



# Junior School Form/Cover Teacher Job Pack (Maternity)



St Dunstan's  
College

<b>Employment Status:</b>	Full-Time, Maternity Cover
<b>Required from:</b>	November 2021
<b>Job Location:</b>	Junior School
<b>Application Closing Date:</b>	Monday 23 August 2021 at 0900
<b>Interview Date:</b>	W/C Monday 06 September 2021



# THE DEPARTMENT

St Dunstan's College Junior School aims to inspire a true love of learning from the earliest stages by creating what we see as being the perfect balance between academic rigour, exploratory play and an individualised approach to learning. Our co-educational setting caters for children from Nursery to Year 6, with the majority of our pupils moving to our Senior School in Year 7, seeing our College as an ideal setting for their educational journey through to Sixth Form. We accommodate one Nursery form, two forms from Reception to Year 4 and three forms in Years 5 and 6. With the move into a first-class, state of the art new Junior School building in April 2021, our facilities provide an environment in which our pupils can thrive; our building aligning with our forward-thinking and ambitious approach to education. Each classroom has its own outdoor learning space as well as dedicated spaces for our specialist lessons in art, music, ICT and drama. We have both a Pre-Prep and Prep library and areas set apart for smaller group work, if needed. Our pupils also benefit from plenty of green space to play and particularly enjoy time spent in our Woodland Classroom.

The Junior School curriculum is designed to meet the needs of all of our pupils and as such, they make excellent progress across all subject areas. We achieve academic excellence through an engaging, broad and balanced curriculum. Our highly skilled teaching team thinks creatively about the delivery of lessons and taught skills ensure that our pupils are well-prepared to become responsible, global citizens where resilience, adaptability and international mindedness are interwoven. Whether additional support is required, or a particular strength identified, we ensure that all needs are catered for by shaping our curriculum around what is best for our pupils as individuals with their own learning style. Our core subjects are taught by our Form Teachers and specialist teachers deliver lessons in art, music, drama, ICT, Skills for Life, languages (Spanish in Pre-Prep and French and Spanish in Prep), PE, swimming and games. We teach humanities and science through the International Primary Curriculum from Year 1 onwards and find this immersive, engaging and thematic approach to teaching geography, history and science leaves our pupils engrossed and engaged; they love to learn about the world around them and seek to contribute proactively to their community; local, national and international.

In the Junior School, our team is united in the view that our pupils are only able to achieve academic success when provided with a nurturing, safe and positive learning environment. We actively get to know our pupils as individuals, we care about their likes and dislikes and it is the responsibility of every member of staff to support the pupils in our care. Our pupils feel appreciated and understood and we have an 'open door' policy with parents to ensure that we adopt an honest, open and transparent approach, working collaboratively to meet the needs of their child. Our College Wellness Centre provides a hub of wellbeing and pupil support, offering counselling, first aid and an additional safe space for pupils to use if needed. Many of our Junior School staff are Youth Mental Health First Aiders and pupil wellbeing is at the heart of our offering.

We pride ourselves on a busy calendar of events and see that our pupils thrive in this setting. From instrumental concerts, showcases, performances at the Catford Broadway, thematic celebration days, residential trips, regular competitions, House events, to over forty workshops during the St Dunstan's Festival, no day or week is the same. The opportunities available to our pupils are endless and whatever their skills, interests or talents, they are able to explore them further as they discover who they are and what they enjoy. As such, they develop their confidence performing to a wider audience and feel that they contribute positively to their community, having a lot of fun when doing so!

The College takes great pride in our co-curricular offering, the Forder Programme. The name is taken from our pioneering second Headmaster, the Reverend Forder, who believed passionately that schools should offer more to the education of young people than classroom learning. It was his belief that the pursuit of passions outside of the classroom would enable pupils to encounter a variety of experiences, each one an opportunity for personal growth and development. With around eighty different co-curricular activities and clubs taking place each week in the Junior School from Reception upwards, there certainly is something to suit every child, whatever their interests and with activities changing each term, the excitement when a new menu of activities is launched is infectious. Our pupils embrace the 'Albam Exorna' College motto wholeheartedly and we really do see the Junior School as providing the perfect setting for them to make their first, and very important, marks on the blank canvas of their St Dunstan's shield.



# JOB DESCRIPTION

## Responsible To: Head of Section

- To plan and prepare learning opportunities which ensure appropriate curriculum coverage to build upon pupils' prior skills, knowledge and attainment
- Demonstrate high levels of enthusiasm, work ethic and organisation as part of a cohesive and flexible departmental team
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEND
- To promote the College values of curiosity, confidence, creativity, compassion and courage
- To provide regular feedback to pupils regarding their progress which is regular and appropriate, following the Junior School marking policy
- To take a lead role in the delivery of specified learning activities to individuals, groups or classes, if required
- To create a stimulating and productive learning environment in the classroom and shared areas
- To utilise a variety of teaching methods and strategies to enthuse and inspire pupils and take their learning forward
- To work closely with support staff, ensuring that they are being used effectively to enhance learning
- To contribute to the identification of pupils' learning support needs (to include pupils across the full ability range) and seek appropriate support and advice to provide positive, targeted intervention
- To attend Parents' Evenings and other parent-teacher events as requested, maintaining constructive and developmental dialogue with pupils and families, then and at other times in the academic year
- To be aware of and implement College Safeguarding Procedures and the need to report any actual or potential Safeguarding concerns to the Designated Safeguarding Lead
- To ensure that pupil progress is monitored regularly and any assessments scrutinised to identify areas of strength and development
- To maintain good order, managing the learning and wider behaviour of pupils at all times and in all contexts, via the appropriate use of both rewards and sanctions, in line with policy
- To undertake an appropriate share of supervisory duties before, during and after normal school hours
- To support and contribute to wider co-curricular activities in the College Forder Programme
- To support and attend relevant College events, acting and interacting professionally and in support of College values at all times
- Attend a weekly department meeting and relevant Continued Professional Development sessions, as required
- To support colleagues by providing cover for absence when required
- To maintain high standards of learning and behaviour at all times
- To maintain appropriate and professional personal standards of dress and appearance
- To ensure punctuality at all times
- To assess, record and report on the development, progress and attainment of pupils against national and internal standards
- To participate in work scrutiny and lesson observations
- To assist in/ lead assemblies and the planning of educational visits and visitors to enhance pupils' learning
- To keep appropriate records in relation to pupil attendance and behaviour, reporting concerns if they arise
- To liaise with appropriate members of the pastoral team should you have concerns of pupil wellbeing, safety, or behaviour, and follow College record keeping and procedures
- To fulfil all responsibilities of being a Form Teacher, as directed by your line manager or a member of the Junior School Leadership Team



# PERSON SPECIFICATION

## THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:

- A PGCE or equivalent qualification
- Further education or qualification in Education
- Teaching experience in Key Stage 1 and Key Stage 2
- A 'pupils first' approach with an understanding of different learning styles
- Excellent organisation and time management skills
- Interest in educational developments and a willingness to adopt new approaches
- A team player who collaborates well with others
- A passion for teaching all subjects, planning stimulating and challenging activities for all
- Understanding of a fast-paced and competitive independent school setting
- Knowledge of the skills required for pupils to thrive at 7+ and 11+ level
- Knowledge of ICT and understanding of virtual learning platforms
- An ongoing interest in professional development opportunities

## ESSENTIAL      DESIRABLE

ESSENTIAL	DESIRABLE
X	
	X
	X
X	
X	
X	
X	
	X
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X	

# THE PACKAGE

**Salary**                      Competitive

**Pension:**                      Teachers Pension Scheme and APTIS Scheme available

**Benefits:**                      Tuition fee remission (which is means tested and capped) and no registration fees\*  
 Private Health Care Insurance (50% paid by employer) with reduced health club membership  
 Health care cash plan  
 Free lunch and beverages during term time  
 Staff Accommodation (subject to availability; competitive market rate)  
 Free off-road parking  
 Salary Sacrifice Schemes  
 Season Ticket Loan  
 Free winter and summer social events  
 Annual flu immunisation

(\*Conditions apply)





# St Dunstan's

— College —

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A co-educational, independent College for ages 3 to 18  
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Charity number: 312747

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