



PUTNEY
HIGH SCHOOL

Brief for the position of
Junior School Teacher (KS1)
Maternity Cover from January 2020

Putney High School, GDST



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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 within the Junior School in a wealth of areas from Languages to Music, Coding to Science, Entrepreneurs and an Orator in Residence.

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

Junior School Teacher

This is the kind of school girls run into each morning.

Our pupils have a sense of belonging and pride in being a Putney girl. We give girls the time and space to discover the joy of learning, enabling them to reveal their strengths, passions and the person they are becoming. We recognise and celebrate the individual, encouraging pride in what they can do, as well as ambition for what they can't do just yet.

We believe that childhood is a time to explore. Our pupils take a passionate interest in the world around them and are prepared to take risks in everything they do. In their classrooms and in their outdoor exploration, Putney girls are fearless in the face of the unknown. They listen, ask questions and take every opportunity to lead their own learning. We create self-starters, who know what to do when they don't know what to do.

Our Junior School curriculum provides a holistic, varied and exciting introduction to formal education for bright young girls.

Learning isn't easy but it should always be rewarding. Not in grades, but in growth. Girls are taught a growth mindset, where embracing challenges, developing grit, making mistakes and the process of learning is fulfilling in itself. *How* they learn is as important as *what* they learn.



Role

Junior School Teacher
KS1 (Maternity Cover)

From January 2020

Job purpose:

To teach each class for which you are timetabled

Accountable to:

The Head of the Junior School

Salary:

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



Accountabilities

General Teaching and Learning

- To prepare lessons and 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 keep records or attendance for each class taught.
- To ensure good order prevails in the classroom so that learning can take place.
- To contribute to the department's system of assessment of pupils including where applicable the setting, marking and moderation of coursework tasks, tests and examinations.
- To participate with the Head of Junior School and JSLT in the development of appropriate syllabuses, materials and scheme of work, leading a subject area .
- To keep up with developments in relevant subject areas.
- To keep records of books and other resources issued.
- 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 on pupil progress and behavior 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 participate in the appraisal system.
- 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.
- To support the extra-curricular life of the school.

Pastoral Care

- Helping with lunch and break supervision of pupils.
- Upholding the Code of Conduct and Rewards and Sanctions policy through effective delivery of its aims.
- Guide and support pupils in their personal, emotional and social development.
- Promote and model positive behavior in all teaching areas.

Communication

- Establish and maintain a positive relationship to foster links between home and school.
- Be aware of confidential issues linked to home/pupil/school/teacher.
- Work collaboratively with colleagues to meet the needs effectively of all pupils.

- Communicate concerns and observations to the relevant person regarding health and safety issues and child protection issues to maintain the school's duty of care.
- Liaise with parents regarding the effective sharing of information regarding the collection of pupils.

Training and Development of Self

- Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- Attend relevant INSET courses.

Supporting the Work of the GDST

- Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST schools and support other staff in participating in GDST work, in order to develop and share best practice.

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 including an excellent knowledge of Phonics' teaching and learning
- Must have experience of teaching in Key Stage 1
- 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.

The closing date is : **Monday 2nd September at 12.00 noon**
Interviews will take place: **the week beginning 16th September 2019**

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 | |



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