



NOTTINGHAM HIGH

INFANT AND JUNIOR SCHOOL

Class Teacher (KS2)
maternity cover for two
terms (Spring/Summer
2018

Information for Candidates about the role and the
School.

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Nottingham High School

The High School is an independent day school (HMC), founded in 1513, which relocated to the Arboretum in 1867 and become co-educational from 2015. A Junior School was established in 1905, moved into new accommodation in 1978 and admitted infants in September 2008.

The High School foundation includes the Infant and Junior School (ages 4 – 11) with around 237 pupils. The Senior School selects for entry at age 11+ and 16+. There are roughly 800 pupils in the Senior School including a vibrant Sixth Form of over 200.

The High School has a strong reputation for outstanding academic results and for its pastoral care. The School's vision is to be the strongest in the region in all aspects of its provision. The School runs a wide and varied programme of co-curricular activities.

The High School is a school of national reputation, the Headmaster having membership of HMC and the Infant and Junior Head having membership of IAPS. Staff from cluster groups of local independent schools and national large day schools meet annually.

The School has an extensive pupil catchment and is first choice for much of Nottinghamshire, Derbyshire, Lincolnshire and Leicestershire. The

School operates a number of coaches to transport pupils.

Pupils come from a wide range of backgrounds and the School is committed to maintaining a representative entry, supporting with generous bursary and scholarship funds. Together, these mean that about a fifth of pupils receive some form of financial assistance.

Entry is by competitive assessment in the Spring Term.

The Future

The person appointed will be joining a dynamic school. The High School sees itself as an innovator in education and staff and pupils are keen to embrace the new technology as shown in the developing use of e-communication. The school website www.nottinghamhigh.co.uk, in addition to providing current news and reports on activities, contains links to Twitter accounts for various parts of the school. Each of the parts of Nottingham High School has a comprehensive development plan for the future.

The Infant School has undergone reconfiguration in the summer of 2015 and again in the summer of 2017 to accommodate a growth in the number of EYFS children. The Junior School was

refurbished in the summer of 2014 and there is a major extension programme planned for Easter 2017. A first class Sixth Form Centre and a modern dining facility in the Senior School West

Quadrangle was completed in the summer of 2009. This further extended the facilities added in recent years which include a new Senior School Music School and Sports Hall.



The Infant and Junior School

Aims

Nottingham High Infant and Junior School is a selective school, with high academic, cultural and sporting standards, which aims to develop each pupil's potential and personality to the full.

The Infant section focuses on Early Years and Key Stage One education, and the Junior section Key Stage Two.

In both age ranges we aim to achieve a caring, stimulating environment which provides a friendly and welcoming atmosphere where a relevant and evolving education is tailored to pupils' learning needs. We encourage each child's development and promote their confidence, social responsibility, self-worth and integrity, as well as their talents and range of interests. Staff encourage enough freedom to build self-esteem and trust, whilst maintaining stability and individuality.

Entry

The main entry point is at the age of four for Reception, although pupils can join in other years if there are spaces available. Entry is by an ability assessment process which is held in the Spring Term. The Governing Body is aware that filling places to simply maintain numbers is, in the end, counter-productive. Any entry to the School is considered on individual merit

based on criteria including standardised tests.

Our catchment area is extensive so pupils come from a wide range of environments and background and the School is committed to maintaining entry from both the state and independent sectors.

Curriculum

The Infant and Junior School follows many parts of the National Curriculum but, as an independent school, there is freedom to broaden the learning for all pupils. The Infant section follows the National EYFS curriculum in the Reception Class and the National Curriculum for Key Stage 1 in Years 1 and 2. The emphasis is on literacy and numeracy in the mornings with more of a topic-based approach in the afternoons. For example, recent topics have included 'Australia' and 'Space' The curriculum is taught in a creative way with a lot of hands-on learning and making frequent use of the impressive outdoor area.

All infant pupils swim and have PE lesson as well as music and modern foreign language lessons. Specialist teachers provide the swimming, Music and MFL lessons and Years 2 and 3 also have specialist chess tuition.

The Junior section introduces a mix of new subjects such as 'Independent

Studies' with the more established English and Mathematics. The curriculum is broad-based including Science, History, Geography, Drama, Art, Design Technology, Information Communication Technology (ICT), Music, Religious Education, French, Spanish, PE, Swimming, Games and PSHE. On Monday or Friday afternoons, the pupils are based at the High School's Valley Road Playing Fields as part of our games programme.

Trips and Visits

It has long been our belief that the learning process is greatly enhanced by well-organised purposeful and constructive trips. Every effort is made to encourage links between the world of the classroom and world outside. Each infant class goes on at least one day trip or one in school experience each term to support the pupils learning. These can range from visiting local sports stadiums, travelling to the Space Centre, celebrating a Victoria Christmas, den building and wildlife spotting.

In the Junior section extended fieldwork and day visits to places of educational interest all play an important role in the learning process, as do the visiting speakers invited into the School. Residential activities support academic study as well as personal and social development. Each year group is offered an annual residential trip.

Co-Curricular

There is an extensive range of co-curricular activities for infants and juniors. There is an expectation for each member of staff to run at least one co-curricular activity. Additionally, there are sports clubs offered such as tennis, football, cricket and dance which operate either after school or at lunchtimes. We also run a number of successful orchestras, ensembles and choirs.

Our junior age pupils benefit from many competitive fixtures with local schools, state and independent, and those further afield in both the East Midlands and the North of England.

Facilities

The Infant section occupies its own site across the road from the Nottingham High School campus. It has some exceptional buildings which were converted for its use in 2007. The original Infant section building was sympathetically extended in 2009 to provide a hall, music room, art room, information and communication technology (ICT) suite, dining room and additional teaching rooms and again in 2015 and 2017. Infant pupils use some of the sporting facilities of the main school campus, including the swimming pool. The slightly separated site provides almost entirely self-contained safe accommodation. The Infant section is fortunate to have a developed, secure school garden where the pupils play and learn outside. The Early Years

Foundation Stage (EYFS) is located on the ground floor of the school building with direct access to its own play area and school garden.

The Junior section occupies the western part of the Nottingham High School site in purpose built accommodation, built in 1978 and further developed in 2012 and an extensive build in 2017. The Junior section also uses facilities on the main school campus.

We feel that the dual site arrangement helps to provide nurturing and supportiveness and the best

educational experiences and facilities for all our pupils. The secure enclosed site for Early Years and Key Stage One at the Infant School and the Junior section on the main school site helps to provide specialist teaching facilities and close links to the excellent facilities available to senior pupils.

Staff

There are around 30 teachers who work at the Infant and Junior School supported by teaching assistants, administrative and support staff.

Summary Job Description for a KS2 Class Teacher (maternity cover) at Nottingham High Infant and Junior School

Teaching:

- To be fully responsible for the physical, emotional, spiritual, moral and academic education for the pupils under their care.
- To provide a broad, balanced and relevant curriculum according to the school guidelines, recognising the various needs, interests and abilities of the pupils.
- To plan and prepare lessons in order to best deliver the Nottingham High School Curriculum ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maximise the learning of all pupils by ensuring effectual differentiation of learning activities and effective use of support staff.

Assessing and Reporting:

- To keep careful and accurate records of pupil progress (both formative and summative assessments) using our online pupil progress tracker.
- To ensure work is regularly marked in accordance with Nottingham High Infant and Junior School Assessment Guidance.
- To build a strong home school partnership and be available for

consultation and liaison with parents at all reasonable times as well as at termly Parents' Evenings.

- To formally report to parents by means of interim and yearly written reports.

Pastoral:

- To share with colleagues the responsibility for the supervision and welfare of all the children in the Infant and Junior School.
- To promote high expectations of behaviour and implement the Infant and Junior School behaviour policy.
- To take an active part in our assemblies programme.
- To take an active part in our extensive co-curricular and trips and visits programme.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.

Professional Responsibilities:

- Work towards and support the school vision and the current school

- objectives outlined in the School Development Plan.
- To participate in staff meetings and to help to plan, to contribute to and take part in in-service training.
- To participate in the Nottingham High School Appraisal arrangements for the review of her/his performance.
- To be prepared to continually update practice and participate in professional development opportunities.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Undertake other reasonable duties related to the job purpose required from time to time.



Benefits of Service

The High School believes in, supports, and resources an extensive system of continuing in professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme and a Support Staff Appraisal Scheme which both recognizes the work of staff and identifies suitable training opportunities for them. This role reports directly to the Deputy Heads, through the Head of Key Stage, of the Infant and Junior School who will meet frequently with the post holder.

Working Environment

As you will be teaching clever, motivated and well-behaved pupils, Nottingham High School is an enjoyable place to work. There is a generous staffing ratio: teaching groups for infants average 18 pupils and 24 for juniors. All classrooms have full projection facilities and laptop connections.

Each section has its own staffroom where complimentary drinks, biscuits and fruit are provided during the day and staff receive complimentary lunch. Staff also receive their own laptop computer with access to the School database and resources. Members of the Staff Common Room organise a series of social events during the year for teaching and support staff including a staff children's party and the staff five-a-side football team which meets weekly after school. Many of the facilities of the

School are open to staff and their families, including the swimming pool.

Staff who have children in the School currently benefit from some remission of fees.

Although staff are asked to cover for short term staff absence, the School provides cover for longer periods of staff absence, to address issues of staff workload.

Conditions of Service

The High School operates its own salary scale which is based on a generous interpretation of maintained sector pay scales. Position on the scale is dependent on qualifications and experience. In addition, there are allowances awarded at the discretion of the Headmaster which will be discussed further at interview. Part-time posts are paid pro-rata.

Living in Nottingham

Nottingham is on the edge of the Sherwood Forest and only forty minutes away from the Peak District. It is a vibrant city, with a good cultural life and acts as the focus for the East Midlands.

There is good quality, affordable housing in Nottinghamshire and the surrounding counties and most staff live within a manageable commute of school. The School may be able to offer accommodation in school properties adjacent to the site and this can be discussed further at interview.

Safeguarding and Child Protection at Nottingham High School

Nottingham High School is fully committed to doing all it can to ensure the safety and wellbeing of all its pupils.

A comprehensive policy document, 'Child Protection at Nottingham High School' is published on the school website via the following link:

<http://www.nottinghamhigh.co.uk/welcome/policies/child-protection-policies/>

All adults who work at the School must recognize that there is an absolute duty to respond to any issues that are brought to their notice.

Training in safeguarding children is given to new members of staff and covers essential issues such as:

1. Definition of Child Abuse.
2. Typical Indicators of child abuse.
3. Details of what an adult must do if a child wishes to make a disclosure of abuse.
4. The procedure for recording a disclosure.
5. The need to discuss any Child Protection concerns with the appropriate Designated Senior Lead (DSL) without delay.
6. The requirement to lodge any 'Record of Child Protection Concern' with the (DSL) immediately.
7. An outline of how the work of the DSL relates to the City and County Safeguarding Children Boards.

The DSL for the Senior School is the Deputy Head (Pastoral), Miss Lisa Gritti.

Phone: Direct 0115 845 2212 or internal 212

Email: gritti.l@nottinghamhigh.co.uk

The DSL for the Infant and Junior School is the Head, Mrs Clare Bruce.

Phone: Direct 0115 8452211/2283 or internal 211/283

Email: bruce.ca@nottinghamhigh.co.uk

Selection Process

Equal Opportunities

The High School seeks to recruit individuals of the highest caliber. We welcome applications from all sections of the community. The High School recognizes its responsibility to treat equally each person who comes into contact with the School.

All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The Application Process

Applicants for this post should complete the Application Form and return it to the School as soon as possible.

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for such forms.
- Candidates should be aware that all posts in the school involved some degree of responsibility for safeguarding children, although the extent of that of that responsibility will vary according to the nature of

the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

- The successful candidate will be required to complete a Disclosure form from the Disclosure and Barring Services at the appropriate level for the post.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability

to work with children. A current employer may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

- You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.
- The interview process will usually include the requirement to teach a lesson, to make a presentation or to undertake relevant activities.
- All candidates invited to interview must bring documents confirming any education and professional qualifications that necessary or relevant for the post (e.g. the original or certified copy of certificates or diplomas). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- We will provide full information about the documents to

confirm identify required for those invited to interview. Please note that originals of these documents will be required. Photocopies or certified copies will not be sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of satisfactory references (if these have not already been received).
- verification of identity and qualifications.
- evidence of the right to work in the UK.
- a Barred Check List.
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to school staff) and Staff Suitability Self-declaration.
- verification of professional status such as QTS Status (where required).
- (for teaching posts), verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).
- a check of the list of teachers prohibited from the profession.
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School

may require in accordance with statutory guidance.

- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.
- satisfactory completion of the probationary period.

Warning

Where a candidate is:

- found to be on a Barred Check List or
- found to have provided false information, or in support of, his/her application, or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Policy and/or the DfE Children's Safeguarding Operation Unit and/or Teaching Council.

Applications should reach the School no later than 10am on **Monday 30 October 2017**. Interviews will most likely take place in the week commencing Monday 6 November 2017.

Should potential applicants wish to find out more about the post or the School, they should contact Miss Lucy Thorpe, Deputy Head (Academic) of the Infant and Junior School.

Applications (by email, fax or post) to:

Mrs C Bruce
Head of the Infant and Junior School
Nottingham High School
Waverley Mount
Nottingham
NG7 4ED

Phone: 0115 9786056 (switchboard)
Phone: 0115 8452214/204 (direct)
Fax: 0115 924 9716
Email: teach@nottinghamhigh.co.uk

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