



ST JOHN'S SCHOOL

Job Description

FUNCTION:	Teaching staff
JOB TITLE:	English Teacher and Sports Coach
DEPARTMENT:	English and Sport & PE

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, you will report to the Head of English as the Line Manager for the performance of their English Teacher duties and the Head of Games as the Line Manager for the performance of Sports Coach duties.

Role Overview:

We are seeking a dynamic and enthusiastic English Teacher and Sports Coach to join our dedicated English and Sports departments. The successful candidate will be required to teach Year 4 to Year 6 English lessons and should have a genuine passion for English and sports. The role will involve supporting the delivery of high-quality Games lessons and extra-curricular activities, with an emphasis on football and cricket coaching. Experience or a keen interest in coaching these sports will be highly advantageous.

Key English Teacher 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

Key Sports Coach responsibilities:

- Assist Games teachers in delivering engaging and structured Games lessons across various year groups.
- Provide support in the planning, setup, and delivery of sports sessions, particularly in football, rugby and cricket.
- Help supervise and mentor students during Games lessons, ensuring their safety and well-being.
- Assist with coaching and managing school teams for football, rugby and cricket, including training sessions and matches.
- Support extracurricular activities and clubs, including after-school sports practices.
- Foster a positive and inclusive atmosphere where students can enjoy sports and physical activity.
- Participate in school sports events and fixtures, offering logistical and practical support.
- Maintain accurate records of students' progress and development in Games.
- Assist with the preparation and maintenance of sports equipment and facilities.
- Support the Games department in other administrative tasks as required.

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.
- A commitment to equal opportunities and inclusion.
- A passion for sports and physical education, particularly cricket and football.
- Experience in coaching or playing cricket and / or football.
- Enthusiastic, reliable, and committed to promoting a positive sporting experience.
- Ability to work independently and as part of a team.
- First Aid certification (or a willingness to obtain one)
- A good understanding of child safeguarding policies within the St John's, Northwood context.
- Enhanced DBS check (to be completed before starting the role).

Desirable Attributes:

- Previous experience working in a school or youth sports coaching environment.
- Coaching qualifications in football or cricket (e.g., FA Level 1, ECB Level 1 / 2).

What We Offer:

- A supportive and welcoming environment to begin your career in education and sports coaching.
- 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.