1. **Junior School Class Teacher**

**Full time**

**September 2019 start**

**2. Salary**

Haberdashers’ Aske’s School for Girls is one of the leading independent 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. More detail can be found [here](https://www.habsgirls.org.uk/userfiles/habsmvc/vacancies/OtherInfo/Remuneration%20and%20Progression.pdf).

**3. Junior School Details**

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| **Vision** | 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 pupil, not only while in the Junior School, but until leaving us to go to university at 18. We share the whole school mission to prepare our pupils for life beyond school, proud to play our part in the early years of their journey to becoming independent, resilient, resourceful young people with 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. |
| **Junior School Description**  | The Junior School is a vibrant and friendly community of approximately 320 pupils aged between 4 and 11 and just over 40 teaching and support staff. The school has undergone regular rebuilding and refurbishment in order to maintain large, well-appointed classrooms, all with interactive whiteboards, and bright, airy corridors. Facilities and resources are excellent, including dedicated rooms for Art, Music and Languages; a science laboratory and an ICT suite; a Reception/ KS1 Library Bus and a dedicated KS2 Library within a Learning Resources Centre. Sport is also generously catered for in a gymnasium, a dance studio, a swimming pool, a sports hall, netball and tennis courts and extensive playing fields. There is also a Performance Space and a large school hall, spaces shared with the senior school. Use of iPads is integrated into the pupils’ learning at all ages and each pupil has an iPad, supplied by the school, which they may use in any of their lessons at the discretion and/ or under the direction of the teacher.There are several well-equipped play areas enjoyed by all the pupils including an adventure playground and a meadow area. We also have Forest School in which Reception and KS2 pupils enjoy lessons regardless of the weather. The school, set in a beautiful rural environment, also benefits from extensive playing fields.The Junior School is two-form entry, with classes of 20 in Reception and Key Stage 1, rising to 25 in Key Stage 2. There is Learning Support Assistant provision across the school, the amount depending on the age of the pupils. Non-contact time is allocated weekly for planning. There is part or wholly specialist teaching in Art/ Design Technology, Computing/IT, Individual Needs, Mathematics, Music, Modern Languages, Physical Education and Science. Visitors, excursions and special events enrich the curriculum throughout the year. There is an extensive extra-curricular programme after school every day. Senior School pupils and Junior School parents volunteer help in the Junior School, either in class, on trips, running clubs and activities, or by giving talks and presentations. A rich variety of faiths and cultures is represented in the pupil body who come to the school from north London, Hertfordshire and Buckinghamshire. Partnership with parents is strong with a thriving Parents’ Association called the St Catherine Parents’ Guild organising many social and fund-raising activities and events. There is an excellent relationship between the Junior School and the neighbouring Haberdashers’ Aske’s Boys’ Prep School with whom links continue to develop and grow. Entry at 4+ and 7+ is selective and oversubscribed; other than in exceptional or changed family circumstances however, all pupils move into the Senior School after Year 6. |
| **Job Description** | To take full responsibility for the education of the pupils within the class.To teach other pupils within the school, where necessary, and to undertake such other duties consistent within the nature and responsibility of the post as the Headmistress or Head of the Junior School may reasonably from time to time determine.Responsible 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. Interact on a professional level with colleagues. Seek to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum, with the aim of improving the quality of teaching and learning in the school. |
| **Job Responsibilities** | * to establish and develop a relationship with each individual in the class, ensuring their social, emotional, spiritual and moral well being
* to work with other teachers in the year group to implement short-medium term plans for the class, working from schemes of work and ensuring balanced coverage of the curriculum
* to plan with and oversee (or share in the oversight) of the work of the Classroom Assistant attached to the specific class in order that the pastoral care and the learning of the pupils is supported appropriately.
* to monitor, evaluate and review the effect of policies and plans, establishing clear targets for improving and sustaining pupil development
* to establish, maintain and develop appropriate resources for teaching and learning, including ICT
* to monitor, evaluate and review progress and achievement in the year group by all pupils, through the assessment, recording and updating systems, identifying clear targets for improvement for pupils of all abilities.
* to create a stimulating and exciting atmosphere in the classroom, through attractive display of the pupils’ work, use of books, artefacts etc.
* to prepare the classroom prior to the beginning of term and clear it appropriately at the end of term
* to attend staff meetings, contributing to whole school curricular review and development and to a shared vision for the school
* to establish and maintain a good rapport with parents by communicating fully with them, both informally and formally, through parents’ evenings and written reports
* to attend events such as induction evenings and curriculum evenings, to improve communication between home and school
* to attend concerts, plays, parents’ evenings, staff meetings and departmental meetings and to take part in any after school activities, such as clubs, as required
* to keep updated on the National Curriculum and keep abreast of current educational thinking.
* to attend INSET courses as required
* to participate in a lunchtime supervision rota and willingly undertake a part in any school duties such as lunch, break time and after school supervision
* to be concerned with the general welfare of the pupils and observe all safety regulations and procedures
* to liaise with the Executive Head of Junior School and other members of the Executive Management Team to ensure each is always kept well informed.
* to be responsible for seeing that the pupils are registered twice a day.
* to book visitors and to book and accompany excursions and residential trips following procedures laid down in the staff handbook.
* to lead at least one assembly per year and to organise a class assembly to celebrate the achievement of pupils
* to share in the cover for absent colleagues
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| **Extra-Curricular Opportunities** | Every member of staff runs at least one after school club or activity as part of an extensive programme which changes termly. All staff volunteer to support events run by different departments.  |

**4. Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Good Honours Degree in a relevant subject area
 | * QTS, PGCE or equivalent
* Full Driving Licence
* First Aid Training
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| **Skills** | * Ability to teach in both KS1 and KS2
* Good pastoral support
* Ability to work well within a team
* Good written and verbal communication
* Good ICT skills
 | * Innovative Teaching and Learning
* Knowledge of using iPads to as part of Teaching and Learning provision
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| **Qualities** | * Love of teaching
* Valuing a growth mindset, nurturing independence, 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
* Sense of perspective and good sense of humour
 | * Interest in developments in Teaching and Learning
* Consideration of the wider school community
* Innovate approach to educating the whole pupil
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**5. Opportunities for Professional Development**

Generous external INSET budget

Internal programme of Learning Lunches and Twilight INSETs

Staff Journal Club

Teaching and Learning Programme run jointly with Habs Senior School colleagues

Support in gaining relevant qualifications, such as ISQAM, Masters, PhD, QTS, as resources allow

Working with the Haberdashers’ family of schools, including Haberdashers’ Aske’s Boys’ School, Elstree, and Haberdashers’ Monmouth School for Girls.

Working with locally linked maintained schools.

**6. Additional Information**

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 use the school’s swimming pool, fitness suite, badminton and tennis courts, as well as free school lunches in term time and free use of the School’s coach service where spaces are available. Haberdashers’ Aske’s School for Girls terms are shorter than in the maintained sector.

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. Half termly optional Learning Lunches and Twilight INSETS cover a vast array of academic, pastoral and career advancement training. There is a well-established Performance Related Pay Programme which is closely linked to the professional development programme. All new staff attend an induction programme. Staff Development offers practical sessions to ease the transition into 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.