



### JOB DESCRIPTION

**Job Title:** Lower School Teacher

**Reports to:** Master of the Lower School

This post represents the opportunity for the successful candidate to be part of a thriving leading independent co-educational day school. The ideal candidate will have experience of primary education. The post offers a generous salary and excellent working conditions.

#### **Role and Specific Responsibilities:**

- Responsible for teaching classes in Key Stage 2
- To be a Form Tutor.
- Assess, record and report on children's development, progress and attainment, setting clear targets which build on prior attainment.
- Work closely with the Master of the Lower School to ensure all aspects of pupil attainment and personal development meet the high aspirations of the school and parents
- Offer an after school club activity once a week.
- Prepare all lessons and Preps in line with medium term plans.
- Prepare reports using the school management information system in line with the advertised deadlines given out each term.
- Develop positive relationships with pupils, parents and colleagues.
- Meet parents at Parents' Evening
- Apply the school's rewards and sanctions policy.
- Undertake a range of duties as directed by the Master of the Lower School.
- Keep classroom areas tidied and ordered, display work should be changed at least once per term.
- Attend the majority of assemblies and be present for the weekly assemblies taken by the School Chaplain and the Master of the Lower School.
- Be involved in extra-curricular activities such as the school play and be willing to assist with school trips and residential outings.
- Attend Open Days and the Entrance Examination assessments.
- Attend courses and visit other schools to further their professional development.

#### **General**

- Participate in training and other learning activities as required and in the performance appraisal and development review process.
- Undertake other similar duties and activities that fall within the band and the role; and any other duties that may be reasonably required by the Master of the Lower School.



### PERSON SPECIFICATION

	Essential	Desirable
<b>Experience and Qualifications</b>		
Experience of teaching and training	X	
Detailed and thorough knowledge of Key Stage 2	X	
<b>Skills and competencies</b>		
Strong commitment to Safeguarding	X	
Command respect from pupils, parents and colleagues	X	
Excellent inter-personal and communication skills	X	
Think creatively and strategically	X	
Proven organisational and planning skills	X	
<b>Personal Qualities</b>		
Passion for learning	X	
Commitment to succeed	X	
Dynamic and energetic	X	
Loyal and discreet	X	
Decisive	X	
Stamina and resilience	X	
In tune with the ethos and aims of Norwich School	X	



### **BENEFITS**

#### **Salary**

The post is offered at a salary commensurate with skills, experience and qualifications.

#### **Teacher's Pension**

Teaching staff are eligible for membership of the Teacher's Pension Scheme.

#### **Healthcare**

Staff may benefit from the school's private healthcare plans. To join, a full time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

The school also offers a free flu jab to those staff who wish to take this up and this is administered on site during the school day by a nurse.

#### **Personal Accident Insurance Scheme**

Staff are eligible for free membership of the Personal Accident Insurance Scheme.

#### **Fee Remission**

The school's standard remission on tuition fees for teaching staff, currently at 50% pro rata for each child, is available if your children are admitted to Norwich School

#### **Lunch**

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

#### **Salary Sacrifice Schemes**

Norwich School offers the Cycle to Work scheme and the Childcare Voucher scheme.

NOTE: Please note that Norwich School and the Lower School are located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.