



1619

ALLEYN'S

JUNIOR SCHOOL

Appointment of
Key Stage 2 Class Teacher

Permanent, from 29 August 2024

Information for Applicants



About The Role

Thank you for your interest in the role of Junior School Key Stage 2 Class Teacher. The successful candidate will be well-qualified and enthusiastic, work with pupils in the Junior School and will have the ability to inspire and motivate pupils.

Role Summary:

- A full time, permanent position to teach a Key Stage 2 class;
- To teach English and maths, along with other subjects, to their class;
- The successful candidate must also be willing and enthused by teaching an additional maths set to another KS2 year group;
- Responsible for the pastoral care of the children in that class as a Form Tutor;
- Actively involved in the co-curricular (clubs) and broader life of the School;
- Carry out the professional duties of a teacher as circumstances may require and in accordance with the School's policies under the direction of the Head.

Duties and Responsibilities

Planning, Teaching and Class Management

- Attend all relevant staff meetings, briefing and planning meetings and work collaboratively with the parallel year group Class Teacher;
- Adhere to school policies and schemes of work in all areas of the curriculum taught;
- Adhere to an agreed (enrichment) homework timetable;
- Identify clear teaching objectives and specify how they will be taught and assessed;
- Set tasks which challenge and inspire pupils;
- Set clear targets and ensure marking is completed in a timely fashion according to school policy to enable progress;
- Help to identify and support SEND or very able pupils;
- Provide clear structures for lessons maintaining pace, motivation and challenge;
- Make effective use of assessment and ensure coverage of programmes of study;
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of performance;
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluate own teaching critically to improve effectiveness;
- Provide a stimulating learning environment through display work and choice of learning and teaching resources;
- Promote the school's Learning Dispositions and ROCCK values and encourage pupils to think and talk about their learning, develop self-control and independence, concentration and perseverance, and listen attentively;
- Embrace established teaching and learning cultures and initiatives that are promoted within the school and marry these with their own style;
- Organise their class assembly annually;
- Organise and accompany classes on School trips and accompany their class on a residential trip.



Pastoral Care

- Promote the safeguarding, welfare and safety of all pupils at all times;
- Take primary responsibility for the pastoral care, progress and personal development of the children in the class;
- Adhere to school pastoral, welfare and safeguarding policies and procedures;
- Be the first point of contact with the school for parents and be proactive with and available for consultation by parents, by appointment, at the earliest convenient time;
- Run weekly pastoral sessions for the class;
- Communicate news and concerns about children in the class at staff meetings or directly to colleagues as appropriate;
- Maintain notes regarding pupil concerns and incidents on the school's database;
- Take morning and afternoon registration as well as dismissal at the end of the day, as well as 1pm reading time.

Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Assess and monitor pupils' development and set targets for progress;
- Prepare and present informative reports to parents and attend parent consultations.

Duties and Extra-Curricular

- Cover lessons as timetabled by the Deputy Head;
- Carry out break and lunch time duties as directed;
- Be involved in assessment and pupil recruitment events as expected of all staff, e.g. Open Day, assessment days on non-school days, which sometimes fall on a Saturday;
- Be involved in special school events outside regular school hours such as Founder's Day, the Year 6 play, Infant Nativity, etc;
- Take an interest in and support school events that involve their children, e.g. after school performances;
- Contribute to the co-curricular life of the school by offering a club (or more) each term.

Curriculum Development and Professional Development

- Contribute to the whole school's planning activities;
- Understand the relevant areas of the National Curriculum;
- Attend pre-term staff INSET and appropriate courses and training to further professional development, including first aid training.

General

- Be aware of the School's Health & Safety Policy;
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection;
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment;
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.

Any additional duties, as directed by the Junior School Head which are within the reasonable capability and responsibility of the Junior School Key Stage 2 Class Teacher.

Our Values (the Alleyn's ROCCK!)

Respect

Opportunity

Curiosity

Courage

Kindness

Person Specification

The successful applicant should:

- Understand and espouse child protection practice and be committed to safeguarding and promoting the welfare of children;
- Be suitably qualified and/or experienced to teach Key Stage 2 children;
- Be willing and enthused by teaching an additional maths set to another KS2 year group;
- Be committed to the values of Alleyn's and independent education and be willing to play a full part in the life of the school;
- Understand the needs and concerns of this age group, their parents and enjoy working with this age group;
- Have an awareness and a desire to further learn about the use of appropriate digital technology in their teaching;
- Promote fairness and equality of opportunity amongst the children and believe passionately that all children should be valued equally;
- Be a good listener with children and adults, open and approachable;
- Be flexible whilst adhering steadfastly to important principles;
- Display initiative, creativity and a growth mindset;
- Have a high level of personal organisation;
- Possess determination, enthusiasm and stamina;
- Communicate confidently with parents;
- Be positive and motivated;
- Show integrity;
- Be able to work under the leadership of the Head and SLT as well as be able to work collaboratively with colleagues.;
- Present high standards of appearance always in keeping with the profession.



Working at Alleyn's

Terms and Conditions

The job is available on a full-time, permanent basis from 29 August 2024. The successful applicant will be expected to work one Saturday morning in September for Open Morning and one Saturday in January for assessments. There may be other occasional school events that also require the role holder's presence.

We have our own very competitive salary scale, and the successful candidate will be remunerated suitably to role, experience and background.

All staff enjoy access to superb facilities and resources, as well as variety of great benefits, including free lunches, the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a holiday purchase scheme, access to the library, free tickets to School performances, access to the cycle to work scheme and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

On completion of the required recruitment checks, the post would be available to the successful candidate from Thursday 29 August 2024.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

The application form can be downloaded from our website, www.alleyns.org.uk.

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the Junior School Head, Simon Severino, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to:

Mr Simon Severino, Head, Alleyn's Junior School, Townley Road, London SE22 8SU.

The deadline for applications is midday on Tuesday 7 May 2024.

If you have any questions you are very welcome to contact the Recruitment Manager, Karolina Walicka, by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School week commencing 13 May 2024. This will consist of a lesson observation and interviews with relevant colleagues including the Head of the Junior School. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU
