

## Year 4 Teacher (Maternity Cover)

### Job Description

*We are looking for an enthusiastic and professional teacher who can teach a range of subjects. A sense of humour and capability to be a committed team member are essential requirements. This is a full-time position for a fixed-term of four academic terms (01 January 2018 to 31 March 2019) to cover maternity leave. The ability to teach additional PSHE lessons to Years 5-7, would be an advantage*

The main areas of responsibility are:

#### Academic

- To prepare and deliver lessons in line with the agreed syllabuses and schemes of work
- To keep a weekly planner
- To work closely in a team with other Junior School teachers
- To support and encourage pupils, with high expectations for each individual
- To ensure that the children have a stimulating environment in which to work
- To mark and assess pupils' work in line with school and departmental policy and to record assessments in a clear and useful way
- To ensure a high standard of display work on classroom boards at all times
- To ensure that pupils present their work neatly and clearly
- To liaise with the Deputy Head and/or Director of Studies where necessary
- To liaise with Learning Support staff

#### Pastoral

- To look after the well-being and pastoral needs of the children in your form
- To communicate effectively and regularly with parents and other staff
- To liaise with the Head of Junior School where necessary
- To keep relevant staff informed of any pupil experiencing difficulties in your form

#### Departmental

- To take part in subject departmental meetings as required by the Heads of Departments
- To work closely with Heads of Departments to ensure departmental policies are met, schemes of work taught appropriately, and records and resources kept and updated
- To liaise with other teachers (specifically in Year 3 and 5) in order to ensure effective continuity at the end of the year

#### Additional Duties

- To take on supervisory duties during the normal school week
- To organise two after school activities each week. These can be linked to your personal interests or teaching subjects, e.g. Drama, a particular academic interest, model making, etc
- To address parents formally in public forums regarding curriculum matters
- To cover for absent colleagues
- To attend/be involved in Year 4 play and other concerts of your pupils
- To accompany the Year 4 residential trip
- To accompany day trips and oversee the organisation of some of these

## Year 4 Teacher (Maternity Cover) Person Specification

### Qualifications, Training & Experience

- The candidate should have attained QTS
- The candidate will be expected to hold a degree
- The successful candidate will be required to complete child protection training online (arranged by the school) before they commence the role, where they have not already received training in the past two years

### Competences & Qualities

- We are looking for a teacher who is an enthusiast
- The teacher should be kind, approachable and have a sense of humour
- We look for staff who have high academic expectations and who instil high standards of behaviour
- The candidate must make learning enjoyable
- It is expected that the teacher will be extremely professional in that they are diligent, punctual and thorough
- The teacher will be expected to encourage an atmosphere of mutual respect when dealing with boys, staff and parents
- The candidate has to be an excellent communicator – with children and adults alike
- The candidate must be able to work as part of the School's team
- The candidate has to enjoy working with children, to be able to form and maintain appropriate relationships and personal boundaries with children
- The ability to use ICT, e.g. an iPad, to engage and inspire learning

Deadline for Applications: Monday 02 October 2017  
Interviews w/c Monday 09 October 2017

*Davenies School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All successful applicants are required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.*