



NOTTING HILL & EALING  
HIGH SCHOOL  
GDST

Appointment of  
**NHEHS Junior School – KS2 Teacher**  
For September 2020



## About the School

Notting Hill & Ealing High School is one of London's leading independent girls' day schools. Founded in 1873 it is the oldest of the 25 schools which make up the Girls' Day School Trust (GDST) having begun life in Notting Hill and moved to Ealing in 1930. We are an all through school (ages 4-18). Around 300 girls in the Junior School and 600 in the Senior School, including 150 in the Sixth Form, make up a friendly and welcoming community. The Junior and Senior Schools occupy their own parts of the site and in day-to-day terms operate independently. We occupy a site in suburban, leafy, west Ealing with excellent transport links. (We are an easy walk or bus ride from Ealing Broadway or West Ealing stations: District and Central underground lines, mainline trains and Crossrail from 2018.) The school is oversubscribed and a very popular choice at all ages with girls joining us from most parts of West London as well as areas further afield.

NHEHS is an academically selective school. Our girls are ambitious, bright, enthusiastic and eager to learn. In our latest ISI inspection we achieved the highest possible grades across the board and the inspectors noted that 'the quality of the pupils' achievements and learning is exceptional.' Public examination results are consistently outstanding and girls go on to study a wide range of subjects at prestigious universities including Oxbridge. (Latest results and the university destinations of Leavers can be found on our web site.) The school is highly regarded for the way it achieves its outstanding outcomes within a particularly warm and supportive environment, and pastoral care and achieving the best for every girl is at the heart of everything we do.

***"We are delighted that you are considering NHEHS and hope that you will want to apply for this post once you have found out more about us. Our website, [www.nhehs.gdst.net](http://www.nhehs.gdst.net) will tell you more about the school and give you a taste of the atmosphere here."***

***Matthew Shoults, Headmaster***

## NHEHS Junior School

The Junior School is a happy community of pupils, parents and staff, working together to provide an environment in which girls' strengths are allowed to flourish. We achieve excellent academic results, for example the school was named as the Independent Preparatory school of the Year in 2018 by The Sunday Times Parent Power Survey. Our girls achieve the highest academic standards at age 11 and almost all go on to the Senior School, one of west London's most popular and successful selective, independent girls' schools.



However, this is only one aspect of our school. We encourage girls to approach the world with curiosity and creativity, to express their views and feelings, and to develop a real enjoyment of learning. As a result they are proud of their school and value kindness and laughter, fun and friendship.

Life at NHEHS is rich, busy and varied. Visits, trips, speakers and special events are built into our curriculum and girls are provided with outstanding opportunities to develop their interests in a wide range of areas. They love music, drama, sport and art and they take part in everything they do with wholehearted enthusiasm.



***Sunday Times Independent Prep School of the Year 2018***

*"Notting Hill and Ealing High School Junior School proves you can have both outstanding academic success and a relaxed, happy school where girls are encouraged to be individuals and to express themselves."* Alastair McCall, Editor, The Sunday Times Schools Guide, Parent Power.

# NHEHS Junior School – KS2 Teacher

## The Post

We are seeking to appoint an enthusiastic, well-qualified teacher to join our successful and committed team in the Junior School. NQTs and KS1 teachers will also be considered.

As a class teacher, you would be responsible for teaching English, Maths, History, Geography, Art, Design and Technology, PHSCE and RE. Subject specialists teach Computing, Science, Music, Mandarin and Physical Education.

## Job Description

**Responsible to:** The Head via the Head of the Junior School

**Responsibilities:** The following shall be deemed to be included in the professional duties which a school teacher may be required to perform under the reasonable direction of the Headmistress or the Head of Junior School

### Teaching

- Planning and preparing courses and lessons
- Teaching, according to their educational needs, the pupils assigned to her / him, including the regular setting and marking of work, according to departmental guidelines, to be carried out by the pupils in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Organising and participating in extra-curricular activities.

### Other activities

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her / him.
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils as directed by the Head teacher.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- Communicating and co-operating with persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.

### Assessment and Reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

### Review

- Participating in arrangements made by the Trust for the review of her / his performance and that of other teachers.

### Further Training and Development

- Participating in arrangements for her / his further training and professional development as a teacher.
- Reviewing from time to time her / his methods of teaching and programmes of work.

## **Educational Methods**

- Advising and co-operating with the Head teacher and other teachers on the preparation and development of courses of study, teaching material, teaching programmes, methods of teaching and assessment and pastoral arrangements.

## **Discipline, Health & Safety**

- 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.

## **Staff Meetings**

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

## **Cover**

- Supervising and, so far as is practicable, teaching any pupils whose teacher is not available to teach them.

## **Administration**

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and ordering and allocation of equipment and materials.

## **General requirements**

All 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.
- To adhere to School Safeguarding and Child Protection Policies.

In addition to the above, all newly qualified and experienced teachers are expected to meet the basic Teachers' Standards effective from September 2012. While Part 1 is only binding on the maintained sector, its principles constitute good practice for all teaching staff at Notting Hill & Ealing High School. Part 2 is legally binding on all teachers in the Independent sector.

## **Review and Amendments**

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

## Selection Criteria

- An excellent classroom practitioner
- Qualified Teacher Status or willingness to obtain Qualified Teacher Status.
- Experience of planning and delivering the National Curriculum.
- Experience of teaching children at Key Stage Two
- Evidence of working closely with colleagues.
- Likelihood of flourishing in this particular school.

As well as being a full time class teacher, there is a possibility for the successful candidate to lead a curriculum area, currently IT. Please indicate on your application if you wish to be considered for this role.

<b>Role</b>	<b>Subject Leaders (ICT/Science/PHSCE/Maths/English/)</b>
<b>Job Purpose</b>	<b>To provide leadership and direction for the subject within the Junior School</b>
<b>Accountable to:</b>	Head of Junior School
<b>Responsible for:</b>	(staff supervised)
<b>Accountabilities</b>  (in addition to those normally required of a qualified teacher)	<ol style="list-style-type: none"> <li>1. <b>Policy/Strategic direction and development</b> <ol style="list-style-type: none"> <li>a. Be responsible for the development and implementation of policies for the teaching of [subject] throughout the Junior School, in order to optimise               <ul style="list-style-type: none"> <li>- pupil progress and attainment</li> <li>- staff understanding, skills and knowledge in the delivery of [subject].</li> </ul> </li> <li>b. Develop and promote an accessible subject policy and action plan for [subject] , and keep these under regular review to ensure that policy and planning take account of the school' s changing needs and are appropriate to the full range of pupils' needs.</li> <li>c. Assist with the development and monitoring of policies and plans for the Junior School as a whole to ensure that they take appropriate account of [subject].</li> </ol> </li> <li>2. <b>Teaching and learning</b> <ol style="list-style-type: none"> <li>a. In accordance with school curriculum policy, determine [subject] curriculum informed by current knowledge and best practice to develop the potential of all pupils.</li> <li>b. Formulate and revise schemes of work that are age/phase appropriate to ensure continuity and progression, and the development of cross key stage/cross curricular links.</li> <li>c. Promote excellence and inspiration in learning and teaching by being the lead practitioner and leading by example; consult and advise</li> </ol> </li> </ol>

	<p>colleagues in order to establish creative, responsive and effective approaches to the teaching of [subject].</p> <ul style="list-style-type: none"> <li>d. Monitor, evaluate and review classroom practice; celebrate excellence; advise and update the Head of Junior School on progress of subject including under-performance of pupils and staff.</li> <li>e. Make effective use of relevant pupil assessment data to inform future teaching.</li> <li>f. Support staff and pupils to enable challenge for the most able and support for the less able.</li> </ul> <p><b>3. Marketing and external links, including public occasions</b></p> <ul style="list-style-type: none"> <li>a. Build effective partnerships with parents to ensure a shared understanding between school and home about the subject, and how parents can support their child.</li> <li>b. Promote the subject excellence and reputation of the school through public occasions (Training for parents, Open Days, workshops etc).</li> <li>c. Develop links outside the school in order to increase opportunities for sharing good practice, learning opportunities for pupils etc.</li> </ul> <p><b>4. Training &amp; development of self and others</b></p> <ul style="list-style-type: none"> <li>a. Regularly review own practice, set personal targets and take responsibility for own development.</li> <li>b. Keep abreast of subject developments from a range of sources, in order to maintain best practice.</li> <li>c. Lead/co-ordinate/organize, (as appropriate) subject-related INSET initiatives to offer support, guidance, innovation and motivation to colleagues in the teaching of [subject].</li> </ul> <p><b>5. Management of resources</b></p> <ul style="list-style-type: none"> <li>a. Ensure that appropriate, well-maintained resources are available for the teaching of [subject] and identify future subject-related resource needs and aspirations for consideration in the school budget planning process.</li> </ul> <p><b>6. Monitoring, evaluation &amp; assessment</b></p> <ul style="list-style-type: none"> <li>a. Monitor and assess pupil progress in [subject] through a variety of strategies including the use of performance data, benchmarks and lesson observations, and produce reports as required.</li> <li>b. Participate in the school's monitoring and evaluation cycle, providing constructive feedback and targets in order to develop individual skills to teach [subject] effectively.</li> </ul>
<p><b>General requirements</b></p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> <li>a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>b. Contribute to the school's programme of extra-curricular activities.</li> <li>c. Support and contribute to the school's responsibility for safeguarding students.</li> </ul>

	<ul style="list-style-type: none"> <li>d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</li> <li>e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>g. Engage actively in the performance review process.</li> <li>h. Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars.</li> <li>i. Undertake other reasonable duties related to the job purpose required from time to time.</li> </ul>
<b>Review and Amendment</b>	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**This job description should be seen as enabling rather than restrictive and will be subject to regular review. Please note that all applicants must complete the School's application form found on our website.**

## Terms and Conditions of the Post

The GDST offers attractive salaries and pay progression, when compared with the education sector generally, and has its own pay and grading structure, and system of career progression. Leadership and teaching excellence are recognised and rewarded in its schools. The salary reflects London weighting.

### Benefits include:

- Membership of Teaching Staff Pension Scheme
- Access to the GDST central training and development programme
- Up to 50% discount on fees for children at GDST schools
- Training grants for obtaining further qualifications
- Season Ticket Loans: Interest free loans for travel are available to staff to enable them to buy annual season tickets
- Computer Loans: Interest free loans are available to staff to enable them to buy a computer for personal use at home
- Cycle Scheme: the School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months
- Lunches: free lunches are provided to all staff during term time
- Four weeks' study leave for teachers after ten years' continuous service
- Accredited NQT induction
- There is a possibility of accommodation for September 2020

## Application and Interview Process

Applications should be submitted by **12pm, on Wednesday 4<sup>th</sup> March 2020** at the latest; however, applications may be considered in advance of the deadline. Candidates should complete the application form with details of qualifications and experience and the names, addresses, telephone numbers and email addresses of two professional referees, one of whom should be the Head of their present or most recent school.

Completed applications should be sent to:

Ms Silvana Silva  
Head of Junior School  
Notting Hill & Ealing High School  
26 St Stephen's Road, Ealing, London W13 8HH

or may be emailed to: [recruitment@nhehs.gdst.net](mailto:recruitment@nhehs.gdst.net)

Shortlisted candidates will be invited for interview on **Tuesday 10<sup>th</sup> March 2020**. As part of this process, they will be expected to teach a lesson of up to 35 minutes for which a full prior briefing will be given. All applications will be acknowledged and candidates who have not heard from us further within two weeks of the closing date should assume that the post has been filled.

All adults employed at the school are cleared for working with children and young people through the Disclosure & Barring Service. Please see attached full information regarding the Girls' Day School Trust guidelines on the Safeguarding of Children.

Further information about the school can be found on our website at: [www.nhehs.gdst.net](http://www.nhehs.gdst.net)

[Application Form](#)