



Application pack Teacher of Key Stage 1 or 2

I am delighted to provide an application pack for the role of Teacher of Key Stage 1 or 2 at Guildford High School.

Founded in 1888 and located in Guildford, Surrey, Guildford High School is an academically selective day school for girls aged 4-18. Girls learn how to learn, how to think creatively and how to take responsibility for their work.

Our staff are integral to delivering high quality education to the girls in our care, inspiring them to think and learn creatively. Guildford High provides a highly stimulating and collaborative working environment and we seek to recruit and retain dynamic and inspirational teaching and non-teaching staff that share in our vision and commitment.

I would encourage you to visit our website or view our latest film to find out more about our school:

<http://www.guildfordhigh.surrey.sch.uk/> and <https://www.youtube.com/watch?v=eGqp3WRcEcg>

Please ensure that you return your completed application form, applicant monitoring form and confidential disclosure to me via email: human.resources@guildfordhigh.co.uk no later than 9.00am on Wednesday 16th January 2019.

Unless you stipulate otherwise, we retain all applications for up to six months.

If you have a disability that requires any specific requirements, please let me know when applying so that I can make the necessary arrangements.

May I take this opportunity to thank you for the interest that you have shown in employment at Guildford High School and for the investment of your time in this process. Please do not hesitate to contact me, or my colleague Maria Drew, on 01483 543 862 if either of us can be of further assistance.

I look forward to hearing from you.

Yours sincerely

Susie Mooney
HR Manager

Headmistress: Fiona Boulton BSc (Hons), MA



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Guildford High School - Job Description

Teacher of Key Stage 1 or 2

Full time, to commence 1st September 2019

Job title:	Junior School Teacher
Responsible to :	Head of Junior School
Job purpose:	To deliver an exciting curriculum, ensure excellent pupil progress for all abilities

We are looking for a primary-trained teacher for key stage 1 or 2.

All teachers at GHS will display a high level of knowledge and understanding of the subjects that they teach and communicate this enthusiastically to pupils. Teachers should have high expectations of their pupils and should display evidence of planning and preparation. It is the responsibility of all teachers to create a stimulating and positive learning environment and to employ a range of teaching strategies, thus enabling all pupils to fulfil their academic potential. They should inspire trust and confidence.

Specific responsibilities include:

Curriculum Delivery

- Planning, preparing and delivering inspirational lessons and activities which accelerate the skill and knowledge progression of pupils of all abilities.
- Planning, preparing and teaching the classes assigned to him/her, using a wide range of strategies for teaching and classroom management and ensuring that the individual learning needs of pupils are met.
- Ensuring that marking of pupils' work is both regular and thorough, with constructive comments, and that full records are kept.
- Keeping abreast of current thinking and development in the subject area(s).
- Developing a creative and exciting scheme of work.
- Sharing resources and training materials with colleagues.
- Contributing to school activities: enrichment work, extra-curricular activities and trips.
- Taking responsibility for professional development and using the outcomes to improve teaching and learning.
- Attending the whole school INSET sessions.

Physical Resources and Safety

- Meeting the health and safety requirements of the school.
- Working with the other members of the school to ensure that all resources are well looked after and that a stimulating environment for teaching is provided.

Pastoral Support

- Being a form teacher if required.
- Contributing to the pastoral care and personal development of pupils.
- Ensuring the personal, social and health education curriculum is embedded within both teaching and care of the pupils.
- Carrying out a share of supervisory duties in accordance with published schedules.
- Ensuring that a register of attendance in lessons is kept and taking appropriate action in cases of pupil absence.
- Supporting pupils through maintaining confidentiality and the highest standards of professionalism.
- Contributing to daily assemblies.

- Contributing to whole school activities such as clubs and expeditions.

Communication

- Providing, or contributing to, oral and written assessments, reports and references relating to individual pupils.
- Keeping parents informed of their daughter's progress, not only at Parents' evenings but in the interests of the child as required throughout each term.
- Contributing to staff meetings, subject meetings and other meetings organised to support pupil care and learning and school development.

This job description is not intended to be all-inclusive and the post holder may perform other duties reasonably required by the Headmistress.

Guildford High School – Person Specification

Teacher of Key Stage 1 or 2

Full time, to commence 1st September 2019

Applicants will need to already hold the right to work in the UK and, if short-listed, be able to attend an interview at the school.

Specification	Essential
Qualifications	<ul style="list-style-type: none">• A record of good academic achievement including an honours degree (2.i or above)• PGCE/QTS, or the ability to successfully obtain ITT at GHS via the School Direct Programme• Excellent oral and written English skills
Personal qualities	<ul style="list-style-type: none">• High levels of personal and professional integrity• Commitment to academic excellence• High degrees of self-confidence, personal energy and dynamism• Personal warmth, good rapport with pupils, colleagues and parents• Excellent organisational skills• Appropriate levels of personal presentation• Confident use of ICT
Teaching and Learning	<ul style="list-style-type: none">• Excellent knowledge of the Primary curriculum• Evidence of creative and innovative approach to teaching and learning including the appropriate use of ICT• Commitment to improving, monitoring and evaluating teaching and learning• Excellent organisational skills to maintain a safe practical environment
Philosophy and Ethos	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• High expectations for pupil attainment, personal development and conduct• Commitment to best practice in pastoral support and student welfare• Commitment to helping with extra-curricular activities and curriculum enrichment

Guildford High School – Terms and Conditions

Contract type

Permanent, full time contract

Start date

1st September 2019

Benefits

A range of benefits are offered including discounted cinema tickets, retail discounts, staff development, teachers' pension scheme, cycle to work scheme, childcare vouchers, car lease scheme, discounted gym memberships, health and dental plans.

Guildford High School – How to apply

A completed application form, applicant monitoring form and confidential disclosure for the attention of Mrs Susie Mooney, HR Manager, to human.resources@guildfordhigh.co.uk

Applicants selected for interview will be informed within 10 days of the closing date for application. We do endeavour to respond to all applications; however, applicants who have not heard from the School by this time must assume that, on this occasion, their application has been unsuccessful.

Short-listed candidates will need to bring proof of their qualifications and their right to work in the UK to interview and be aware that references will be requested prior to interview.

Closing date: 9.00am on Wednesday 16th January 2019.



Guidance for Applicants

Privacy Notice

We will use the information that you provide during the course of application and any selection process that we may invite you to participate in, for the purposes of recruitment and selection. Any information provided may be stored or processed in electronic or paper form. If you become a United Learning employee, the information will be used for the purposes of carrying out United Learnings personnel functions and complying with its legal obligations. If I do not become an employee, the information will be retained by the school for up to 12 months, and then securely destroyed.

Further details may be obtained in the Guildford High School Applicant Data Protection Policy, a copy of which is held on our website or available from the HR department, Human.Resources@guildfordhigh.co.uk

Application form

The application form, as opposed to curriculum vitae (CV), is used to ensure that information is presented in a standardised format and that only the details that we require are provided. This ensures that all applicants are treated fairly and equally.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper rather than attaching a CV. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering.

- Please complete this form in typescript.
- If any section does not apply to you, please write N/A.

The following notes are intended to assist you with the completion of the application form:

Current Employment

This section requests the details of your current employment. You should:

- Provide a brief description of the duties and responsibilities held during this employment.
- Include any duties that you consider to be of particular relevance to the position for which you are applying.
- Provide the name and address of your present employer.
- Provide details of your current salary or rate of pay.
- Indicate how much notice you are required to give to your current employer.
- If you are not currently employed, please mark the section N/A.
- Account for any gaps in your employment.

Employment History

- Provide details of all previous employment, including that of a voluntary nature. The information should be provided in date order, starting with the most recent and working back.
- Include the dates of employment, a brief summary of your responsibilities in the role, your final salary and reason for leaving. Please do not include details of your current employment in this section.
- If you have any gaps in your employment history, please provide the dates and a brief explanation.
- The school may contact any previous employer in order to confirm the employment history.

Education

Provide details of the secondary school(s) that you attended and include details of any examinations taken, results obtained, scholarships and other distinctions awarded.

Further Education

- Provide details of the college(s) or university(ies) that you attended and include details of any examinations taken, results obtained, scholarships and other distinctions awarded.
- Please attach photocopies of documentary evidence of your qualifications.

Professional and Vocational Qualifications

- Provide details of technical, professional and occupational training.
- Provide details of relevant training, apprenticeships, articles, evening, full-time day or day release courses, correspondence courses or company courses.
- Please attach photocopies of documentary evidence of your training or qualifications.

Personal Statement

Use this section to provide relevant information about yourself and how you meet the criteria detailed in the person specification for the role.

Referees

- Please provide the details of two people who may be approached for a reference.
- If you are employed, one referee must be connected to your current employer i.e. your line manager.
- Where you have previously worked with children but are not currently doing so, please provide reference details in respect of the last employer for whom you worked with children.
- If you are a college or school leaver, please give details of a teacher or tutor.
- A suitable second referee would be a previous employer, business associate or leader/organiser of a voluntary organisation. Personal referees, such as friends, family or those with whom you have any other significant relationship, are not suitable.
- Please note that references are sought prior to interview.

Personal Relationships

Please provide the name and position of any relative, friend or acquaintance employed or associated with United Learning, or if you have daughter at the school.

Declaration

Please ensure that you read this statement and that you sign and date the application.

Applicant Monitoring Form

Please complete this form to facilitate applicant monitoring. This form will be removed from your application form as soon as we receive it and will not be used as part of the selection process. If you have a disability that requires any specific requirements, please let me know when applying so that I can make the necessary arrangements.

Confidential Disclosure

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, Section 4(2) of the Rehabilitation of Offenders Act does not apply to this application as the post involves substantial opportunity of access to children. This means that you may not withhold information about previous convictions, cautions, reprimands bind-overs or warnings on the grounds that it is otherwise 'spent'.

All criminal convictions must be declared. Failure to do so may result in your application being disqualified or, if discovered after appointment, may be regarded as grounds for dismissal. If you wish, you may submit information in a sealed envelope, marked for the confidential attention of the Head Teacher of the School to which you are applying.



Safeguarding

Guildford High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment.

Successful applicants will be subject to child protection screening appropriate to the post including an enhanced disclosure through the Disclosure and Barring Service (DBS) and checks with previous employers

United Learning Child Protection Statement

United Learning is fully committed to the safeguarding of children – ensuring the well being of the child is paramount. For pupils to feel that they are able to do their best and achieve their true potential, it is important that they feel safe and supported in the school environment.

Everyone working within our schools and academies, whatever their role, is acutely aware that issues to do with the protection of children are of the highest possible importance. Trust underpins everything that we do in schools. The parents of our pupils entrust the care of their children to us and together we are all responsible for their well being.

In relation to safeguarding, United Learning aims to ‘prevent’, ‘protect’ and ‘support’ all its pupils by addressing child protection in the curriculum, pastoral activities and in the management of the school, and by empowering and enabling staff to be vigilant for vulnerable students through training and information dissemination.

Policies and Procedures

All United Learning schools have policies which deal with safeguarding, child protection and safer recruitment, which are in accordance with the relevant local authority procedures and which comply with the DFE’s safeguarding children and safer recruitment statutory guidance. The individual school policies are available via each school’s website or by contacting the school directly.



Equal Opportunities Statement

United Church Schools Trust and United Learning Trust ("United Learning") have an Equal Opportunities Policy, which has been agreed by United Learning Trust's recognised trade unions.

Below is United Learning's Equal Opportunities Statement. If you would like to see the complete Policy, it can be accessed on The Hub or by contacting your school.

To ensure that United Learning develops and maintains a working environment in which each individual has complete equality of opportunities.

To ensure that individuals do not suffer discrimination directly or indirectly as a result of their employment with United Learning or deny their application for a position within United Learning.

Yours sincerely



Mandy Coalter
Director of People

