



# St Dunstan's

## — College —

Recruitment Information

## Junior School Teacher (Reception)

*(Part-Time, Maternity Cover)*

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## About St. Dunstan's College

### *'Inspiring and assisting young people to achieve their potential'*

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 125 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for approximately 900 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Family Society' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of around 10 million pounds. The swimming pool has been completely refurbished and a new roof added, the Chemistry laboratories have been rebuilt and the front façade of the building has been renovated and cleaned. The recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, is an exciting opportunity which should permit further development on both sites. Planning is currently underway for the construction of a new Junior School on the College grounds.

The size of the College community is small compared to many of its competitors, offering all pupils an individualised approach to learning and development within a friendly, inclusive and nurturing environment. The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. The diversity of the College is furthered by the inclusion of international students, in particular from China.

St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.

## **A Teacher at St Dunstan's College**

### **Role and Responsibility**

A teacher at St Dunstan's College is expected to fully embrace the ethos of the College and to immerse themselves in the academic, pastoral and co-curricular cornerstones of the education that is offered. A commitment to the College vision that all teachers should strive to 'inspire and assist every young person to fulfil their potential' is paramount.

### **Personal Characteristics**

A teacher at St Dunstan's College should be:

- Passionate and knowledgeable about their subject
- Committed to furthering their understanding of subject and pursuit of knowledge
- Willing to engage in academic discourse with pupils and staff
- Able to demonstrate high levels of personal organisation, planning and prioritisation
- Able to express themselves clearly and articulately to pupils and staff
- Able to juggle work commitments
- Willing to embrace technological change and innovation
- Able and willing to support the progress of all pupils, no matter what their needs.
- Creative in their construction and delivery of engaging and thought provoking lessons
- Able to excite and enthuse pupils in their curiosity for subject
- Dedicated to setting a high standard in the quality and nature of their feedback, assessment and marking
- Self-reflective enough to recognise their own strengths and weaknesses as a teacher
- Entirely committed to the co-curricular life of the college and engaging with pupils beyond the confines of the classroom.
- Able to work with people effectively through maintaining humour, perspective, sensitivity, praise, recognition, even-handedness and objectivity.
- Able to exert a clear sense of authority in the classroom.

The following professional attributes are expected and relate to the College values:

Courtesy, consistency, discretion, energy and stamina, resilience, enthusiasm, flexibility, initiative, judgement, patience, integrity and honesty, reflection, accepting of advice

## **Specific Responsibilities of a form teacher in the Junior School**

### **Teaching and Learning**

- Follow the Junior School curriculum, to promote the development of the abilities and aptitudes of the pupils in any class or group assigned
- Plan and prepare learning opportunities which ensure appropriate curriculum coverage to build upon pupils' prior skills, knowledge and attainment
- Work with a team of staff to review the curriculum and pupils' progress within their phase.
- Use the allocated PPA time productively to include activities such as:
  - Planning and preparing activities
  - Completing pupil profiles
  - Assessing children's work
  - Attending meetings
  - Recording and reporting on the development, progress and attainment of pupils
- Ensure that feedback to pupils regarding their progress is regular and appropriate following the Junior School marking policy
- Create a stimulating and productive learning environment in the classroom and shared areas.
- Utilise a variety of teaching methods and strategies to enthuse and inspire pupils and take their learning forward
- Work closely with support staff, ensuring that they are being used effectively to enhance learning
- Consult with specialist subject teachers to ensure children in your class are progressing in all areas of learning
- Contribute to the identification of pupils' Learning Support Needs (to include pupils across the full ability range) and seek appropriate support and advice to provide positive, targeted support
- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned, maintaining good order and behaviour in line with the school's pastoral care policy
- Communicate and consult appropriately with the parents of pupils

### **Professional Development**

- Participate in lesson observations and the St Dunstan's College Junior School appraisal system
- Participate in INSET and attend courses as requested

## **Monitoring and Tracking of Pupil Progress**

- Ensure progress and standards are monitored and any assessments scrutinised to identify areas of strength and development.
- Assess, record and report on the development, progress and attainment of pupils against national and internal standards
- Demonstrate a good understanding of ICT for use within the class, for planning and tracking pupil progress.
- Participate in work scrutiny and lesson observations

## **Other Professional Requirements**

- Participate in the school's co-curricular programme.
- Assist in/lead assemblies and the planning of educational visits and visitors to enhance pupils' learning
- Carry out an appropriate share of supervisory duties during normal school hours.
- Undertake cover for absent colleagues
- Attend the occasional evening and Saturday activities such as Open Mornings or sport tournaments
- Develop effective communication with parents regarding children's progress and development on a regular basis.
- Establish effective working relationships and set a good example through their dress, appearance and professional conduct.
- Follow College health and safety policies, including the prompt completion of registration in accordance with the published guidelines

## Person Specification

(E = Essential, D= Desirable)

<b>Qualifications</b>	
Degree	E
Qualified Teacher Status	E
Evidence of additional further educational qualifications, INSET and commitment to CPD	D
<b>Experience</b>	
Recent experience of teaching at Junior School level	E
Ability to teach across the entire primary phase	D
Experience working in the independent sector	D
<b>Knowledge &amp; Understanding</b>	
Effective teaching and learning styles	E
The theory and practice of providing effectively for the individual needs of all pupils	E
The monitoring, assessment, recording and reporting of pupils' progress	E
Awareness of requirements for Health and Safety, SEND and Safeguarding children	E
Awareness of the importance of establishing positive links with all school stakeholders	E
Experience of managing classes through transition phases	D
Experience of interpreting and using standardised data	D
<b>Skills</b>	
<b>A teacher will be able to:</b>	
create a happy, challenging and effective learning environment	E
promote the College's aims positively	E
adopt effective strategies to monitor motivation and morale	E
develop good personal relationships within a team	E
develop professional relationships with parents, governors and the wider community	E
communicate effectively and appropriately, both orally and in written form, to a variety of audiences	E
<b>Personal Qualities</b>	
Approachable	E
Committed	E
Enthusiastic	E
Able to motivate self and others	E
Calm under pressure	E
<i>Well-organised</i>	E
Able to work in a team	E

## Promoting and Safeguarding the Welfare of Children and Young People

The post holder will be required to adhere to the College's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College these concerns must be reported to the College's Designated Safeguarding Lead (DSL)

## Applications

The closing date for applications is Friday, 20 October 2017. Early applications are encouraged as the Foundation reserves the right to appoint at any stage during the application process. ***This is a part-time, Maternity Cover post***, commencing January 2018. All applications to be submitted via TES.