



Croydon High School

*for girls aged 3-18yrs*

GDST  
GIRLS' DAY SCHOOL TRUST

## **JUNIOR SCHOOL TEACHER**

Required for September 2023

Permanent, Full-time

Salary commensurate with experience and qualifications



**INFORMATION FOR APPLICANTS**

# Information for applicants

www.croydonhigh.gdst.net



## The School

Croydon High School in leafy Selsdon, South Croydon, is an exceptional independent day school for girls aged 3 to 18. Part of the GDST (Girls' Day School Trust), the leading network of girls' schools in the UK, Croydon High has been delivering outstanding education to local girls since 1874.

In spacious buildings, on a sloping site of over twenty acres three miles from the centre of Croydon, our girls enjoy the benefits of excellent sporting facilities, teaching and exceptional pastoral care.

Proud of its heritage, Croydon High School is also firmly focused on the future and the Senior Leadership Team, under Head Annabel Davies, consistently strive to move the School forward preparing girls to meet the challenges of the modern world.

We are enjoying the products of a masterplan of improvement to the site over recent years that has included refurbishment of the Junior School, improvements to the exterior of the campus and our sports' centre, a new sports pavilion and the creation of an Enterprise Technology Suite. Investment in the fabric of the building is ongoing.

Visitors to the School cannot help but be impressed by the warm welcome, the confidence of the girls, the love they express for their School and the beautiful grounds.

Croydon High is made up of students from a broad and culturally diverse range of backgrounds and the school recognises and hugely values the positive impact this has on all who teach and learn here. To support and enhance the educational and pastoral provision for all our students, we are fully committed to a recruitment policy in which job applicants are not discriminated against on the grounds of sex, race, disability, age, nationality, colour, ethnic or national origin, marital or civil partner status, pregnancy, sexual orientation, gender reassignment, religion or belief.

*"Croydon High's way – and the GDST way – is so exactly representative of an ideal workplace, in my mind. The way Croydon High is concerned for mental and physical wellbeing of pupils AND staff, the way you're open to change, the way you're welcoming to everyone from any and all backgrounds, the way you encourage healthy discussions around accountability and how to make progress and improve... Working in this kind of environment is a dream."*  
Current Staff member, 2020





## Organisational Structure

### The Girls Day School Trust

The GDST educates 20,000 pupils and employs over 3,700 staff in our 23 schools and two academies. Croydon High School, founded in 1874, was the first “all-through” school in the Trust. The GDST is the UK’s largest education charity with an annual turnover of more than £200 million.

A Council of Trustees are legally responsible for the running of the GDST and set the strategic direction of the Trust, monitor its performance, and ensure its financial viability.

The GDST is committed to diversity, inclusion, and real change: a family where every individual is valued, respected and included.

### The School Governing Body

Under the GDST governance arrangements, each of the 23 schools are supported by a SGB who plays a valuable role in providing a high-quality education for our girls.

They support the Headmistress, advising on the effective use of resources and helping the School foster the excellence for which it is renowned in the local area.

### The Senior Leadership Team

The School is managed and run by a Senior Leadership Team; including the Head of Junior School, Director of Philanthropy and External Relations, and Director of Finance and Operations alongside the academic leaders of the Senior School.



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## Academic Life

### **Intellectual curiosity and outstanding results in an exceptional learning environment.**

Our curriculum is characterised by an emphasis on academic excellence, breadth and innovation, fostering creativity, exploration and enjoyment. Creative teaching and learning opportunities abound; highly qualified and motivated staff explore ideas and introduce new techniques.

Specialist teaching is one of several key features of our Junior School offering. For many subjects, such as Music, Drama, French and PE, this begins in Nursery. Our specialist teachers are experts in their subjects and teach all girls across the Junior School, watching them develop in their subjects over many years. They inspire girls in their subjects as well as encourage participation in extra-curricular clubs in their area.

Also included in our Junior School specialist teaching offer is Enterprise Technology – a subject unique to Croydon High School. Designed and developed by our own teaching staff, Enterprise Technology honours our commitment to ensuring that girls are real-world ready and prepared for the future. This totally bespoke subject combines essential computing skills, such as programming, with skills needed in the workplace such as project management, teamwork, problem solving and – crucially – creativity.

Enterprise Technology is taught from Nursery, with a focus on girls becoming 'designers of' not 'users of' technology and by Year 6 our girls are well beyond age expectations.

Our mantra is *Every Girl, Every Day* and this highlights the strong relationships between supportive staff and our remarkable students. We want every girl to enjoy a learning experience – every day – that inspires her ideas, stimulates her curiosity and motivates her to be the very best version of herself that she can.

## The Junior School

Croydon High Junior School, situated on the same site as the Senior School, not only shares its excellent sports facilities (including indoor swimming pool, tennis and netball courts and a floodlit artificial hockey pitch) but also plenty of opportunities for the 'whole school' to come together. Senior girls regularly volunteer in the Junior School which provides the younger ones with some truly inspirational role models.

Visitors invariably comment on two aspects of the Junior School in particular. Firstly, they remark on how happy, confident and well-mannered the girls are and secondly, their

sense of purpose and focus on their work. Girls join Nursery following their third birthday and are welcomed into a warm and caring environment where experienced staff understand that girls respond best when they feel secure and happy. That is why the School is acknowledged as stretching even the youngest girls to achieve more than might be expected.

Bright and purpose-built classrooms are well resourced and have plenty of space for group activities as well as one-to-one attention. The School actively promotes a working partnership with parents, keeping them well informed and, through an Open-Door policy, encouraging them to come and talk to staff at any time.

The Junior School has benefitted from a significant refurbishment programme over the last few years. It has impressive playgrounds, spacious classrooms and a Music and Drama suite as well as a purpose-built Nursery. The innovative 4D room, with a combination of sound, light, music and touch, has inspired even the youngest girls to produce wonderful written and creative work.

Most recently, there has been a total refurbishment of the Holt Hall, providing an exceptional, multi-purpose space for teaching, performances and events. This project also included an extension to the Junior School building to include a designated teaching space for Enterprise Technology.

Our girls never cease to impress with their enthusiasm and individuality. There is no set formula for their interests and passions, just an expectation that they approach learning opportunities with commitment and curiosity. It's about every girl, every day. The school emphasises the fact that challenge, opportunity and a willingness to take intellectual risks are important in developing skills and confidence and staff are expert in providing exactly this environment. The majority attend a large number of extra-curricular clubs and pupils are enthusiastic and always willing to join in, whether at Chess, Circus Skills, 'In the News' or any of the other clubs available.

Pastoral care is an absolute priority, supporting girls as they develop socially with all girls able to be involved in decision making through the School Council. The Croydon High ethos is clear; girls have every opportunity to be part of a community which nurtures a love of learning through a vibrant mix of academic and enriching extra-curricular activities.

Our mantra is *Every Girl, Every Day* and this highlights the strong relationships between supportive staff and our remarkable students. We want every girl to enjoy a learning experience – every day – that inspires her ideas, stimulates her curiosity and motivates her to be the very best version of herself that she can.





## Application Details

The GDST is committed to diversity, inclusion and real change: a family where every individual is valued, respected and included.

### Safeguarding

The GDST is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection checks appropriate to the post, including online searches and checks with past employers and the Disclosure and Barring Service.

A copy of our School Safeguarding and Child Protection Policy (CHS) can be found [here](#) on our website.

### How to apply

An application form should be downloaded from our website <https://www.croydonhigh.gdst.net/vacancies/> completed and, together with a covering letter addressed to the Head, be emailed to [hr@cry.gdst.net](mailto:hr@cry.gdst.net).

We do **not** require a separate CV document as part of your application.

Applications must be received by noon, Monday 24 April 2023.

The school reserves the right to appoint at any stage during the recruitment process.





## Job description

### Role

### **JUNIOR SCHOOL TEACHER**

### Job Purpose

- To contribute to providing an excellent education for all the school's pupils by teaching with expertise and enthusiasm, offering support to the learning of individual students and contributing to the school's pastoral system.
- To support the Head and the Junior Leadership Team (JLT) in the implementation of all aspects of school and GDST policy in order to maintain the aims and ethos of the school and the GDST as a whole.
- To embrace and demonstrate the characteristics set out in the GDST Professional Teacher Standards: to be Caring, Effective, Engaged, Confident, Creative and Reflective practitioners.
- To demonstrate GDST values and high standards of professional conduct at all times.

### Accountable to

The Head of Junior School

### Accountabilities

### **Teaching and learning**

*Having regard to the curriculum, plan and teach challenging, well-organised lessons and sequences of lessons, informed by secure subject knowledge, specifically by:*

- Using an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and expectations and are designed to raise levels of attainment.
- Building on the prior knowledge and attainment of earlier learning in order that learners meet their learning objectives and make sustained progress.
- Developing ways to encourage, challenge and inspire pupils to apply new knowledge, understanding and skills and deepen them further.
- Using language appropriate to learners, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively.
- Managing the learning of individuals, groups and whole classes effectively, using teaching techniques appropriate to suit the stage of the lesson and the needs of learners.
- Maintaining an up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential, incorporating these in the planning and delivery of lessons.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- With reference to learners' individual learning objectives, planning, setting, supporting and assessing classwork, homework and other out-of-class assignments and coursework for examinations, where appropriate and reasonable, to sustain learners' progress and to extend and consolidate their learning.
- Contributing as appropriate to the development of schemes of work and adhering to schemes of work when planning and teaching.
- Knowing and implementing the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to public examinations and qualifications.
- Organising the classroom and learning resources and creating displays to encourage a positive learning environment;
- Participating with the line manager in using GDST and national statistics to monitor the progress of pupils and raise levels of attainment.
- Providing pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils' progress, attainment and areas for development.
- Working collaboratively across the department, school and the GDST network.
- Managing pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy.

## **Pastoral**

*Work with colleagues to create a positive culture of pupil welfare and behaviour, including taking an active role in pastoral matters, by:*

- Supporting and contributing to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils.
- Being aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

## **Marketing and external links, including public occasions**

*Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community, where possible, by:*

- Actively participating in educational outreach and promoting the key stage, phase or department within the school community to encourage pupils' interest in the subject area or school.
- Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils.

## **Management and administration**

*Undertake administrative and organisational tasks related to the duties of teaching and to ensure the smooth running of classes and the department by:*

- a. Contributing to the professional development of other teachers and support staff, including the induction and assessment of new teachers.
- b. Coordinating or supervising the work of those who provide support for teachers in the department (i.e. technicians or teaching assistants), where required.
- c. Taking part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- d. Ordering and allocating of equipment and materials where required.

## **Training and development of self and others**

*Maintain an up-to-date knowledge and understanding of all aspects of teaching and pedagogy by:*

- Reviewing own methods of teaching and programmes of work.
- Evaluating own performance and being committed to improving own practice through appropriate training and professional development.
- With the line manager, engage actively in any process of appraisal or performance review for self and for those supervised.
- Keep abreast of subject developments from a range of sources, in order to maintain best practice.

## **Supporting the work of the GDST**

- Demonstrate GDST values and high standards of professional conduct at all times.
- Develop strong, positive relationships with GDST colleagues, contribute to collaborative work cross GDST Schools and support other staff in participating in GDST work in order to share best practice.

## **General requirements**

All School staff are expected to:

- Work towards and support the school vision and the current School objectives outlined in the School Development Plan.
- 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.
- Demonstrate positive and courteous relations with students, colleagues, parents and any external personnel.
- Contribute towards organising, participating in or delivering on the school's programme of extra-curricular activities.

- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process and training and development opportunities available.
- Adhere to policies as set out in the GDST Council Regulations, the Hub and GDST guidance and communications.
- In accordance with GDST policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils.
- Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head of Junior School.
- Carry out duties such as supervising pupils at break or lunch, as reasonable.
- Attend all relevant parents' meetings, which may take place in the evening.
- Support pupils and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school.
- Carry out such other associated duties as are reasonably assigned by the Head of Junior School.

**Review and Amendment**

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**Person Specification**

**Skills Required**

Experience in effective leadership of a curriculum subject	Desirable
Ability to use a range of teaching strategies in order to meet the needs of all pupils	Essential
Excellent behaviour management skills and discipline both inside and outside the classroom	Essential
Ability to communicate effectively, both verbally and in writing with colleagues, school-based staff, governors, GDST and external bodies	Essential
Excellent interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues, and parents)	Essential
Excellent organisation and time management skills with the ability to prioritise and work to deadlines	Essential
A passion for education	Essential
Ability to inspire, motivate and support pupils	Essential
Commitment to maintaining the caring and supporting ethos of the school	Essential

**Knowledge**

Knowledge of Safeguarding/Child Protection issues	Essential
Strong subject knowledge across a range of the primary curriculum subjects	Essential

**Qualifications/Attainment**

Well qualified graduate with a qualified teacher status	Essential
Willingness to participate in further training and developmental opportunities offered	Essential

**Attitudes/Approach**

Ability to be professionally discreet and maintain confidentiality on all school matters	Essential
Willingness to adopt a flexible approach to all directed tasks	Essential
Willingness to work as part of a team	Essential



Croydon High School, Old Farleigh Road,  
Selsdon, South Croydon CR2 8YB

*Head:* Ms Annabel Davies

*Interim Head of Juniors:* Mrs Elizabeth Wilson

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*for girls aged 3-18*

**G D S T**

**Juniors**

*Tel:* 020 8260 7508

*Email:* [juniors@cry.gdst.net](mailto:juniors@cry.gdst.net)

**Seniors & Sixth Form**

*Tel:* 020 8260 7500

*Email:* [seniors@cry.gdst.net](mailto:seniors@cry.gdst.net)



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GIRLS' DAY SCHOOL TRUST

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