

Wimbledon High School

Junior School Maths & Computing Specialist Teacher - Required for September 2024

Job Description & Person Specification

Role	Junior School Maths & Computing Specialist Teacher
Job Purpose	To provide specialist Maths and Computing Teaching across Upper Junior School (Key Stage 2) To undertake the role of Junior School Class/Form Teacher
Accountable to:	Head of Junior School (via Assistant Head Academic & Innovation)
Accountabilities (in addition to those normally required of a qualified teacher)	Specialist Teaching and Learning <i>Having regard to the Maths and Computing curricula, plan and teach challenging, well-organised lessons and sequences of lessons, informed by secure subject knowledge, specifically by:</i> <ul style="list-style-type: none">a. 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.b. Building on the prior knowledge and attainment of earlier learning in order that learners meet their learning objectives and make sustained progress.c. Developing ways to encourage, challenge and inspire pupils to apply new knowledge, understanding and skills and deepen them further.d. Using language appropriate to learners, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively.e. 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.f. Maintain 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.g. Assessing, recording and reporting on the development, progress and attainment of pupils.h. Advising and co-operating with the Assistant Head of Upper Junior School, Assistant Head Academic & innovation and other

	<p>teachers on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment arrangements.</p> <ul style="list-style-type: none"> i. With reference to learners' individual learning objectives, planning, setting, supporting and assessing classwork, homework and other out-of-class opportunities to sustain learners' progress and to extend and consolidate their learning. j. Contributing as appropriate to the development of schemes of work and adhering to schemes of work when planning and teaching. k. Knowing and implementing the assessment requirements and arrangements for the subjects/curriculum areas they teach. l. Organising the Digital Workshop and related learning resources. Creating displays to encourage a positive learning environment; m. Providing pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils' progress, attainment and areas for development. n. Working collaboratively across the department, school and the GDST network. o. Managing pupils' behaviour constructively by establishing and maintaining a clear and positive framework for engagement, in line with the school's behaviour policy. p. Readiness to teach any other curriculum areas reasonably required, as directed by the Head of Junior School. <p>Pastoral</p> <p><i>Work with colleagues to create a positive culture of pupil welfare, wellbeing and behaviour, including taking an active role in pastoral matters, by:</i></p> <ul style="list-style-type: none"> a. Supporting and contributing to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils. b. Being aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services. c. 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. d. Acting as Junior School Class/Form Teacher.
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	<p>e. Leading and participating in Assemblies.</p> <p>1. Marketing and external links, including public occasions</p> <p>a. Build effective partnerships with parents to ensure a shared understanding between school and home about the subject, and how parents can support their child</p> <ul style="list-style-type: none"> • an excellent local reputation for the school through the promotion, profile and success of the subject • co-curricular activities that enrich the timetabled curriculum experiences e.g. clubs, ensembles, choirs, orchestras, music trips and tours <p>b. Promote the subject excellence and reputation of the school through public occasions (regular performance opportunities for parents and other school stakeholders, parents' meetings, Open Days, workshops etc).</p> <p>c. Develop links outside the school in order to increase opportunities for sharing good practice, learning opportunities for pupils etc, as well as to support the Junior School partnership programme.</p> <p>d. Take a proactive lead in promoting the digital/computing life of the Junior School across the WHS social media platforms.</p> <p>e. Champion and advocate for the school's Microsoft Showcase School status by undertaking accreditation as a MS Educator.</p> <p>2. Training & development of self and others</p> <p>a. Regularly review own practice, set personal targets and take responsibility for own development.</p> <p>b. Keep abreast of subject developments from a range of sources, in order to maintain best practice.</p> <p>c. Co-ordinate, as appropriate, subject-related INSET initiatives to offer support, guidance, innovation and motivation to colleagues in the teaching of music.</p> <p>3. Management of resources</p> <p>a. In collaboration with the Assistant Head Academic & Innovation and Head of Upper Junior School Maths, ensure that appropriate, well-maintained resources are available for the teaching of Computing and Maths and contribute to future planning for subject-related resource needs and aspirations for the school budget planning process.</p>
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	<p>4. Monitoring, evaluation & assessment</p> <ul style="list-style-type: none"> a. In collaboration with the Assistant Head Academic & Innovation and Head of Upper Junior School Maths, monitor and assess pupil progress in Computing and Maths through a variety of strategies including the use of performance data, benchmarks and lesson observations, and produce reports as required. b. Participate in the school's Quality Assurance cycle.
General requirements	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the Strategic Development Plan. b. Contribute regularly to the school's programme of co-curricular activities including trips, clubs, visiting speakers etc. (leading or supporting a club for a minimum of 60 minutes per week) c. Support and contribute to the school's responsibility for safeguarding pupils. d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. g. Engage actively in the performance review process. h. Adhere to policies as set out in the GDST Council Regulations and GDST circulars. i. Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

Person Specification

Skills required

Ability to teach the Upper Junior School Maths and Computing curricula to a high quality	Essential
Ability to use a range of teaching strategies in order to meet the needs of all Upper Junior School pupils	Essential
Sound behaviour management skills and discipline, both inside and outside the classroom	Essential
Dedication to promoting the Junior School within the school and marketing within and outside school	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 organisational and time management skills with the ability to prioritise and work to deadlines	Essential
Ability to work on own initiative and react to competing demands	Essential
Ability to maintain confidentiality	Essential
Ability and willingness to undertake Microsoft Educator training and related accreditation	Essential

Knowledge Base

Exceptional knowledge and understanding the national curriculum across all aspects of the Junior School curriculum with specific expertise in Upper Junior School Maths and Computing	Essential
Knowledge of latest developments in educational best practice across all aspects of the Junior School phases	Essential
Confident knowledge of the MS suite with specific focus on the MS Educator tools	Essential
Knowledge of analysing standardised assessment data for Maths (GL suite: CAT4, PTM)	Essential
Knowledge of the 11+ and 13+ syllabi and preparation process for Maths	Desirable

Qualifications/Attainment

Well qualified graduate	Essential
Qualified teacher status or other appropriate teaching qualification (QTS)	Essential

Experience

Experience of teaching in an ambitious Junior setting, with specific reference to Key Stage 2 and specialist Maths and Computing teaching	Essential
Proven experience of successfully contributing to or running co-curricular clubs and activities	Desirable
Experience of working within a successful team	Essential

Personal attributes

Enthusiastic, positive and hard working	Essential
A passion for education	Essential
Commitment to the safeguarding of children and young people	Essential
Ability to inspire, motivate and support pupils	Essential
Flexible and approachable attitude	Essential
Ability to solve problems, make sound judgements and take decisions	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Commitment to the improvement and development of own teaching and performance	Essential
The drive and stamina to provide excellent opportunities for all girls in the school	Essential
Willingness to play a part in the overall developments of the school	Essential
Commitment to maintaining the caring and supportive ethos of the school	Essential

