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## **Commitment to Safeguarding**

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

Badminton School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and are required to adhere to the School's Safeguarding Policy and related procedures. 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 School, he or she must report any concerns to the Designated Safeguarding Lead or other appropriate person as set out in the Policy.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

## **Badminton Junior School**

Badminton is a leading independent school for girls. Founded in 1858, the school occupies an attractive 15-acre campus in the north-west of Bristol and admits girls from age 3 -18. There are approximately 350 girls in the Senior School, which can accommodate up to 200 boarders. In the Junior School there are 140 girls the majority of whom are day pupils.

The Junior School accepts girls between the ages of 3 and 11. Our EYFS and Keys Stage 1 pupils are known as Acorns.

Whilst the Acorns are largely taught by their class teacher, the Juniors receive specialist subject teaching. The girls also benefit from language lessons taught by Senior School teachers which include French, Latin, German and Spanish.

Most visitors to the Junior School comment on the relaxed and friendly atmosphere that they encounter when they first arrive and we all do our very best to ensure that this first impression is carried on throughout their time in the Junior School, whether they be parents, pupils or guests.

Whilst we have high expectations of ourselves and our pupils, we do not allow this to overcome our desire to nurture and develop our pupils in a supportive and relatively relaxed environment. We firmly believe that girls learn best when they are happy and we endeavour to ensure that the teaching in the Junior School is fun, inspirational and, at times, challenging.

Badminton Junior School benefits in many ways from sharing the Senior School site. We have the use of the all-weather pitches for our Games lessons which include hockey, netball, tennis and rounders and also use the newly built Sports Centre for PE and Dance. All girls attend two Swimming lessons a week in the indoor swimming pool which is adjacent to the Junior School.

The staff at Badminton Junior School appreciate and value the benefits of working as a team in a supportive environment. We aim to be a dynamic and forward-looking school and we understand that everyone has a role to play in achieving this goal.

Whilst academic rigour is expected from all teachers, pastoral care is also exceptionally important and we expect every member of staff to demonstrate a commitment to this aspect of their role.

As a Boarding School, Badminton operates a busy campus seven days a week and all support services and departments therefore work on all seven days to provide a full support service to pupils and staff. Campus facilities are extensive, enhanced hugely by the completion in 2018 of our new state of the art Sports Centre. During the School holidays, the campus is used for a wide range of educational and commercial activities and this results in an all year round operation.

### **The School's Vision and Values:**

“Badminton provides the best preparation for girls living and working in a global society”

Values:

- To provide an education which nurtures intellectual curiosity and which is challenging and fun, balancing academic excellence with fulfilment of individual potential in the arts, sport and extra-curricular activities.
- To provide pastoral care which teaches respect and tolerance for the whole community and requires each girl to take responsibility for herself and others. To create opportunities for every girl to make a contribution to the well-being of the school and genuine mutual support.
- The international mind-set of the school aims to create an awareness of the needs and concerns of society at local, national and global levels.
- Badmintonians leave the school as curious, confident and courteous individuals who will thrive in a competitive, global society.
- Badminton respects the past and looks to the future, ensuring good stewardship of the Badminton name, the campus and the School's world-class reputation.

**Aim of the role:**

The Junior School teacher and form tutor will inspire the teaching and learning for KS2 girls in the Junior School.

**Accountability:**

The Junior School Teacher is responsible to the Head of the Junior School.

**General Responsibilities - Teachers of Juniors and Acorns:**

It is the teacher's responsibility to ensure that the following takes place:

- The school has a commitment to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- To create an atmosphere in which the pupils can learn and to motivate and stimulate them to develop their potential academically, creatively and socially.
- To ensure that the classroom is a safe, well-resourced and stimulating environment in which the pupils are able to learn effectively.
- To co-operate and support other staff members both within the curriculum and as colleagues.
- To liaise with colleagues about the needs and progress of pupils.
- To attend weekly staff meetings and all organised in-service training days.
- To ensure that work is marked regularly and effectively giving praise, constructive criticism and identifying targets.
- To prepare and present accurate and purposeful reports which will inform parents and pupils about each child's attainment and progress.
- To undertake playground and after school duties as required.
- To plan, prepare and take responsibility for educational visits.
- To contribute to displays in the classroom and around the school and to ensure that displays are informative, visually stimulating and up to date.
- To undertake reasonable additional duties as required by the Governors and the Head of the Junior School
- To contribute to the provision of afterschool clubs and extra-curricular activities.
- To undertake reasonable additional duties to promote the school both on its premises and in other appropriate locations
- To prepare for and attend curriculum and information evenings
- To prepare for and attend Parents' Evenings
- To develop a good working knowledge of relevant school policies.
- To provide information as and when necessary for the School's weekly Newsletter.
- Florin duty

You may be expected to take on a role of Subject Coordinator within the Junior School. This would involve maintaining an overview of the subject and liaison with the Senior School counterpart.

## **Form Tutor**

This role will include the following responsibilities:

- To register pupils during form time and to have an overview of their attendance.
- To develop and maintain a good working relationships with pupils and parents in order to develop clear and effective lines of communication.
- To inform the Deputy Head or Head of the Junior of any concerns regarding a pupil in their form.
- To write and compile termly reports for the pupils in their form.
- To liaise with subject teachers where there are concerns over academic progress
- To meet with parents as and when necessary.
- To ensure that the children in their form receive exceptional pastoral care.
- To organise form assemblies when necessary
- To supervise pupils in their collection of House points
- To help pupils with organisational issues when necessary

**This is not an exhaustive list of tasks. Further details of the responsibilities and duties of staff may be found in the Staff Handbook.**

**This job description is subject to regular discussion and review.**

Badminton is a boarding school and this means that, for all pupils, boarding is at the heart of the Badminton experience. A majority of girls in the Senior School are boarders and the School holds it as important that all staff, whether or not directly employed in a role in boarding, understand and contribute to the boarding life of the School.

Full time roles offered at Badminton include a **minimum** of the following boarding duties:

#### Autumn Term

A minimum of 33 hours to be worked over the Autumn Term to be arranged as follows:

- 1 regular evening per week (6pm-9pm or 7pm to 10pm as appropriate to the Boarding House) or
- 3 weekend days over the term (each weekend day should equate to around 11 hours and that this might need to be spread over more than one day so that the input from a regular evening or weekend days equates to roughly the same).

#### Spring and Summer Term

A minimum of 48 hours to be worked over the Spring and Summer Terms to be arranged as follows:

- 1 regular evening per week (6pm-9pm or 7pm to 10pm as appropriate to the Boarding House) or
- 2 weekend days per term (each weekend day should equate to around 11 hours and that this might need to be spread over more than one day so that the input from a regular evening or weekend days equates to roughly the same).

Part-time roles will undertake an equivalent proportion of duties.

#### **Allowance**

The allowance for this pattern of Boarding duties will be set at £1,500 per annum (or pro-rata for part-timers) and is payable in equal monthly instalments in arrears. The level of this allowance will be reviewed on an annual basis, there is no guarantee of an increase but any increase will take effect 1 September. This allowance forms part of a teacher's pensionable salary.

**BADMINTON SCHOOL**  
**Appointment of Junior School Teacher**  
**Person specification**



*Education and qualifications*

Applicants must have appropriate academic qualifications for the role, which for most teaching posts means a good degree in the relevant subject.

Their subject knowledge will be excellent and they will be capable of sharing their expertise at levels commensurate with the age and abilities of their classes.

Applicants should have qualified teacher status, although the School may also from time to time accept applicants who are on an accredited programme working towards Qualified Teacher Status.

*Teaching experience*

All applicants however, should have experience of working with young people in some capacity and should have some knowledge of how to enthuse, lead and manage teams and groups.

*Knowledge and understanding*

Applicants should demonstrate a clear understanding of the primary curriculum and its assessment, have an ability to employ a range of effective teaching, learning styles and assessment methods and possess the ability to use assessment data to inform planning and set targets

*Teaching and learning*

Applicants must be motivated to work with young people, be able to form and maintain appropriate relationships with pupils and establish personal boundaries, have emotional resilience and be able to maintain good order. They will be thorough in preparing lessons and in assessing and monitoring progress. They will keep full records and write detailed reports.

*Personal qualities*

Applicants will be personable, of smart appearance and have good social skills. They will be organised, punctual and efficient in organising their workload and managing their time effectively. They will be competent in the use of IT. They will work well in a team and be responsive to advice and guidance.

All applicants are expected to share the School's vision of the benefits that single sex education provides.

The successful applicant will contribute widely by taking on the role of tutor and by playing a full part in the sporting and extra-curricular activities of the School and in the boarding life of the School.

In addition to the above, the successful applicant will be expected:

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection;
- To be supportive of the School's policies on Equal Opportunities;
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment;
- To be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential;
- To be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post.

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Candidates should complete and return the Application Form and letters of application addressed to the HR Manager, to reach the School by **9.00am on Tuesday 23 April 2019**. **Interviews will take place in the week commencing Monday 29 April 2019**.

All sections must be completed, including the names and addresses of two referees, one of whom should be your current employer (if applicable) and a full education and employment history.

All applicants will be asked the reason for leaving previous roles if this is not explained on the application form. Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.

Please submit your application by email or on single-sided sheets of **A4** paper held together with a single paper clip (no staples) since multiple copies will be made. **We do not accept/review curriculum vitae so please do not enclose this.**

**It is School policy that we write for employment references during the selection procedure and we may approach any previous employers for information to verify particular experience or qualifications, before interview.**

We would be grateful if you could complete the monitoring form and return this along with your application. Please address your envelope **for the attention of the Human Resources Department** or email it to: [HR@badmintonschool.co.uk](mailto:HR@badmintonschool.co.uk).

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

The School strives to contact all unsuccessful applicants to let them know that their application has not been successful. It is the School's policy not to provide individual feedback to candidates on why an application has not been successful

The School underwent an ISI Regulatory Compliance Inspection in April 2018; the full report is available via a link from our website [www.badmintonschool.co.uk](http://www.badmintonschool.co.uk) or from the ISI website [www.isi.net](http://www.isi.net). We hope that the report will enable you to understand more about Badminton School and encourage you to submit an application.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Thank you once again for your interest and we look forward to receiving your application.

**Salary**

Badminton operates its own pay scale.

**Offer of the Post**

This post is offered as a full time permanent position.

The offer of a post will be made subject to satisfactory written references, health declaration and enhanced DBS check.

Further information about Badminton School can be found on the school website:

[www.badmintonschool.co.uk](http://www.badmintonschool.co.uk)

Thank you once again for your interest and we look forward to receiving your application.

April 2019