



NHEHS

Junior School class teacher

Job Description – January 2018

Notting Hill and Ealing High School

NHEHS is a leading selective girls' school located in Ealing, west London. We teach approximately 870 girls aged 4-18. There are 310 girls in the Junior School (4-11) and 570 girls in the Senior School, of which about 140 are in the sixth form.

The school is part of the Girls' Day School Trust and is very highly regarded particularly for the way in which it achieves outstanding results within an exceptionally warm and supportive community.

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 Sunday Times Parent Power has named us Independent Prep School of the Year 2018. 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.

NHEHS Junior School Class teacher

Job purpose

- To carry out professional duties and to have responsibility for an assigned class.
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
- To promote the aims and objectives of the school and maintain its philosophy of education.

Notting Hill & Ealing High School

Junior School Teacher Job Description

Responsible to: The Headmistress 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.

January 2018