

**Information for the post of**

**KS2 Teacher**

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| **LEH Junior School** | The aims of the LEH Junior School are twofold. First, to encourage every girl to develop her personality to the full so that she may eventually become a woman of integrity and a responsible member of society; and secondly, to provide a broad education initially, leading to high academic achievement in the Senior School, within a framework of disciplined and independent study, including many cultural, creative and sporting opportunities.  Teaching and non-teaching 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 in each of Years 3 to 6 – of up to 24 girls. In Year 3, the girls spend most of their time with their Form Teacher, though they will have specialist teaching in Science, ICT, Music, PE and French. The number of lessons taught by specialist staff gradually increases as the pupils move up through the Junior School, and the Form Teacher normally teaches either English or Maths to the form and retains a very important pastoral responsibility. The Junior School prides itself on combining high academic standards with a relaxed, supportive and friendly atmosphere. The vast majority of Junior School girls are guaranteed Senior School places.  The successful applicant will have had experience of teaching in state and/or independent schools and will be familiar with the Junior/Primary curriculum.  This is a full time post to commence from either the Summer or Autumn Term 2018. |



**General Teaching Job Description**

* 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**

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|  | 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. | ✓ |  | Application form  Interview |
| 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 |

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***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).***

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| 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 covering letter  or 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 25th January 2018**  Lady Eleanor Holles School  Hanworth Road, Hampton, Middlesex TW12 3HF  Tel: 020 8979 1601  [personnel@lehs.org.uk](mailto:personnel@lehs.org.uk) | |