

## Job description

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.

<b>Summary of the role:</b>	Year 4/5 Form Teacher
<b>Reporting Line:</b>	Head of Junior School
<b>Department Overview</b>	<p>The Junior School enjoys the advantages of a separate building within the Whole School and shares the same excellent facilities with the Senior School. In September 2018, it will be two form entry in Years 3-6. Admission to the Junior School is by assessment taken in January of the year of entry. All Year 6 girls take the entrance examination to the Senior School at the same time as external candidates and the great majority of pupils progress to the Senior School.</p> <p>The Junior School Building comprises of 8 classrooms, a hall, and a library resource area. Computers are used throughout the week to complement work done in the main IT lessons, which are taught in the designated IT area. Ipads and interactive whiteboards are used in the classroom as an integral part of the curriculum. Whole School facilities are used for activities such as Design and Technology, Drama, Music, Physical Education and Science. Some lessons, such as Languages (Classics, French, Spanish and German), PE, Science, Art and Music, can be taken by Senior School specialists as the timetable allows. Junior School Form Teachers usually take their class for Mathematics, English, History, Geography, RS and PSHCE and sometimes have the opportunity to teach other Junior School year groups.</p>
<b>Main duties and responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To nurture and teach Year 4/5 girls so that they can continue to thrive and develop. Identifying clear teaching objectives and specifying how they will be taught and assessed.</li> <li>2. To successfully deliver the curriculum, setting tasks which challenge and engage our high achieving pupils.</li> <li>3. To ensure the smooth day-to-day running of the Form, providing clear structures for lessons, maintaining pace, motivation and challenge.</li> <li>4. To use a variety of teaching methods to match approach to content; select appropriate learning resources and develop study skills through library, ICT and other sources.</li> <li>5. To address and manage any pastoral needs of the girls.</li> <li>6. To liaise with parents, the School Nurse, the Head of the Junior School and other key staff in a professional manner and work with colleagues as part of a team.</li> <li>7. To assess, monitor and report in line with School policy and requirements.</li> <li>8. To coordinate and organise Parents' Evenings to ensure they run to time and meet the needs of the parents.</li> <li>9. To prepare, update, deliver and mark the relevant year entrance assessment papers in a timely manner.</li> <li>10. To organise and attend trips relevant to curriculum areas, ensuring these are managed through the relevant system and within</li> </ol>

	<p>budget requirements.</p> <p>11.To order books and equipment which are relevant and maintain interest and motivation in the subject areas.</p> <p>12.To attend and contribute to relevant Junior and Senior School meetings, as and when required and attend appropriate professional development courses.</p>
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Person Specification			
	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A good honours degree</li> </ul>	<ul style="list-style-type: none"> <li>First class or Upper Second Class honours degree</li> </ul>	<ul style="list-style-type: none"> <li>Production of the Applicant's original certificates.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of teaching pupils in the relevant age range.</li> <li>Working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>Teaching experience beyond PGCE, gained at KS2 level</li> <li>Experience of teaching high ability pupils up to and including KS2</li> <li>Evidence of contributing to extra-curricular work of the department.</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form. Evidence of results achieved.</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent command of English both spoken and written. Able to communicate and consult with parents of pupils. Communicate and liaise with other teachers to ensure continuity and progression of pupils</li> <li>Excellent subject knowledge</li> <li>An ability to deliver creative and engaging lessons</li> <li>Up-to-date knowledge of child welfare issues.</li> <li>Excellent classroom management</li> <li>Excellent organisational skills</li> <li>Excellent interpersonal skills</li> <li>To contribute to the development and coordination of a specialist subject within the School.</li> </ul>	<ul style="list-style-type: none"> <li>ICT literacy</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form</li> <li>Interview</li> <li>Professional references</li> </ul>

<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to the ethos of the school and wider activities.</li> <li>• Trustworthiness and integrity.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Ability to engender confidence in young people.</li> <li>• Ability to build positive relationships with all pupils that allow them to achieve to their highest potential.</li> <li>• Discipline and time management skills.</li> <li>• A warm, friendly and patient manner.</li> <li>• To promote a high standard of pastoral care and discipline to pupils, making adequate records of and reports on the personal, social, educational needs of pupils.</li> <li>• Flexible in approach. Able to demonstrate past experience and future willingness to contribute to extra-curricular life of School.</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
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