

Wimbledon High School – Junior School

Job Description

Role	Upper Junior School Teacher – Maternity Cover
Job purpose	<p>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 pupils and contributing to the school's pastoral system.</p> <p>To support the Head of Junior School and the Junior Leadership Team 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</p> <p>To embrace and demonstrate the characteristics set out in the GDST Professional Teacher Standards: to be Caring, Effective, Engaged, Confident, Creative and Reflective practitioners.</p> <p>To demonstrate GDST values and high standards of professional conduct at all times.</p>
Accountable to:	Head of Junior School (via Assistant Head Upper Junior School)
Accountabilities:	<p>Teaching and learning</p> <p><i>Having regard to the curriculum, plan and teach challenging, well-organised lessons and sequences of lessons, informed by secure subject knowledge, specifically by:</i></p> <ol style="list-style-type: none"> a. Using an appropriate range of teaching strategies and resources, which meet pupils' 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 pupils 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 pupils, 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 pupils. 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 pupils 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 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.
- i. With reference to pupils' 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 pupils' 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, including those relating to standardised assessment, cognitive ability tests and the 11+.
- l. Organising the classroom and learning resources and creating displays to encourage a positive learning environment;
- m. Participating with the line manager in using GDST and national statistics to monitor the progress of pupils and raise levels of attainment.
- n. Providing pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils' progress, attainment and areas for development.
- o. Working collaboratively across the department, school and the GDST network.
- p. Managing pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy.
- q. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations.

Pastoral

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

- 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. Liaising with Assistant Head Upper Junior School, attending pastoral meetings when necessary.
- e. Leading and participating in Assemblies, as required.

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:

- a. Running or supporting one co-curricular club per week (a minimum of 60 minutes).
- b. Participating in and supporting the Junior School partnership programme with schools in the local community as required.
- c. 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 Upper Junior School, 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:

- a. Reviewing own methods of teaching and programmes of work.
- b. Evaluating own performance and being committed to improving own practice through appropriate training and professional development.
- c. With the line manager, engage actively in any process of appraisal or performance review for self and for those supervised.
- d. Attend weekly Junior School staff meetings, section meetings and briefings before and after school as directed.

General requirements	<p>All teaching 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. Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with pupils, colleagues, parents and any external personnel. c. Adhere to school and GDST policies, as amended from time to time, and as set out in GDST Council Regulations and GDST circulars. d. Contribute towards organising, participating in or delivering on the school's programme of extra-curricular activities. e. In accordance with GDST policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils. f. 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. g. Carry out playtime and/or lunchtime duties – supervising pupils from the Junior School, as reasonable. h. Attend all relevant parents' meetings, which may take place in the evening. i. 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. j. 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, in consultation with the recognised trade union.

Person Specification

Skills required

Ability to teach the Key Stage Two Junior School curriculum to a high quality, with specific confidence in English and Maths.	Essential
Ability to use a range of teaching strategies in order to meet the needs of all pupils	Essential
Sound behaviour management and pastoral care skills, 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
Confident user of ICT to aid administration and learning including whiteboards	Essential

Knowledge Base

Exceptional knowledge and understanding the national curriculum across Key Stage, with particular strength in Maths and English	Essential
Knowledge of latest developments in educational best practice across the Junior School phase	Desirable

Qualifications/Attainment

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

Experience

Experience of teaching in an ambitious Junior, Prep or Primary setting	Essential
Experience of delivery of computing and other primary school subjects	Desirable
Proven experience of successfully contributing to or running co-curricular clubs and activities	Desirable
Experience of working within a successful team	Desirable

Personal attributes

Enthusiastic, positive and hard working	Essential
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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

Updated by CAB, November 2023