



## ST JOHN'S SCHOOL

### Job Description

<b>FUNCTION:</b>	Teaching staff
<b>JOB TITLE:</b>	Part time English Teacher (0.6 FTE) (2 full days and 2 mornings per week)
<b>DEPARTMENT:</b>	English

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#### The School:

St John's is an independent boys' preparatory school with approximately 300 pupils aged three to thirteen years. The School is situated on a stunning 35-acre site in Northwood, Middlesex. Founded in 1920, the School is owned by the Merchant Taylors' Educational Trust.

#### Organisation:

As a member of the teaching staff, the part time English Teacher will report to the Head of English as the Line Manager for the performance of duties.

#### Role Overview:

We are seeking a dynamic and enthusiastic part time English Teacher to join our dedicated English department, working 2 full days and 2 mornings per week (0.6 FTE). The successful candidate will be required to teach Year 4 to Year 6 and should have a genuine passion for English and the ability to convey this to pupils.

#### Key responsibilities:

- 1. Planning and providing challenging and appropriately differentiated lessons**
  - To prepare and teach stimulating and enjoyable sequences of lessons which incorporate an appropriate range and depth of subject knowledge, skills and understanding
  - To teach lessons with clear objectives and well-pitched tasks catering for a variety of learning styles, particularly for more able learners

- To incorporate a relevant range of resources, including the use of ICT and library facilities, in schemes of work

## **2. Assessing and supporting pupil progress**

- To employ a range of formative assessment strategies to inform planning, develop learning and evaluate pupil progress in the context of our academic environment
- To provide constructive feedback to help pupils to reflect upon and improve the quality of their work
- To make regular and effective use of the school's assessment and recording procedures, to conduct tracking and monitoring of pupil performance and to communicate results to all relevant parties
- To attend parental consultation meetings, write reports and support the broader educational provision across the school as required

## **3. Managing pupil behaviour and providing pastoral support to those for whom they are responsible**

- To investigate and manage concerns about a pupil's well-being in the first instance as per the Positive Mental Health and Well-being Policy
- To report any safeguarding concerns to the DSL or DDSL as per the Safeguarding Policy
- To make appropriate use of the school's systems of rewards and sanctions
- To manage and follow up concerns about individual pupil progress in the first instance. Where necessary, to seek support from relevant line managers
- To record persistent behavioural and/or academic concerns through appropriate St John's tracking systems.

## **4. Working professionally, communicating effectively, maintaining good records**

- To show consistently high expectations for all pupils and a commitment to raising their achievement
- To model and promote positive values and attitudes
- To communicate promptly and sensitively with parents, carers and other agencies
- To contribute towards and value the work of teams within the school community
- To attend staff meetings, assemblies and assessment reviews
- To continue professional development, attend INSET and contribute to the development of the school as required
- To actively and consistently support the broader co-curricular education of children
- To be aware of, and work within, statutory requirements relating to teachers' responsibilities, particularly regarding Safeguarding

**Person specification:**

- Qualified teacher status
- Good degree in relevant subject area.
- PGCE or equivalent.
- Previous experience working in a Prep/Primary school.
- The ability to promote good progress and outcomes by pupils.
- Strong communication skills and the ability to work effectively with parents, students, teachers, and other staff.
- Ability to work independently and as part of a team.
- A good understanding of child safeguarding policies within the St John's, Northwood context and a clear commitment to implementing the school policies.
- Enhanced DBS check (to be completed before starting the role).
- A commitment to equal opportunities and inclusion.

**What We Offer:**

- A supportive and welcoming environment to continue your career in education.
- The opportunity to gain valuable experience working with young students.
- Mentorship and professional development opportunities.
- St John's have its own salary scale, which is above the Central London Maintained Scale. A salary at the appropriate point on the Teachers' scale will be offered to the successful candidate and will be commensurate with the role, and with experience and qualifications.
- Staff will have access to the Aviva APTIS Pension Scheme with an employer contribution of 20% of which up to 10% can be exchanged for cash, and a 3% minimum employee contribution.