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VACANCY FOR KS2 ADT SPECIALIST (FIXED TERM CONTRACT)

BOLTON SCHOOL: With 2,300 students on site, Bolton School is one of the largest independent day schools in the country. It is situated a mile or so from the town centre in a pleasant wooded campus, surrounded by 32 acres of playing fields. Two adjoining and similar buildings house the Boys' and Girls' Senior Schools, each under separate Heads and each providing a traditional academic education from the age of 11 years. There are also separate Junior Departments for boys and girls from the age of 7 and a coeducational Infant School and Nursery.

Entry to the Junior and Senior Schools is by competitive examination and interview. Interest in the School remains very strong and numbers have increased in both the junior and senior schools in recent years. Bolton School selects on academic ability, with around three applications per place in the Boys' Division. Public examination results are excellent, and despite the increased competition for university places, a large number go to their first or second choice university. At GCSE, over 60% of results are grade A or A*. Whilst the academic work of the two senior schools is largely separate, some joint working exists in the Sixth Form and there is considerable co-operation in extra-curricular activities. We seek to achieve the best of both worlds: mixed activity and single sex teaching.

The school, serving a wide area of the North West through over 20 coach routes, has for many years offered some form of fee assistance to a substantial proportion of its pupils. The school prides itself not only on its academic tradition, but on the immense range of other activities which are vigorously pursued both in and beyond the school day. The school has just completed its very ambitious plans for the development of new facilities and the refurbishment of existing buildings. A new Infant School and extended Boys' Junior school was opened in summer 2009 and a new Girls' Junior school opened in 2010. Work commenced on a shared sixth form centre in 2012 and this building, the Riley Centre opened in the summer of 2013. Following this attention is focussed on our sports facilities. The Headmaster is a member of the Headmasters' Conference.

THE JUNIOR SCHOOL: CURRICULUM, STAFF AND FACILITIES

The Head of the Junior School enjoys considerable autonomy, taking responsibility for the strategic development, the overall conduct of the Junior School, its curriculum, marketing, recruitment of both staff and pupils and the management and development of the resources and finances.

The present Junior School teaching staff consists of eight full-time teachers, three part-time teachers and two teaching assistants. They are supported by the Deputy Head, as well as one full-time and four part-time secretarial and ancillary staff. One unusual aspect regarding the staff is the focus upon specialist subject teaching which applies throughout Year 5 and Year 6, to a large extent in Year 4 and to some extent in Year 3. The School is also fortunate to have a large number of specialist teaching rooms. The loyalty, commitment and dedication of the staff ensures that the strong academic programme is richly complemented by an unusually wide range of extra-curricular activities. There is strong co-operation with the Senior School, especially with the ADT, PE and Music departments, where the Junior School has access to the expertise of

Senior School staff, in addition to having its own specialists. The Junior School has an outstanding reputation in ADT, sport and music.

All staff and boys are issued with iPads; applicants with an interest in the use of mobile devices in the classroom would be desirable.

An attractive benefits package is on offer; the School operates its own salary scale, which is related to, but enhanced beyond, the National Teachers' Scale. The scale also allows for more rapid progression, following professional review by the Headmaster; we value our staff and we have a significant commitment to the professional development of colleagues.

THE VACANCY: Applications are invited for this post which will be available from September 2018 for a fixed term until the end of the academic year in 2019. The Boys' Junior School is a strong and vibrant unit within the School and an excellent setting for either starting or furthering a career in teaching. We have ambitions to build on our outstanding inspection report to be the very best in junior education and we seek an ADT specialist teacher who shares that vision.

APPLICATIONS: We ask candidates to apply online for the position via the School's website at www.boltonschool.org/academic-roles

The closing date is noon on Friday 16th March 2018. Interviews will take place on Wednesday 21st March 2018. A lesson will be taught as part of the interview process, details of which will be forwarded to those short-listed.

Bolton School is a warm and friendly community. We believe it provides an unusually rich experience for everyone involved and we are sure that you will find it to be a fulfilling place to work. We look forward to receiving your application.



Philip Britton
MBE, MA, MEd, FInstP
Headmaster



JOB DESCRIPTION

ADT TEACHER (FIXED TERM CONTRACT)

BOYS' DIVISION JUNIOR SCHOOL

MAIN PURPOSE OF JOB:

To teach Art and Design Technology to classes throughout the school.

To display excellent classroom practice.

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 provide outstanding leadership of Art and Design at the school.
- 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 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 foster good relationships with all members of the school and local community including parents.
- To participate fully in the school's programme of Extra and Co-Curricular activities.
- To promote the school and all it stands for on all occasions, in particular, work with stakeholders.
- To celebrate the successes 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 perform, in accordance with any directions which may reasonably be given by the Headteacher, such particular duties as may be assigned.

Specific Professional Duties

1. Teaching and Learning

- To provide outstanding leadership of Art and Design at the school.
- To champion and promote the love of Art by encouraging pupils to engage and participate in Art and Design irrespective of ability.
- To be familiar with the requirements, current trends and changes in ADT and education.
- To participate in long term planning and reviewing for the school and to carry out such medium and short term planning for teaching, and evaluating, as required by the school.
- In consultation with members of the Senior Management team, draw up, implement and monitor development plans for Art and Design at the school, as part of the wider school strategic plan.
- Organise trips to art galleries and visits by local artists to further enhance pupils' learning experiences.
- To work with appropriate colleagues at the Boys' Senior School in order to further develop links between the schools and to develop opportunities to extend pupils' experiences.
- To teach, according to their educational needs, the pupils assigned to them including the setting and marking of work to be carried out in school and elsewhere.
- To assess, record and report all the development, progress and attainment of pupils having regard to the curriculum of the school.

- To manage the classroom effectively to develop a purposeful and stimulating learning environment.
- To manage pupil behaviour in a positive and effective manner.
- To review programmes of work, teaching materials and methods in liaison with co-ordinators and other colleagues.
- To set targets for individual pupils as required.
- To make records and reports on the personal and social needs of the pupils, communicate and consult with parents, co-operate with persons or bodies outside the school and participate in meetings as necessary.
- To promote the general progress and well-being, including the provision of guidance on educational and social matters, of individual pupils and any class or group assigned to him/her.

2. Professional Practice

- To contribute to a climate of mutual support, in which self-confidence and self-esteem can grow and to work as a member of a team.
- To take responsibility for personal professional development, setting objectives for improvement, and to participate in the school's system of Professional Review as appropriate.
- To contribute as appropriate to the professional development of colleagues.
- To participate in meetings with other staff to review curricular, pastoral and organisational and administrative matters affecting the school.
- To supervise and support the work of teaching and learning assistants including volunteers.
- To take part in the induction and assessment of newly qualified teachers and of students undertaking school practice.
- To supervise pupils outside the classroom as required by the Headteacher and within the Conditions of Employment.
- To participate in cover for absent staff as required, and within the terms of the Conditions of Employment.
- To keep up-to-date with research and developments in subject(s) taught.

4. Resource Management

- To manage materials and equipment for lessons to ensure minimal damage wastage and loss.
- To provide a purposeful, safe and tidy working environment that celebrates achievement and success.

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.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- 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.



PERSON SPECIFICATION

ADT TEACHER (FIXED TERM CONTRACT)

BOYS' DIVISION JUNIOR SCHOOL

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Qualified Teacher Status.	E	Application Form
Upper Second Class Honours Degree from a respected University.	D	Application Form
Recent participation in a range of in-service training.	D	Application Form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Relevant classroom teaching experience within the junior age range, with excellent subject knowledge and classroom management skills.	E	Application Form & Interview & Reference
Understanding of pupils' educational development from 4 - 11 years.	E	Application Form & Interview & Reference
Experience of planning and implementing the curriculum and assessment, and cross-curricular aspects.	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 use of comparative data to set targets.	D	Application Form & Interview & Reference
An appreciation 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 and professional practice.	E	Application Form & Interview & Reference

Knowledge and/or experience of the use of mobile devices (e.g. iPads) as an aid to teaching and learning.	D	Application Form & Interview
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Good communication skills with the ability to communicate effectively across the School.	E	Application Form & Interview & Reference
Inter-personal skills.	E	Application Form & Interview & Reference
Ability to prioritise time effectively and plan ahead.	E	Application Form & Interview & Reference
Confidence, with an ability to motivate others, particularly pupils.	E	Application Form & Interview & Reference
Self-awareness and presence.	E	Application Form & Interview & Reference
Commitment, enthusiasm, integrity and reliability.	E	Application Form & 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
Caring, kind and approachable, especially in relation to children.	E	Interview & Reference
Positive and optimistic.	E	Interview & Reference
Creative.	D	Application Form & Interview

Commitment to involvement in the wider life of the School, including extra-curricular activities.	E	Application Form & Interview & Reference
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TERMS AND CONDITIONS

ADT TEACHER (FIXED TERM CONTRACT)

BOYS' 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 Headteacher may reasonably direct. In addition, those who join the School will be required by the Headteacher 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 – AS APPROPRIATE
<ul style="list-style-type: none">▪ 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 declaration 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 probationary period.