



PUTNEY  
HIGH SCHOOL

GDST

CLASSROOM TEACHER - MATERNITY COVER  
(may involve the leadership of a foundation subject area)





## MESSAGE FROM THE HEAD

Thank you for your interest in Putney High School. This role is an opportunity to play a part in one of the UK's most successful schools. Based in Putney, we provide a forward thinking, modern and relevant education for over 1,000 girls aged 4-18.

As a school, we are an inclusive, innovative, intrepid and intellectual community and we encourage our students to think differently, to be outward looking and to stand up and use their voice. We are the largest of the GDST schools and our students achieve exceptional academic results. But we know that an education is more than that. Wellbeing is at the heart of our ethos.

Our facilities are superb, ranging from a large and bespoke Sixth Form Centre to the only girls' school boathouse at the start of the boathouse course, to a new Athena Centre for Science, Music, Drama and Debating.

With a focus on continued professional development, membership of leading membership organisations and a package of personal benefits provided by the GDST, this is an attractive opportunity for someone who is interested in joining an organisation which has been a leading voice in education for nearly 150 years.

I can vouch for the positive spirit of our school community and for the sense of fun that pervades our corridors.

Headteacher





## THE JUNIOR SCHOOL

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, be curious and open to new opportunities. 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.

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 and making mistakes and the process of learning is fulfilling in itself. How they learn is as important as what they learn.

## OUR VALUES

At Putney High School we are:

**INNOVATIVE** - Forward-thinking in our approach to teaching and learning, ours is a culture that is modern, relevant and inspires the idea-makers of the future.

**INCLUSIVE**- We offer a holistic education that focusses on the individual and is outward looking - encouraging integrity, compassion, respect and social responsibility.

**INTREPID**- Interested and interesting, we are unafraid to stretch our wings and to blaze trails curious to explore and to challenge limits.

**INQUISITIVE**- Scholarly in our approach to learning, we are creative in our thinking and bold in our ambitions.





## THE ROLE

### CLASSROOM TEACHER

This role may involve the leadership of a foundation subject area.

The Junior School is a warm, vibrant and down-to-earth community in which pupils are curious and collaborative, and develop a love of learning. It is proud of its exceptional academic results and strong pastoral care.

A spirit of inclusivity, kindness, intellectual agility and engagement is at the heart of the school's ethos. The Junior School team ensures pupils think critically and creatively and are stretched, challenged and supported inside the classroom and beyond.

As a Junior School teacher, you will participate fully in school life, contributing to our school's continuing success and happy atmosphere.

**Accountable to:**  
Head of Junior School

**Hours:**  
Full time - Fixed Term Maternity Contract

**Salary:**  
In accordance with the GDST national scale.  
Depending on experience.

**Starting:**  
September 2024





# THE PERSON

The successful candidate will have the following key skills and attributes:

## ESSENTIAL

- Well-qualified graduate with qualified teacher status
- Experience teaching across key stages and all curriculum areas
- Ability to use a range of teaching strategies in order to meet the needs of all students
- Excellent 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)
- Commitment to maintaining the caring and supportive ethos of the school.

## DESIRABLE

- Qualified Teacher Status





# JOB DESCRIPTION

## RESPONSIBILITIES

### 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 of attendance for each class taught.
- To ensure good order prevails in the classroom so that learning can take place.
- To set and mark homework assignments in accordance with the published homework timetable and agreed departmental procedure.
- To contribute to the department's system of assessment of pupils including where applicable the setting, marking and moderation of coursework tasks, test and examinations.
- To participate with Head of Junior School and other colleagues in the development of appropriate syllabuses, materials and scheme of work, leading a subject area where appropriate.
- To inform Head of Junior School and other colleagues in any teaching group e.g. pupils for whom the syllabus is not sufficiently demanding or too demanding.
- 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 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 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.





# JOB DESCRIPTION

## RESPONSIBILITIES

- Guide and support pupils in their personal, emotional and social development.
- Promote and model positive behaviour 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 programme 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.





## WORKING FOR THE GDST

The school is part of the Girls Day School Trust, the UK's leading network of 25 independent girls' schools. As a member of the GDST, the largest network of its kind, Putney is able to share resources to offer students an education like no-other, and to connect staff within a supportive framework of like-minded educationalists.

As part of the GDST we can offer a variety of benefits:

- Competitive salaries compared with the state sector and other Independent schools
- Access to extensive professional development opportunities
- Training grants for qualifications
- GDST pension schemes
- A discount of up to 50% on fees for children at GDST schools
- Interest free loans for training, computer purchase loans and travel season ticket loans
- A Cycle to Work scheme
- An extensive employee assistance programme
- Competitive terms and conditions of employments





## HOW TO APPLY

**Within your application form, please complete a detailed personal statement (section 5) instead of a covering letter. For the possibility of leadership of foundation subject - please express interest in letter of application and be prepared to discuss at interview.**

**Please review the Job Description and ensure you highlight how your skills and experience meet these expectations.**

Send all completed application forms to [recruitment@put.gdst.net](mailto:recruitment@put.gdst.net)

**NB. CVs are not accepted without a fully completed application form.**

**Closing Date:** 8am on Wednesday 08 May 2024

**Interviews:** Wednesday 15 May 2024

Any candidate wishing to seek additional information or needing to discuss any adjustments:

Email: [recruitment@put.gdst.net](mailto:recruitment@put.gdst.net)

Tel: +44 (0)20 8788 4886

Candidates who are invited to interview will be required to bring original identification documents (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.

At Putney High School, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.