week. The ability to teach primary years is essential. Experience of delivering a broad curriculum, including sports such as rugby, hockey, swimming and others, is very desirable. Successful candidates will be people who can enthuse children and inspire them in all aspects of their learning inside and outside of the classroom as well as care for their pastoral needs and development. All candidates should be registered or eligible for registration with the General Teaching Council for Scotland, as this is a condition of employment.

Junior School Teaching at Gordonstoun

Gordonstoun Junior School is located in its own building in the spacious and beautiful grounds of the Gordonstoun campus. The Junior School enjoys many of its own facilities including tennis courts, playing fields, woods and science garden. In addition, the Junior School benefits from the wider school resources of the sports centre, theatre and specialist departments such as Art and Design. Children start the school from year 2 and transition to the senior school at the end of year 8. There are both boarders and day pupils at the school and there is an equal gender split amongst our 121 pupils. Boarding is popular and thriving with many overseas children from a wide range of countries. Class sizes are around 15 and are mixed ability. The children join a new form each year, which is led by a 'form teacher' who has oversight of all aspects of the children's learning and development. Staff work as a close team who support each other and are highly committed to the ethos and activities of the school.

Background

Teaching and Learning are the central activities in the School and all teachers play a key role in pursuing the highest standards of teaching and learning in their subject in line with the cultural ethos and mission statement of the School. This job description below outlines the responsibilities of the post of Junior School Teacher. It is intended to be a helpful document which gives as clear a guide as possible, not only to assist a colleague by acting as a checklist, but also to make other staff aware of what their colleague's responsibilities are.

Main Activities of the Junior School Teacher

Curriculum:

- To plan and teach excellent lessons.
- Build good relationships with all children.
- Be a leading classroom practitioner with a proven track record of success.
- Previous progress tracking experience would be an advantage
- Needs to be committed to strategies to improve teaching and learning.
- Able to develop the skills of learners to equip them for the 21st century.
- Experience of teaching in the primary years.
- Knowledge and experience of recent developments in teaching, including use of ICT in the classroom.
- Mark and assess student work regularly.
- To establish and make explicit the aims and objectives of the Junior School and to help to evaluate and develop curricula to meet these objectives.
- To ensure that appropriate differentiation of the curriculum is made to meet the needs of all levels of pupil ability.

- To promote teaching and learning styles which stimulate pupil interest and involvement in learning.
- To keep up with developments in primary teaching through attending appropriate INSET.
- Develop and record Continued Professional Development.

Contribution within the Junior School:

- Be an exemplary teacher and to demonstrate excellent teaching skills and to be a practitioner of good practice.
- To inspire pupils and to provide enthusiasm for learning.
- To promote learning beyond the classroom e.g. extra-curricular activities, wall displays.
- To promote cross curricular collaborative working.

Pupils:

- To establish appropriately high levels of expectation of pupils at all Key Stages by setting down clear guidelines for establishing good standards of behaviour and achievement, including the careful presentation of work and the care of books and equipment.
- To follow and to contribute to the Junior School procedures for the monitoring and recording of student progress.
- To ensure the reporting policy is followed.
- To adhere to the school's assessment, reporting and recording framework.
- To prepare students for external examinations if necessary.
- To be responsible for setting and marking assessments where appropriate.
- To promote high expectations of attitude to learning, responsibility, service towards others and behaviour.

Resources and accommodation

- To enhance the learning environment through the effective display of children's work and other materials and through care for the environment.

Whole School Responsibilities:

- To subscribe to and promote the ethos of the school.
- Support and promote our environmental initiatives such as our Eco School Status.
- To further the tone and purpose of the School by example.
- To foster and support activities in the interests of the school community.
- To be a member of school committees and working parties as appropriate.
- Attend and contribute to staff meetings.
- Ensure that all school policies which apply to staff are adhered to and appropriate procedures are followed. E.g. The health and safety policy.

Community Responsibilities:

- To ensure effective dialogue with parents in accordance with school policies
- To foster our relationship with feeder schools and higher education institutions
- To liaise with external agencies and employers as necessary
- To develop our relationship with other schools
- To write reports on individual students on their progress in accordance with the school reporting policies and timetables

Safeguarding children

- The post holder has a responsibility for promoting and safeguarding the welfare of children and young people
- This includes children that they are responsible for and come in contact with. The post holder must adhere to and ensure compliance with the school's Child Protection Policy and Procedures at all times.

ADDITIONAL RESPONSIBILITIES OF A FULL-TIME MEMBER OF STAFF

1. To help cover short term absence of staff.
2. To participate in the staffing of any additional curricular activities and events, as required. For example: expeditions, team fixtures, rehearsals etc.
3. To take a full part in the life of the School beyond the classroom, including regular attendance at school functions.
4. To attend morning assembly on working days
5. To perform whatever additional duties may reasonably be required by the School.

Conditions:

The salary will be at an appropriate point on the Gordonstoun salary scale

Teaching staff are eligible for membership of the Scottish Teachers Superannuation Scheme

These notes are for general information only and the appointment will be subject to signature of formal conditions of employment. Candidates wishing to be considered for these posts should complete the school's application form and submit a letter of application outlining why they feel they are suitable candidates for this post to the Headmaster or email to recruitment@gordonstoun.org.uk

The closing date for applications is mid-day on Friday 15 June, 2018