



BROMSGROVE SCHOOL WINTERFOLD

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Applicant information for the post of
Key Stage 2/3
Teacher/Curriculum Support

(Maternity Cover 1 Year Post)



Key Stage 2/3 Teacher/Curriculum Support

One year maternity cover

We are looking for an inspirational individual to ensure a high quality learning experience that provides pupils with the opportunity to achieve their potential. The successful applicant will undertake an appropriate teaching commitment and associated duties in accordance with school policy

Reporting to:	Headmistress
Responsible for:	Pupils and school resources
Liaising with:	Academic & Pastoral Deputies, teaching and support staff and parents
DBS check:	Enhanced level
Working time:	Full-time, pr
Salary:	Qualified Teacher Main Scale (according to salary assessment)

Teaching and Learning

- Plan and prepare lessons
- Teach pupils according to their educational needs, including the setting and marking of work carried out by the pupils
- Communicate effectively and professionally with parents on pupil progress and welfare, after consultation with appropriate staff
- Liaise with the Pastoral Deputy Head to ensure the implementation of the school's pastoral system, including the identification of any perceived pupil difficulties and possible resolutions
- Register pupils, accompany them to assemblies, participate in extra-curricular activities and other school events as appropriate
- To prepare and update subject materials
- Ensure wall displays and the learning environment support and reflect Learning and Teaching
- Take on the role as a Form Tutor with all the pastoral responsibilities this entails
- Share in the management of the behaviour of pupils
- Maintain appropriate records for iSAMS
- Take part in marketing activities such as Open Days
- Mark, grade and give written/verbal feedback as required
- Provide end of term written reports
- Attend Open Days and other main school events
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Personal and Professional Development and Conduct

- Lead by example and promote and enable team work in pursuit of excellence
- Take part in the school's staff development programme by participating in arrangements for further training and professional development
- Understand the importance of inclusion, equality and diversity both when working with pupils, parents and colleagues
- Follow the school's agreed policies for communications in the school
- Co-operate with other staff to ensure resources are shared and used effectively
- Be courteous to colleagues and provide a welcoming environment to visitors
- Take a proactive approach to health and safety in order to minimise and mitigate potential hazards and risks
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General Responsibilities

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Undertake such duties and responsibilities as may be agreed with the Headmistress
- Actively promote the school's policies, procedures and codes of practice

This job description is current at the date shown. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment for disabled job applicants, or for any employee who develops a disabling condition

Person Specification

Education, Qualifications and Knowledge

Essential: Qualified Teacher Status
A single or combined honours degree
Good understanding of the Key Stage 2/3 National Curriculum

Relevant Teaching Experience

Essential: The post may be suitable for an NQT
Proven record of raising standards of attainment and achievement
Experience of making accurate and productive use of assessment
Competent using IT to support teaching and wider professional activities

Desirable Experience working in KS2/3 across a variety of subjects

Key Skills, including interpersonal skills

Essential Ability to work independently and as part of a team
Good interpersonal skills: ability to work constructively with colleagues, pupils and parents
A commitment to the School ethos
Resilience and ability to work under pressure
Good classroom management skills
Ability to motivate pupils of all abilities

Work Circumstances

Essential Work flexibly as the workload demands

How to Apply

Informal discussions are available with the Headmistress of Winterfold School.

Please complete the online Application Form. **The closing date for all applications is 15 April 2024**

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS.

