

## Information for the post of KS2 Teacher (Maternity cover)

### LEH Junior School

Our school is a busy and purposeful place and the girls' 'can do' attitude and intellectual curiosity is infectious. We offer a rich and diverse curriculum which is full of exciting opportunities to try new things, learn new skills and develop their individual talents.

At LEH we are fortunate to have incredibly supportive parents, friendly and dedicated staff and children who quite simply love their school! Pastoral care underpins all that we do at LEH Junior School and we strongly believe that a child who feels valued, safe and happy will reach her full potential.

Teaching and support staff across the school commit time and energy to the school with generosity. There is a strong collegiality and all take real pride in LEH, its history and the achievements of the pupils.

There are eight forms in the Junior School - two parallel classes in Years 3 to 6 with 24 girls in each class. The girls enjoy lessons with specialist teachers for Science, ICT, Music, PE and Languages from the beginning. Form Teachers normally teach either English and/or Maths to their Form, in addition to other primary curriculum subjects as required. Form teachers oversee the pastoral wellbeing of their pupils, teaching PSHE and working closely with the Deputy Head and other members of the senior team. The Junior School prides itself on combining high academic standards with a relaxed, supportive and friendly atmosphere. The vast majority of Junior School girls move seamlessly through to our Senior School at the end of Year 6 without having to take the Senior School entrance exam.

The successful applicant will have had experience of teaching in state and/or independent schools and will be thoroughly familiar with the Junior/Primary curriculum.

- Teach KS2 curriculum subjects as required
- Support Mathematics and English teaching in other year groups as required.
- Plan work in accordance with schemes of work at the direction of the Director of Studies or appropriate Subject Coordinator.
- Promote high standards of learning and achievement in subjects taught, by using a variety of teaching methods and skills. and using appropriate differentiation.
- Set homework and mark written work regularly in line with Junior School policy.
- Take account of pupils' prior levels of attainment and use them to inform planning.
- Create a positive learning environment and use displays and resources to enhance learning.
- Carry out assessment programmes in line with Junior School policy.
- Assess, record and report on the development, progress, effort and attainment of pupils, and communicate this information to parents via written reports and Parents' Evenings, and other meetings with parents when required.
- Provide guidance and advice to pupils and be responsible for the pastoral welfare of a form group.
- Review methods of teaching and programmes of work, and participate in arrangements for further training and professional review and development.
- Contribute to Junior School extra-curricular activities, including responsibility for an extra-curricular club.
- Contribute to the PSHE programme as required.
- Maintain good order and discipline among pupils and safeguard their health and safety.
- Provide cover for absent staff and carry out other duties as required.
- Set work for classes in the event of absence from school.
- Attend assemblies and organise Form Assemblies, as appropriate.
- Organise, and accompany the girls on outings, sports fixtures, residential trips etc as appropriate.
- Attend Staff, Parent and INSET meetings.

- Attend whole school events as required.
- Work closely with and direct Teaching Assistants.
- Adhere to school policy on safeguarding and update training as required.
- Ensure the safeguarding and well-being of children and young people at the school.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

The post-holder may be required to perform any other reasonable tasks, after consultation and at the direction of the Head of Junior School and Head Mistress.

## KS2 Teacher Person Specification

	Essential	Desirable	Assessment via application form/ interview/lesson observation/written task
A well-qualified graduate with QTS or the equivalent, gained through experience teaching Primary age children.	✓		Application form
Excellent teaching, organisational and team working skills.	✓		Application form Lesson observation
A forward-thinking and innovative approach.	✓		Lesson observation References
An understanding of working with academically able children.	✓		Lesson observation References
Familiarity with, and experience of, the National Curriculum.	✓		Lesson observation Interview
Experience of coordinating a curriculum subject.		✓	Application form
Experience of organising and leading trips and outings.		✓	Application form
A willingness to take an active part in extra-curricular activities.	✓		
Efficiency, reliability and adaptability.	✓		Interview References
The ability to work as part of a team and actively support the ethos and aims of the school.	✓		Interview
Committed to the safeguarding and well-being of children and young people.	✓		Interview

***The Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employer and the Disclosure and Barring Service (DBS).***

An application pack is available from the school's website [www.lehs.org.uk](http://www.lehs.org.uk)

Applications must be made on the school's own form together with a supporting statement, and should be sent to [personnel@lehs.org.uk](mailto:personnel@lehs.org.uk).

CVs will not be considered and should not be submitted.

**The closing date is noon on Thursday, 3<sup>rd</sup> January 2019**

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