



PUTNEY
HIGH SCHOOL

Brief for the position of
Junior School Supply Teacher
Putney High School, GDST





Contents

The School

The Role

How to Apply

Putney High School

One of the UK's leading schools, Putney High School is a spirited, ambitious and innovative environment that nurtures talent and gives every individual the opportunity to stand up and stand out. It is a warm, vibrant and down-to-earth community where pupils develop a love of learning. They find their passions and achieve their ambitions in a wealth of areas from Arabic to a cappella, chemistry to cricket. Entrepreneurs and an Orator in Residence join specialist global university advisors to enhance what is a truly 21st century education.

The school cultivates an open-mindedness and an openness to new ideas. It creates a culture of inspiration, innovation, energy and creativity. All students have their own iPads from Year 4 upwards, and the school is a leader in the use of digital technology in education.

This year celebrating its 125th anniversary as one of the UK's leading schools, Putney High School was voted one of the top ten London Independent Schools in the influential Sunday Times Parent Power (November 2017).

Putney High School is part of the Girls' Day School Trust, a charitable trust and leading group of independent girls' schools, with over 4000 staff and 20,000 students in 23 schools. As part of the GDST network, schools benefit from central fees collection, as well as HR, procurement, IT and legal advice. There is also a large central estates department supporting and advising schools on building projects and maintenance. Members of staff at all levels receive training, share best practice and participate in formal and informal networks across the schools. Further information on Putney High School and The Girls' Day School Trust can be found at: www.putneyhigh.gdst.net and www.gdst.net The most recent ISI inspection graded the School 'Exceptional' for pupil achievement and 'Excellent' in all categories. The full report can be found [here](#).

Inquisitive, intellectually curious and love learning
Ambitious , bold and striving for excellence
Innovative and open minded

A collaborative and democratic community
Which acts with integrity and kindness
And is down to earth

The Junior School

The Junior School educates 320 pupils aged 3—11 and is an integral part of Putney High School. The vast majority of girls transition from the Junior School to the Senior School and their time in the Junior School is seen as laying the foundations for success at 11+.

The Junior School is ambitious for all its pupils and achieves high academic standards through excellent teaching in a warm, secure and aspirational environment. Staff across the Junior and Senior Schools work closely together to share best practice and to ensure that every girl is afforded the opportunity to succeed during their time at Putney High School.

The Junior School staff are committed to adopting an innovative approach to 21st century education, with digital technology at the top of the agenda for all age groups. A 'coaching culture' pervades throughout the School and staff are expected to share ideas and trial new classroom practice. The innovative pastoral care programme aims to equip girls with the skills to thrive in the Senior School and later life, and places particular emphasis on mindfulness and wellbeing.

The Junior School is equipped with a hall, specialist Science facilities, an Art Studio, Music Room, a large IT Suite and Library.

A typical Putney Student will:

- Encounter stimulating personal and intellectual challenges, be encouraged to appreciate the value of academic excellence, develop a love of learning, a spirit of enquiry and an independence of mind.
- Develop the habit of independent learning and mastery of its techniques so laying the pathway towards higher education and fulfilling careers.
- Receive care and guidance to help them make decisions concerning personal responsibility, moral integrity, leadership, tolerance and concern for others.
- Participate in the creative arts, sport and community service for the sake of their own enjoyment and to develop their interests and personality.
- Increase their awareness of the wider world and so aspire to make a positive contribution to society by serving others.

The Academic Pathway:

- At Putney High Junior School, the aim is to stretch and challenge girls and develop their intellectual agility. The School promotes a love of learning and intellectual curiosity and is keen to further develop the use of timetabled thinking and learning sessions debating and Philosophy throughout the Junior School.
- The staff body has a wealth of experience and expertise which is currently being channeled into the development of a research led ethos, intended to create an intellectually challenging and professional learning community to benefit teaching across all levels. Staff are constantly looking at ways to enhance and develop pupils' learning through the sharing of best-practice with digital learning now fully integrated into teaching and every pupil in Years 4 to 6 currently has the benefit a one to one iPad.

Role

Junior School Supply Teacher

Job purpose:

To teach each class for which you are timetabled

Accountable to:

The Head of Junior School

Salary:

In accordance with the GDST national scale, higher than the maintained sector.



Accountabilities

Main Areas of Responsibility

- To deliver the curriculum in a manner appropriate to the age and ability of the pupils concerned, following the agreed syllabus or scheme of work.
- To mark all work taught and homework set in accordance with school procedures.
- To keep records of attendance for each class taught.
- To ensure good order prevails in the classroom so that learning can take place.
- To contribute to the school's system of assessment of pupils
- To be aware of and play an appropriate part in implementation of all school policies, as described in the Staff Handbook, including regulations relating to safety.
- To participate in the school's system of reporting pupils progress and behaviour at appropriate times.
- To participate in appropriate meetings with colleagues and parents.
- To carry out a share of supervisory duties and cover arrangements in accordance with published rotas.
- To set and keep high standards of punctuality and courtesy and of appropriate dress for self and pupils.

- To attend assemblies and other formal occasions as required.
- To perform in accordance with any directions which may reasonably be given to you by the Headteacher or Head of Junior School from time to time, such particular duties as may reasonably be assigned to you.

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's program of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



Person Specification

Essentials

- Well qualified graduate with qualified teacher status
- Ability to use a range of teaching strategies in order to meet the needs of all students
- Sound behaviour management skills and discipline both inside and outside the classroom
- Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, governors, GDST and external bodies.
- Excellent interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues and parents)
- Excellent organisation and time management skills with the ability to prioritise and work to deadlines
- A passion for education
- Ability to inspire, motivate and support pupils
- Commitment to maintaining the caring and supportive ethos of the school



How to apply

Application

Please apply sending a covering letter addressed to Mrs Suzie Longstaff, Headteacher of Putney High School, and completed application form to recruitment@put.gdst.net.

CVs are not accepted without a fully completed application form.

Candidates who are invited to interview will be required to bring an original identification document (e.g. passport) and if applicable proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.

Putney High School and the GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Additional information

Any candidate wishing to seek additional information should contact:

Helen Batchelor, HR Manager

Email: recruitment@put.gdst.net

Tel: 020 8788 4886



PUTNEY HIGH SCHOOL



Key:

- | | |
|--|--|
| 1 Science Department | 8 Sports Hall |
| 2 Dining Hall/Main Hall | 9 Classics, Sports Hall,
Viewing Gallery,
FOPHS Fitness Centre |
| 3 Cromwell:
Headmistress' Office,
Main Reception | 10 Lockley:
Resistant Materials,
Drama Studio,
Language Lab, ICT suites |
| 4 Senior Library | 11 Galbraith:
English, Geography, Maths,
Modern Foreign Languages |
| 5 Sixth Form Centre | 12 Junior School |
| 6 Long Corridor:
History, RS & Textiles | |
| 7 Homefield:
Art and Music | |



PUTNEY

HIGH SCHOOL

www.putneyhigh.gdst.net