

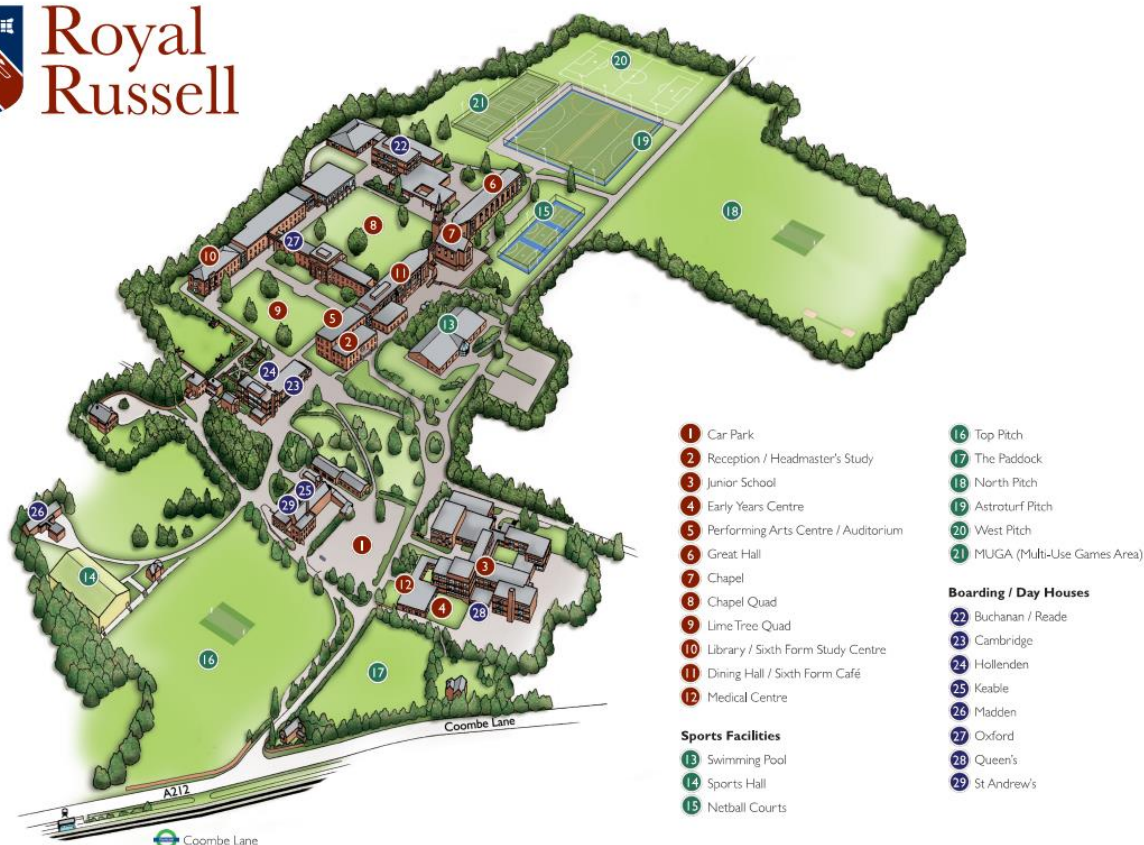


INFORMATION FOR APPLICANTS FOR POSITION OF Key Stage 2 Teacher September 2016

Royal Russell is an HMC/IAPS co-educational school with 950+ pupils between the ages of 3 and 18. There are 130 boarders in the Senior School. The School is situated on a beautiful green campus of 110 acres in the Shirley Hills in South Croydon and a major new multi-million pound sports development has recently been completed.

Royal Russell Junior School
Coombe Lane
Croydon
Surrey
CR9 5BX
Junior School Office: 020 8651 5884
E-mail: mjones@royalrussell.co.uk
www.royalrussell.co.uk

Royal Russell School Information



THE JUNIOR SCHOOL

The Junior School comprises of 315+ children ranging from 3-11 and occupies its own buildings on the site whilst still retaining all the benefits of the wider facilities of the whole school. The school is a two form entry up until Year 5&6 where there are three forms. The average class size is 18.

LOCATION

The School is set in 110 acres of outstanding natural beauty, yet it is close to London. From almost every window there are views of natural woodland. Our close proximity to the Coombe Lane tram stop provides excellent public transport links to Croydon (15mins) and Central London (30mins). The School is only an hour from Heathrow and Gatwick international airports.

FACILITIES

The School is a blend of majestic older buildings and ultra-modern facilities. We share multi-million pound sports facilities, Chapel, Great Hall, catering facilities and a Performing Arts Centre that provides a 200 seat Auditorium, alongside modern music and drama teaching rooms. Every room in the Junior School has an IWB or Clevertouch Screen and is connected to a state of the art ICT network which includes a site wide wifi network. Science, Music, Art/DT and MFL have dedicated specialist teaching rooms.

CURRICULUM

The Early Years children follow the Early Years Foundation Stage Curriculum and pupils from Year 1 to Year 6 follow an enhanced National Curriculum. In EYFS and Key Stage 1 all children receive specialist teaching in Spanish and French, Music, Dance, PE / Games

and swimming. Specialist subject teaching is used more widely in Key Stage 2, particularly in Science, Music, P.E. & Games, Art/Design, ICT and Modern Foreign Languages. The children are taught in mixed ability classes, with setting for Maths from Year 3.

PASTORAL CARE

Class Teachers provide the first line of pastoral care and in Upper Juniors are supported by 3 Teaching Assistants across Y3-6 who are all qualified to a minimum of Level 3. Our community ethos is very strong and we maintain the highest expectations of the interpersonal relationships between pupils and between the staff and children. We aim to produce happy, polite and successful young people.

The Role

Job Title: Junior School Teacher

Reports to: Head of Upper Juniors, and ultimately Headmaster

Job Purpose: To teach such pupils and subjects as may be required by the Headmaster in accordance with the timetables, policies and schemes of work laid down by the school.

Main Duties and responsibilities:

- To prepare termly and weekly plans of work to be covered and present these to the JSMT when requested;
- To prepare lessons according to the needs and abilities of the pupils;
- To mark, evaluate and record the work and progress of the pupils in accordance with the procedures laid down by the school;
- To write reports on pupils as requested by the Headmaster;
- To liaise with colleagues in keeping individual records on the pupils;
- To identify any pupils who may require learning support and liaise with the Learning Support Co-ordinator, Headmaster and parents as may be appropriate;
- To maintain a safe, orderly and tidy classroom and to share responsibility with all colleagues to maintain a safe, orderly and tidy school;
- To regularly display pupils' work in an attractive and encouraging manner;
- To share responsibility with all colleagues for the pupils' pastoral care and safety and perform supervisory duties in accordance with prepared rotas;
- To be attached to a school "House" and offer support and encouragement to house members;
- To share responsibility with all colleagues for the maintenance of good discipline in accordance with school policies, custom and practice;
- To provide regular co-curricular activities for pupils, and in particular, at least one weekly activity during the period 3.45 – 4.45pm
- To accept responsibility for a curriculum area and other aspects of school life as may be reasonably requested by the Headmaster;
- To attend the daily Morning Assembly and take assemblies in accordance with prepared rotas;
- To prepare and present a Class/Year Assembly at least once during any one academic year;
- To attend staff meetings and liaise and co-operate with colleagues on whole school matters;
- To attend Staff Training Days

- To support school functions which may fall outside normal school hours, inc weekends; (Parents Association Events, Disco, Concerts, Sports Fixtures)
- To select and attend at least one external training courses each academic year;
- To cover for absent colleagues when required;
- To attend parents' consultation meetings and liaise with parents informally as appropriate;
- To ensure that you are familiar with all school policies and the contents of the staff handbook

In addition you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification – Key Stage 2 Class Teacher

Experience

- Experience of teaching Key Stage 2
- Excellent practitioner and advocate of modern teaching and learning methods including the use of ICT and mobile technology.
- Ability and experience of KS1 teaching would be an advantage

Qualifications

- Graduate with QTS

Knowledge

- A good understanding of the Key Stage 2 curriculum and the Primary Frameworks for Literacy and Mathematics

Teaching Strengths

You must be able to:-

- Create a stimulating and enthusiastic working environment
- Build excellent relationships with children
- Encourage high standards of effort, care and presentation
- Differentiate appropriately to challenge and support all pupils
- Use a range of motivational strategies for each individual
- Provide opportunities for children to take responsibility for their own learning
- Use a variety of learning methods and techniques
- Encourage and praise achievement and success
- Promote positive behaviour at all times with consistency and consideration for the development stage of the child and school policies
- Confidently and creatively use ICT for planning, teaching and assessment purposes, inspiring young learners to use all available technology effectively.

Planning and Assessment

You must be able to:-

- Plan and implement learning activities to meet the needs of all children
- Provide a range of activities to assess understanding and learning with a balance of adult directed and child led contexts
- Keep assessment records and tracking systems up to date
- Value children's written work and creative pieces, marking and dating it promptly to identify strengths and areas for development to take the learning forward

Personal Characteristics

You must be:-

- Enthusiastic and positive about independent, active learning and inspirational teaching
- Able to build good relationships with parents and colleagues
- Able to work well within a team
- Able to work from own initiative as well as responding to ideas and requests from your team and line managers
- Self-motivated and versatile
- A good sense of humour
- A competent user of ICT to communicate effectively within the school and enhance teaching and learning
- An understanding of child protection and safeguarding
- A willingness to participate in the wider co-curricular life of the school
- An empathy and enthusiasm for the Christian ethos of the school.
- Demonstrates an understanding of the independent education sector and in particular Junior Schools and their rationale

CONDITIONS OF SERVICE

This is a full time post from September 2016. Staff are entitled to 50% discount on School fees (pro-rata for part time staff). There is a swimming pool and tennis courts on site that can be used by staff. Meals are provided free of charge in the staff dining room when the dining room is in operation. There is also free car parking on site.

Royal Russell offers a generous salary scale, which is in excess of the national pay spine. Salary will be commensurate with the importance of this appointment and will reflect qualifications and experience.

Appointments

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check (including a check against the Children's Barred List), and other pre-employment screening including a check on the Secretary of State list of prohibited staff. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK and an identity check. Our policy on the employment of ex-offenders is available on request.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

Recruitment Process

A completed application form with a supporting letter of no more than 2 sides of A4 outlining the extent to which you can demonstrate your ability to meet our requirements as set out in the person specification, and including details of two referees, one of which should be a current or most recent employer, should be sent to The Headmaster, Royal Russell Junior School, Coombe Lane, Croydon, CR9 5BX. References may be taken up before interview. Candidates should also submit the Criminal Declaration form with their application. Electronic Applications are accepted and should be emailed to mjones@royalrussell.co.uk

Applications will be considered on receipt and should arrive no later than 3.00 pm on Monday 25th January 2016

Short listed candidates will be contacted by telephone and asked to the school during the week of the 1st February 2015. The selection process will consist of an observed lesson, tours of the Junior School and an interview.

Travel expenses will be reimbursed (mileage or 2nd class train travel)

Candidates who have not heard from the School by 5th February should presume that they have not been successful in their application.

Candidates must provide original documents to confirm their identity at interview and bring proof of qualifications where relevant for the post.