

Habs

HABERDASHERS'
GIRLS' SCHOOL

Applicant Information

for the position of

Classroom Teacher

Junior School

Fixed Term

Full-time

For September 2023 – August 2024

Closing date for applications: 15 May 2023 (8 am)

Shortlist interviews expected: 18/22 May 2023

Our School

Haberdashers' Girls' School (known as Habs Girls) is one of the 11 schools of the Worshipful Company of Haberdashers. We trace our roots back to the 17th Century when we established the principles that guide us to this day - we give talented and ambitious young people, irrespective of background, the opportunities they need to succeed in life.

Our priority is the education of the whole person, amongst other bright, well-motivated students, in a truly exceptional learning environment with outstanding facilities, taught by a highly qualified, committed staff. In partnership with parents, we try to provide every student with the intellectual, cultural, physical, moral, personal and spiritual resources she needs to give her confidence to go forward in a changing world.

Today, as a leading independent day school, we educate approximately 1,200 girls from the age of 4 to 18, including 320 in the Junior School and 220 in the Sixth Form. Admission to the School is by competitive selective assessment, and students enter at 4+, 7+, 11+ and 16+.

Our Site – Habs Girls and Habs Boys

The school occupies purpose-built facilities in a superb setting, acres of playing fields and grounds, all within close reach of north London. The school operates an extensive coach network for use by students and staff, ranging from Harpenden in the north, St John's Wood in the south, Hertford in the east and Rickmansworth in the west.

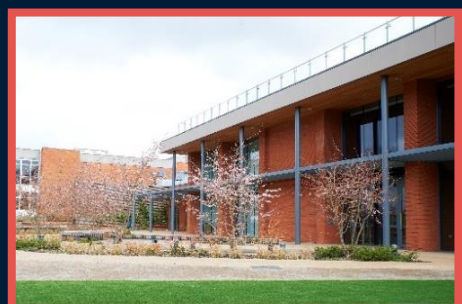
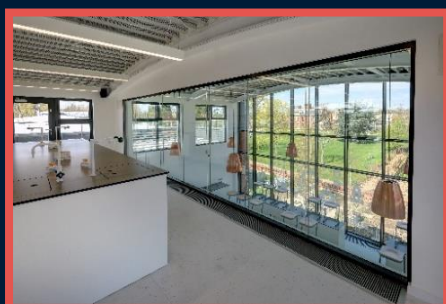
The original school buildings date from 1974, but since then there has been an ongoing programme of development. Recent additions include Forest School for our youngest students ranging to state-of-the-art science laboratories in our new STEM building. In 2015 we opened our new Learning Resources Centre, Performance Space, Sixth Form café and Dining Hall.

Our Strategy

Habs Girls and Habs Boys now have a shared vision, mission and strategy for the future. Following an extensive and far-reaching review, the Governing body of our two schools have developed an exciting and ambitious strategy for the next 10-years. The strategy is designed to ensure our students flourish in an increasingly global and technologically driven workplace. One of our key strategic imperatives is maximising the benefits of colocation of the Girls' and Boys' school.

We work together, offering the best of single-sex education in a co-educational environment, together with a rich co-curricular programme; with joint trips, concerts and clubs taking place across the age ranges. Additionally, the Careers and Higher Education staff work closely to provide all students with unparalleled access to a range of alumni who provide guidance, expertise and practical opportunities as they approach the end of their time with us before heading off to university.

From September 2022, all Sixth Form students will have joint lessons in at least one of their A level subjects. These lessons will be taught at either the Boys' or at the Girls' School. This is a unique and exciting opportunity, which will enable us to maximise our resources and ensure all Habs students leave fully prepared for the modern world.



Our Results

Our outstanding results at all levels reflect the hard work and commitment of our students and the staff who support them. The majority of our students leave us to go on to take up places at the top universities and medical schools; a number accept Oxbridge places each year.

In 2022 our students achieved the following:

GCSE: 79% grade 9/8/A*, 91% grade 9/8/A* - 7/A

A Level: 52% grade A*, 85% grade A* - A

Our Staff

Our staff are drawn from a large catchment area which includes North London, Hertfordshire and Buckinghamshire. There is a strong sense of community amongst the staff, who are all members of the Staff Association which organises a number of social events throughout the year. Staff are able to make use of the school's swimming pool, fitness suite, badminton and tennis courts. Free school lunches are provided in term time, as is free use of the school's coach service where spaces are available.

The school staff body comprises 220+ employed staff (teaching and support), alongside visiting music teachers, coaches and volunteers. Staff foster excellent relationships with the students and are committed in supporting the provision of extra-curricular clubs, House events, school trips and other events.

The school is committed to supporting the continued professional development of its staff. As well as attending external INSET courses, a full and varied programme is offered in-house. There is a twilight programme which runs jointly with the Boys School. It covers a vast array of academic, pastoral and career advancement training. There is a Pay Progression Scheme operating within the school which is closely linked to the professional development programme. The school supports staff in gaining relevant qualifications such as ISQAM, QTS, PhD etc as resources allow. Additionally, several staff have recently embarked upon Action Research projects.

All new staff attend an induction programme of 30-minute weekly meetings with the Assistant Head Academic offering practical sessions to ease the transition to a new school. New staff are also assigned a Staff Buddy from outside their subject areas. The school has its own pay scale and, at the discretion of the Headmistress, salaries are above the National Pay Scale.



The Junior School

Here at the Haberdashers' Girls' Junior School, we believe in a holistic school culture which prioritises the education of the whole person through creative, broad-based and independent learning. We value the pupils' personal, social, spiritual and physical development as much as their academic development.

When a child joins us at either 4 or 7, she becomes a Habs girl not just for the time she is in the Junior School but until she leaves us to go to university at 18. We share the whole school mission to prepare the pupils for life beyond school, proud to play our part in the early years of their journey to becoming independent, resilient, resourceful young women who have the confidence and skills to fulfil their dreams and ambitions.

The younger pupils benefit enormously from the role modelling, leadership and support of their older 'sisters' in the Senior School. They enjoy the continuity and peace of mind of a seamless transition between the two sections of the school at 11+. They also have the unique advantage in this part of the world of good neighbours in Habs Boys' School with whom to share learning opportunities while retaining the benefits of a single sex school environment.

We are proud to be a diverse community in which people's difference and individuality, as learners as much as human beings, are cherished and celebrated. Above all, we know that, whether learning through play, solving problems or overcoming challenges, our pupils enjoy their learning and genuinely have fun at school.

The Junior School Day

Pupils join the Junior School at 4+ (Reception) or 7+ (Year 3) or by taking a chance vacancy in another year group. Whenever they join, there is a broad and challenging curriculum for them to relish. We believe that the provision of opportunities for active and independent learning, with plenty of practical tasks and problem solving, is essential to enable our girls to develop their understanding in the deepest sense.

Fun is a vital ingredient, as is the stimulus for discussion and debate. Parents are welcomed into the school to support the curriculum and to help on outings. Subject and class blogs provide regular information to parents about what their daughters are doing in school and there are curriculum evenings for parents to learn about our approach to particular subject areas and how they can best support the girls at home; we firmly believe that girls do best when parents and school are working in true partnership.

The role

Junior School class teachers participate fully in school life, taking full responsibility for the academic progress and pastoral care of the pupils within their class. Class teachers are accountable to the Head of the Junior School, via delegated line management to the Phase Leader or another appropriate member of staff, for teaching duties and responsibilities, and for teaching tasks. Class teachers interact on a professional level with colleagues and seek to establish and maintain productive relationships with them, in order to promote mutual understanding of the curriculum, with the aim of improving the quality of teaching and learning in the school.

Teaching and Learning

- work with other teachers in the year group to implement short to medium term plans for the class, working from schemes of work and ensuring balanced coverage of the curriculum which stretches pupils' thinking
- plan with, and oversee the work of, the Learning Support Assistant attached to the specific class in order that the pastoral care and the academic progress of pupils is supported appropriately
- monitor, evaluate and review the effect of policies and plans, establishing clear targets for improving and sustaining pupil development
- establish, maintain and develop appropriate and stimulating resources for teaching and learning, including ICT
- create a motivating, exciting and child-centred classroom, through attractive display of the pupils' work, use of books, artefacts etc
- prepare the classroom prior to the beginning of term and clear it appropriately at the end of term
- share in the cover for absent colleagues

Assessment and Reporting

- monitor, evaluate and review progress and achievement in the year group by all pupils, through the use of assessment, recording and updating systems, identifying clear targets for improvement for pupils of all abilities
- establish and maintain a good rapport with parents by communicating fully with them, both informally and formally, through ad-hoc communications, parents' evenings, and written reports
- attend or lead events such as induction or curriculum evenings, to improve communication between school and home
- liaise with the Senior Leadership Team to ensure all are always kept well informed

Professional Development

- attend INSET courses as required, attend staff meetings, contribute to whole School curricular review and development and to a shared vision for the school
- keep updated on the National Curriculum and abreast of current educational thinking through wider reading and personal research, etc.

Extra-curricular

- attend concerts, plays, parents' evenings, staff meetings and departmental meetings and take part in any after school activities, such as clubs, as required
- participate in a lunchtime supervision rota and willingly undertake a part in any school duties such as lunch, break time and after school supervision
- arrange visitors and book and accompany excursions and residential trips, following procedures laid down in the staff handbook
- lead at least one assembly per year and organise a class assembly to celebrate the achievement of pupils

- any other reasonable and related activities at the discretion of the Head of the Junior School or Headmistress.

Pastoral Care

- establish and develop a relationship with each individual in the class, ensuring their social, emotional, spiritual and moral wellbeing
- be concerned with the general welfare of the pupils and observe all safety regulations and procedures
- be responsible for seeing that the pupils are registered twice a day



The Person

Haberdashers' Girls' School values its teachers. It expects the highest level of professionalism and knowledge of their subject area, and an ability to communicate their passion for the subject to its students. Staff should inspire trust and confidence, in students and colleagues alike, whilst creating a positive and stimulating learning environment.

Qualifications

Essential

- Good honours degree in a relevant subject area
- QTS, PGCE or equivalent

Desirable

- Full driving license
- First Aid training
- Evidence of relevant further qualifications or training

Skills

Essential

- Passion for teaching and learning
- Excellent understanding of methods to extend and challenge pupils at all stages of their learning
- Experience of offering good pastoral support
- Ability to work well within a team
- Excellent written and verbal communication
- Excellent organisational skills

Desirable

- Innovative Teaching and Learning
- Knowledge of using iPads as part of Teaching and Learning
- Ability to teach across the full range of primary years, Early Years to Year 6

Qualities

Essential

- Inspiring, creative and highly able educator
- An understanding of the value of independent learning
- Valuing a growth mindset, risk-taking and resilience in pupils' learning and personal and social development
- Readiness to support extra-curricular activities within and outside department, after school and at other times
- Good organisation and planning
- Flexibility and resilience
- Ability to inspire and motivate

Desirable

- Interest in developments within Teaching & Learning
- Innovative approach to educating the whole pupil
- Being comfortable dealing with sensitive and difficult situations in a calm, authoritative and constructive manner
- An understanding of the value of independent learning



Salary and Benefits

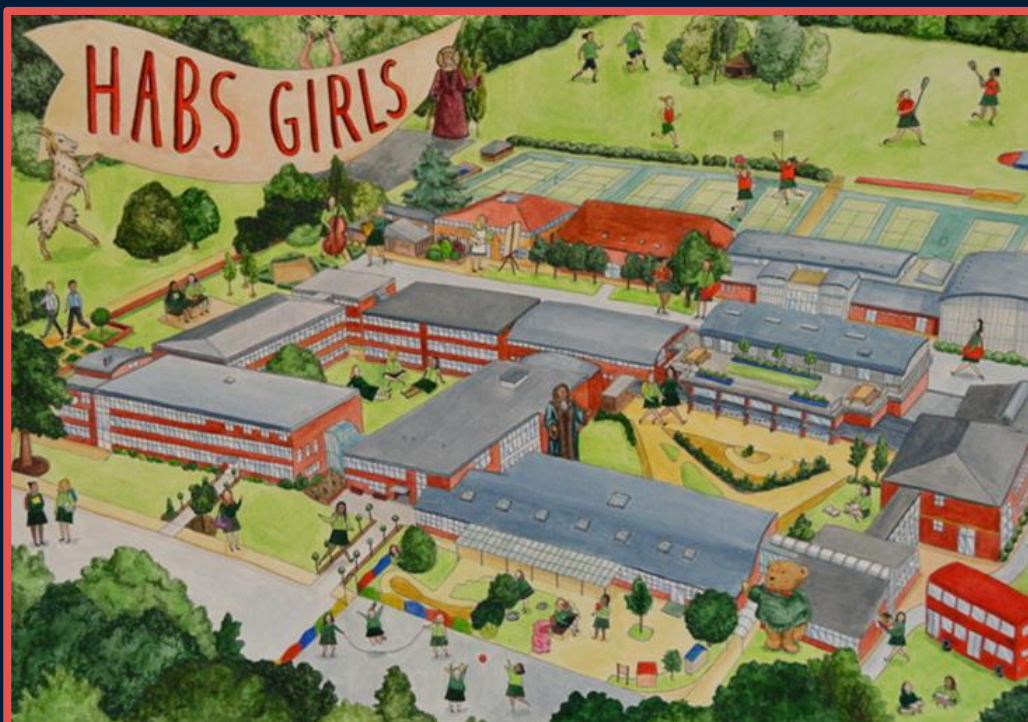
Haberdashers' Girls' School is one of the leading schools in the country and it recognises and rewards teaching excellence. We offer attractive salaries and pay progression when compared with the wider education sector and, specifically, with the independent sector, including providers like the Girls Day School Trust.

The school has a sophisticated salary structure which rewards experience, excellence and responsibility. The salary for the successful candidate will depend upon their qualifications and experience and will be discussed at interview.

Candidates should note that all appointments are subject to an enhanced check with the Disclosure & Barring Service and references from past employers.

In addition to salary other benefits of teaching at the School include:

- c.17 weeks holiday per year
- Access to the Teachers' Pension Scheme
- Additional life insurance cover
- Free lunch and refreshments during term time
- Free onsite parking or access to travel on the extensive school coach network free of charge
- Provision of a laptop/iPad
- Extensive professional development training opportunities
- Financial assistance for obtaining further qualifications
- Free access to sports facilities and well-being programmes for staff
- 50% discount on fees (pro rata for part-time staff) for children attending the school or Haberdashers' Boys' School
- Access to an Employee Assistance Programme



The Process

Haberdashers' Girls' School is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced DBS record check. Before you apply for this post please ensure that you have read our [Guidance](#), which can be found on the [Vacancies](#) section of our website.

Please complete an application through MyNewTerm before the deadline. CVs will not be accepted.

Closing date: 15 May 2023 (8 am)

Shortlist interviews expected: 18/22 May 2023

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

Haberdashers' Girls' School is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, colour, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability, or age.



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