



WINTERFOLD

P R E P • P R E - P R E P • N U R S E R Y



Applicant information for the post of

Key Stage 2 Teacher

Maternity cover for a period over one year required from September 2018

Key Stage 2 Teacher Temporary

Maternity cover for a period over one year required from September 2018

Job Specification

We seek to appoint an outstanding Key Stage 2 teacher, who is able and willing to contribute to the extra-curricular life of the school. The successful candidate will be an innovative and reflective practitioner who has high expectations and standards. The period of employment will commence in September 2018 and is a full time temporary post.

Job Description

The Role

- To ensure a high quality learning experience that provides pupils with the opportunity to achieve their potential
- To undertake an appropriate teaching commitment and associated duties in accordance with school policy

Learning and Teaching

1. Plan and prepare lessons
2. Teach pupils according to their educational needs, including the setting and marking of work carried out by the pupils
3. Communicate effectively and professionally with parents on pupil progress and welfare, after consultation with appropriate staff
4. Liaise with the Pastoral Deputy Head to ensure the implementation of the school's pastoral system, including the identification of any perceived pupil difficulties and possible resolutions
5. Register pupils, accompany them to assemblies, participate in extra-curricular activities and other school events as appropriate
6. To prepare and update subject materials
7. Ensure wall displays and the learning environment support and reflect Learning and Teaching
8. Take on the role as a Form Tutor with all the pastoral responsibilities this entails
9. Share in the management of the behaviour of pupils
10. Maintain appropriate records for iSAMS
11. Take part in marketing activities such as Open Days
12. Mark, grade and give written/verbal feedback as required
13. Provide end of term written reports





Personal and Professional Development and Conduct

1. Lead by example and promote and enable team work in pursuit of excellence
2. Take part in the school's staff development programme by participating in arrangements for further training and professional development
3. Understand the importance of inclusion, equality and diversity both when working with pupils, parents and colleagues
4. Follow the school's agreed policies for communications in the school
5. Co-operate with other staff to ensure resources are shared and used effectively
6. Be courteous to colleagues and provide a welcoming environment to visitors
7. Take a proactive approach to health and safety in order to minimise and mitigate potential hazards and risks

General Responsibilities

1. Maintain confidentiality and observe data protection and associated guidelines where appropriate
2. Undertake such duties and responsibilities as may be agreed with the Headmistress
3. Actively promote the school's policies, procedures and codes of practice

This job description is current at the date shown.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment for disabled job applicants, or for any employee who develops a disabling condition.

Person Specification

	ESSENTIAL	DESIRABLE
Experience/Qualifications		
A single or combined honours degree	*	
QTS (the post may be suitable for an NQT)	*	
Good understanding of the Key Stage 2 National Curriculum	*	
Skills, Knowledge and Abilities		
Strong verbal and written communication skills	*	
Ability to work independently and as part of a team	*	
Good classroom management skills	*	
The ability to teach Games or Drama	*	
Personal		
Motivated	*	
Resilient with ability to work under pressure	*	
Ability to work independently and as part of a team	*	
Reporting to: The Headmistress		
Liaising with: Academic and Pastoral Deputy Heads. teaching and support staff and parents		
Working Time : Full-time		
Salary: Qualified Teacher Main Scale (according to salary assessment)		
Other: Free lunch and free car parking. Service with the School is pensionable in accordance with the Teachers' Pension Scheme.		

How to Apply

Please complete the online application form. The closing date for all applications is Friday 25th May 2018. Interviews will be held shortly after this date. We reserve the right to interview strong candidates before the closing date.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS.

