



Bristol
Grammar
School

Life changing

Job Description

Infant School Teacher

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Job role and specification

Post: Infant School Teacher (1 year fixed-term)

Line Manager: Infant School Leader (Assistant Head)

Anticipated start date: 01 September 2018

Outline of Infant & Junior School

There are about 330 pupils within the Infants and Juniors (4-11 years). Since opening in January 2010 the Infant School has expanded rapidly and is full. Both the Infants and Juniors are located on the same site as the Senior School, but separate from it with respect to daily routines and organisation. All children progress from the Infant to the Junior School and almost without exception our pupils progress to the Senior School when they leave us at the end of Year 6. There are strong links between all phases of our all through school.

In the Infant School there are six full time teachers and six full time TAs. There is also a part time teacher who covers Infant teachers' PPA time. Classes are limited to a maximum of 18 children. There are two classes in Reception, Year 1 and Year 2. All the core teaching in the Infant School is done by their form teachers, supported by specialist teachers for French, music, dance and PE as required. We are committed to the principles of the EYFS curriculum and to the benefits of establishing and maintaining collaborative relationships with practitioners in other local EYFS settings as well as with the local authority.

In the Junior School there are twelve full time staff as well as a number of part time teachers and also visiting teachers who offer instrumental music lessons, speech and drama and learning support. In the Junior School we have ten classes, two for each of Years 3 and 4 and then three classes in Years 5 and 6. The Year 3 and 4 classes have a maximum size of 24 boys and girls; the Year 5 and 6 classes are restricted to a maximum of 22 children. Form tutors teach the children in at least one of the core subjects, specialist teachers (either subject coordinators or Senior School Staff) often teach the children in other subjects.

ICT plays a very important role in both teaching and learning in the classroom, and also as part of our administration system. In the Junior School we have a designated computer area and sets of laptops for use in classrooms. Our classrooms are also equipped with interactive whiteboards and visualisers. Children are now using iPads in all age groups. All teachers are issued with an iPad.

Duties and Responsibilities

- Being the form tutor of an Infant School class
- Teaching the majority of subjects to this class and other subjects to other classes if the teacher has a relevant specialism.
- Taking responsibility for continuing professional development, ensuring the highest standards of teaching and learning for the children. This includes taking full advantage of the timetabled opportunities to engage in learning observations with colleagues in all phases of the School.
- Planning lessons/learning experiences to ensure they contain pace, variety and appropriate differentiation
- Developing teaching materials and resources that meet the individual needs of the children and promote their learning.
- Maintaining good classroom discipline having regard to the behaviour policy of the School.
- Regularly marking work in accordance with the marking and feedback policy of the School.
- Providing assessment information and written reports as required by the assessment and reporting schedule.
- Working closely with all staff in the Infant and Junior School to ensure excellent learning outcomes for children as they progress through the School. This includes collaborative planning with other teachers working in the same year group or subject area.

- Establishing a partnership with the full time Teaching Assistant assigned to the class, managing their daily work and promoting their professional development
- Observing School policy on health and safety requirements; being aware of any subject specific health and safety requirement and ensuring that they are implemented appropriately at all times.
- Making a substantive and sustained contribution to the co-curricular programme of the School, being willing to support in any phase of the School. This regular, ongoing support may include occasional weekends.
- Taking note of the special educational and health needs of individual pupils, following advice from the Assistant Head (Infants), Learning Support Co-ordinator, Gifted and Talented Co-ordinator or school nurse.
- Attending staff meetings and briefings as required.
- Developing and maintaining good relationships with parents and the local community.
- Interacting with parents at the start and end of the school day and keeping in touch regarding any successes or concerns.
- Sending a weekly email communication to parents of all children in the class detailing achievements and activities and providing details about forthcoming events.
- Fully supporting the whole school in its recruitment and retention activities.
- Conforming to the School's Code of Conduct.
- Adhering to the School's safeguarding procedures and being fully familiar with relevant school policies.

All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom. The School operates its own salary structure. All members of staff may educate their children at the School at concessionary rates, subject to the academic entry requirements being met.

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

In addition to being an energetic and enthusiastic teacher, the person appointed will also be expected to make a contribution to school co-curricular activities which can include almost anything of interest to both staff and pupils. Every member of staff takes at least one regular club. Applicants should indicate their areas of interest and expertise as well as their preparedness to be involved with co-curricular activities in other age groups and phases of the School.

Candidate specification

It is expected that the Infant School Teacher will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable	
A highly skilled and competent teacher who is energetic and totally committed to the ethos of the School	L	I	E
Have recent experience of teaching Infant Children in either or both of EYFS and KS1	L		E
Be a graduate	L		E
Have the skills and interest to teach either a Reception or KS1 class	L	I	E
Have a thorough working knowledge of the EYFS framework and/or KS1 curriculum	L	I	E
An enthusiastic and approachable nature		I	E
A sense of humour and an optimistic, resilient style when faced with pressure		I	E
The ability to develop good working relationships with all members of the School community	L		E
A commitment to collaborative working and to making positive and supportive contributions to teamwork amongst the Infant School staff	L		E
A well organised and resourceful approach to their work and the ability to meet deadlines	L	I	E
Be able to create a challenging and effective learning environment for all children	L	I	E
Plan a sequence of engaging lessons that builds on previous learning, with clear objectives and that encourages pupil progress and a sense of adventure		I	E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L		E
Ensure that a range of teaching strategies are used that enables all learners to be highly motivated, enthusiastic and respond positively to challenge and high expectations	L	I	E
Use assessment data to challenge and motivate students of all abilities and inform future planning and targets	L	I	E
An up-to-date knowledge of teaching and training initiatives that can be used to enhance learning. (ICT literacy: iPads, software for recording and analysing students’ performance)	L		D
Have the skills and interest to support school drama, music and/or games in the Infant and/or Junior School	L		D
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none">• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with any challenging behaviour• Professional attitudes to use of authority and maintaining discipline• Understanding of safeguarding and promoting the welfare of young people	L	I	E

Working hours and conditions

Working Hours	Normal working hours will be those necessary to carry out the duties of this post as Infant School Teacher.
Salary	The salary will be determined by the BGS Teachers' Scale.
Pension	The School is part of the Teachers Superannuation Scheme and all teachers are automatically included in the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr P R Huckle, and should be sent to Mrs Lucy Lloyd-Smith, PA to Headmaster, Bristol Grammar School, Elton Road, Bristol, BS8 1SR, llloydsmith@bgs.bristol.sch.uk

The closing date for applications is Tuesday 1 May 2018 at 9am.

Interviews are currently planned for Thursday 10 May 2018 2018.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.