

Job description: Junior School Teacher

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	Teachers at Wolverhampton Grammar School operate primarily in and around the classroom, but are expected in addition to contribute to the routine and extra-curricular life of the school, and to undertake pastoral work as a form tutor. The role of a teacher encompasses many areas and the following are minimum expectations:
Contract / Hours of Work:	Maternity Cover: 1 st September 2018 to 16 th November 2018
Line management responsibility for	N/A
Teaching and Learning	<ul style="list-style-type: none">• to promote and safeguard the welfare of children and young persons with whom you come into contact.• to act as a form tutor and to be willing to teach a range of subjects across all year groups within the Junior School• to plan and prepare lessons appropriate to the educational needs of the children• to teach classes as assigned by the Head• to conduct assessments, mark and record pupil progress• to set and mark homework in line with the homework timetable• to report pupil progress to parents• to communicate and consult with parents, including attending all Parents' Evenings• to undertake all duties as are reasonably assigned by the School• to covering for absent colleagues as requested
Pastoral Care	<ul style="list-style-type: none">• to maintain and strengthen the strong pastoral ethos and sense of community within the Junior School• to display an over-riding commitment to the welfare and well-being of each pupil, including being responsible for the general welfare of pupils in their form groups and to be the first point of contact for such pupils needing help;• to encourage high standards of behaviour, appearance, attendance, punctuality and work• to complete registration (a legal requirement) – noting absences and lateness;• to perform efficiently the routine tasks of a form tutor.
The life of the school	<ul style="list-style-type: none">• to undertake whole school supervisory duties as directed by the Deputy Head;• to make positive contributions to the extracurricular life of the school, either as a sports coach, running an extra-curricular activity, in the musical or dramatic life of the school or in other ways;• to take responsibility for the welfare and safety of pupils in their charge, having regard for the school's Child Protection, Health/Safety and other policies.• to attend Junior School staff meetings• to take a full part in the School's extra-curricular programme

Line management duties and responsibilities	Your line manager will be the Head of the Junior School
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Person Specification			
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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<ul style="list-style-type: none"> • A good honours degree or equivalent • A relevant teaching qualification (e.g. PGCE) 	<ul style="list-style-type: none"> • A relevant post-graduate qualification 	<ul style="list-style-type: none"> • Application Form • Original qualifications
Skills	<ul style="list-style-type: none"> • The capacity to inspire pupils of all abilities and enhance pupil learning • The ability to deliver the curriculum in an imaginative and exciting way • Excellent communication and interpersonal skills • High levels of literacy and attention to detail • Ability to use initiative • Empathy for pupils, parents, staff and the community • The ability to meet deadlines 	<ul style="list-style-type: none"> • Strong organisational skills 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Experience	<ul style="list-style-type: none"> • Experience in at least one age group within KS2 	<ul style="list-style-type: none"> • Teaching experience in an independent school with a proven track record of success 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references

Personal competencies and qualities	<ul style="list-style-type: none"> • A wholly professional attitude, in keeping with Teachers' Standards, to include: • Commitment to high standards and achievement • Commitment to school life and events • Support for school aims and policies • Dependability, honesty and integrity • Socially at ease with people from a wide range of backgrounds • A good listener and team player • A good sense of humour 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Safeguarding	<ul style="list-style-type: none"> • Understand their role in the context of safeguarding children, young people and vulnerable adults • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 		<ul style="list-style-type: none"> • Application Form • Interview • Professional References • Successful DBS Clearance