



St Dunstan's  
College

## Junior School Teacher (KS2) – Maternity Cover Recruitment Information

Employment Status	Full Time, Fixed Term
Required From	September 2019
Job Location	Junior School
Application Closing Date	1600 on Thursday 30 May 2019
Interviews Week Commencing	Monday 3 June 2019



## **WELCOME TO ST DUNSTAN'S COLLEGE**

Welcome to St Dunstan's!

We are very proud of this community and believe we offer something genuinely different and exciting for the families and staff who join us. Our Lewisham setting allows us the privilege of working in a diverse and vibrant school that, combined with our co-educational ethos and smaller size, engenders a culture that genuinely cherishes individuality and celebrates open-minded thinking.

Underpinned by a liberal, Christian heritage, we deliberately embellish the values embodied by St Dunstan, using the life of that great polymath to guide our own educational narrative. We are a dynamic institution, encouraging creativity and innovation in all we do. We want all our pupils to embrace the richness of the broad and cutting-edge education we offer here and our staff to be excited by what we are able to provide for the children under our care.

As a Nursery to Year 13 College, we pride ourselves on genuinely knowing our children and families, and we hope that everybody who joins us will feel an important part of this exciting community.

Mr N Hewlett  
**Headmaster**

# ST DUNSTAN'S COLLEGE

The history of St Dunstan's College can be traced back to 1408, making it one of the oldest schools in the country. It still retains strong links with the City of London, from where it originated. For the last 130 years the College has been located in Catford, within the Borough of Lewisham, in South East London. The location of the College is a key element in defining its identity and the College is proud of its reflection of the diverse and vibrant community in which it is located. The Headmaster is a member of HMC (The Headmasters' and Headmistresses' Conference) and the Head of the Junior School a member of IAPS (The Independent Association of Prep School Heads). The College Leadership Team, chaired by the Headmaster, consists of the Bursar, the Head of Junior School and the Deputy Heads of Senior School. Admission to the College is competitive at all entry points.

St Dunstan's has a truly coeducational ethos, following the admission of girls in 1994, for over 940 pupils aged from 3 to 18 years. The Pre-preparatory Department was established in 1995 and a Nursery followed in 2008. Both now form part of a flourishing Junior School which sits within the College site and, by extension, is an essential component of College identity. Most Junior School children transfer on to the Senior School as a natural transition. Parents like to commit to the whole-College 'family' and a large proportion of parents have more than one child at the College. The social life of the College is therefore an important feature of its ethos and our 'Friends of St Dunstan's' is as important in name as it is in what it achieves.

The College has enjoyed considerable development and refurbishment over recent years, with an investment of several million pounds and a significant programme of capital works planned for the next few years. The relatively recent acquisition of 30 acres of playing fields, just 500 metres away from the College buildings, provides an exciting opportunity for further development on both sites.

The size of the College is small compared to many of its competitors, offering all pupils cohesive community that celebrates individual talents, strengths and approaches to learning and development within a friendly, inclusive and nurturing environment. The diversity of the College is furthered by the inclusion of international students from a whole range of different countries around the world. The College has a particularly special link with Hangzhou, China.

The ethos of the College is welcoming, without pretence, and draws upon the liberal Christian values of its foundation. Relationships between all members of the community are based upon mutual respect and this is well embedded. St Dunstan's is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged.



# THE JUNIOR SCHOOL

The Junior School at St Dunstan's College is a happy, kind and safe place. Girls and boys from Nursery to Year 6 are encouraged and challenged to achieve their academic potential whilst taking advantage of the broad co-curricular programme we have in place to find activities that they can enjoy and hopefully excel in.

Whilst we want our pupils to develop a lifelong love of learning, we also want them to become confident and considerate individuals who are aware of the community around them and who want to contribute to society. We work closely with parents and regularly welcome them into school to watch their children play in matches or perform in assemblies, concerts and dramatic performances.

There is always lots going on in the Pre-Prep, where children are happy and busy engaging in a rich mix of activities and experiences. The Pre-Prep is a safe, self-contained place where boys and girls learn about the world and about themselves. At the end of Year 2 children transfer automatically to our Prep Department, well-prepared and ready for the challenges ahead.

In Years 3 to 6, pupils learn a wider range of subjects and move around the school more for lessons, benefitting from increased specialist teaching. Alongside the core subjects of English and Maths, pupils cover the humanities and science through the International Primary Curriculum (from September 2017). From Year 3, two co-curricular sessions (Forder) are built into the timetable and pupils also receive specialist teaching in ICT, Modern Foreign Languages (MFL), Drama, Music, Art & Design, PE & Games and our own Skills for Life programme (PSHEE). In MFL lessons, pupils study French in Year 3 and in Years 4 to 6, they follow a carousel of French, Spanish and German. At appropriate points, the curriculum is further enhanced with Philosophy and Mindfulness.

Our College Co-Curricular Programme (Forder) provides more opportunities as pupils begin to get an idea of both what interests them and where their individual talents may lie.

The form teacher plays a key role in the pastoral care of children. Our approach is designed to make every child feel appreciated and understood. We guide and motivate children through the active reinforcement of positive behaviour in all its aspects.

## THE ROLE

### **Role and Responsibility**

A teacher at St Dunstan's is expected to fully embrace the ethos of the College and to immerse themselves in the academic pastoral and co-curricular cornerstones of the education that is offered. A commitment to the College vision that all teachers should strive to 'inspire and assist every young person to fulfil their potential' is paramount.

## Personal Characteristics

A teacher at St Dunstan's College should be:

- Passionate and knowledgeable about their subject
- Committed to furthering their understanding of subject and pursuit of knowledge
- Willing to engage in academic discourse with pupils and staff
- Able to demonstrate high levels of personal organisation, planning and prioritisation
- Able to express themselves clearly and articulately to pupils and staff
- Able to juggle work commitments
- Willing to embrace technological change and innovation
- Able and willing to support the progress of all pupils, no matter what their needs
- Creative in their construction and delivery of engaging and thought provoking lessons
- Able to excite and enthuse pupils in their curiosity for subject
- Dedicated to setting a high standard in the quality and nature of their feedback, assessment and marking
- Self-reflective enough to recognise their own strengths and weaknesses as a teacher
- Entirely committed to the co-curricular life of the college and engaging with pupils beyond the confines of the classroom
- Able to work with people effectively thought maintaining humour, perspective, sensitivity, praise, recognition, even-handedness and objectivity
- Able to exert a clear sense of authority in the classroom



# JOB DESCRIPTION

**Responsible to: Head of Junior School**

## Teaching and Learning

- Follow the Junior School curriculum, to promote the development of the abilities and aptitudes of the pupils in any class or group assigned
- Plan and prepare learning opportunities which ensure appropriate curriculum coverage to build upon pupils' prior skills, knowledge and attainment
- Work with a team of staff to review the curriculum and pupils' progress within their phase.
- Use the allocated PPA time productively to include activities such as:
  - Planning and preparing activities
  - Completing pupil profiles
  - Assessing children's work
  - Attending meetings
  - Recording and reporting on the development, progress and attainment of pupils
- Ensure that feedback to pupils regarding their progress is regular and appropriate following the Junior School marking policy
- Create a stimulating and productive learning environment in the classroom and shared areas
- Utilise a variety of teaching methods and strategies to enthuse and inspire pupils and take their learning forward.
- Work closely with support staff, ensuring that they are being used effectively to enhance learning
- Consult with specialist subject teachers to ensure children in your class are progressing in all areas of learning
- 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 support.
- Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned, maintaining good order and behaviour in line with the school's pastoral care policy.
- Communicate and consult appropriately with the parents of pupils.

## Safeguarding

- Always ensure College safeguarding expectations and priorities are met by understanding and complying with the College Safeguarding Policy at all times.

## Monitoring and Tracking of Pupil Progress

- Ensure progress and standards are monitored and any assessments scrutinised to identify areas of strength and development
- Assess, record and report on the development, progress and attainment of pupils against national and internal standards
- Demonstrate a good understanding of ICT for use within the class, for planning and tracking pupil progress
- Participate in work scrutiny and lesson observations

## Professional Development

- Participate in lesson observations and the St Dunstan's College Junior School appraisal system
- Participate in INSET and attend courses as requested

## Other Professional Requirements

- Participate in the school's co-curricular programme
- Assist in/ lead assemblies and the planning of educational visits and visitors to enhance pupils' learning
- Carry out an appropriate share of supervisory duties during normal school hours
- Undertake cover for absence colleagues
- Attend the occasional evening and Saturday activities such as Open Mornings or sport tournaments
- Develop effective communication with parents regarding children's progress and development on a regular basis
- Establish effective working relationships and set a good example through their dress, appearance and professional conduct
- Follow College health and safety policies, including the prompt completion of registration in accordance with the published guide



# COMPETENCIES OF A TEACHER AT ST DUNSTAN'S COLLEGE

**All teachers at St Dunstan's College are expected to:**

- fulfil the Principles of Excellent Teaching and Learning (PETALs) set out by the College\*
  - fulfil the Principles of Excellent Pastoral Care (PEPCs) set out by the College\*\*
  - enrich the co-curricular life of the College by engaging with pupils beyond the confines of the classroom.
  - further their understanding of subject and pursuit of knowledge
  - engage in academic discourse with pupils and staff
  - balance work commitments by demonstrating
- high levels of personal organisation, planning and prioritisation
  - express themselves clearly and articulately to pupils and staff
  - welcoming and engaging with the many ideas, views and thoughts associated with a progressive organisation
  - embrace technological change and innovation
  - support the progress of all pupils, no matter what their needs, and through the effective use of educational data, as appropriate.
  - be self-reflective enough to recognise their own strengths and weaknesses as a teacher and be proactively involved in their own professional development

## \*Principles of Excellent Teaching and Learning (PETALs)

**Teachers at the College deliver lessons that demonstrate:**

1. **Planning.** Lessons are organised, well resourced, and located within a coherent scheme of learning.
2. **Engagement.** Students are actively focused on their learning.
3. **Teaching.** Teachers show strong subject knowledge and successfully challenge students to think for themselves.
4. **Assessment.** Teachers check and respond to student understanding and progress within and across lessons.
5. **Learning.** Lessons have clear learning outcomes based on high expectations.

# \*\*Principles of Excellent Pastoral Care (PEPCs)

**Staff at St Dunstan's College provide excellent pastoral care by being:**

1. **Fair.** Students are treated in a consistent, reasonable and fair manner.
2. **Proactive.** Staff are aware of their students' circumstances, and are able to intervene early to prevent issues from arising or worsening.
3. **Involved.** Staff have positive and open relationships with their students. Students feel that the staff know and understand them, and are comfortable speaking with staff, even about sensitive issues.
4. **Responsive.** Staff react quickly to pastoral concerns, informing Tutors, Heads of Year and/or the DSL as appropriate, and providing the immediate attention that a student may need to feel reassured.
5. **Consistent.** Staff are consistent in their expectations of high standards of behaviour and academic conduct from the students. Staff hold students accountable for their actions, rewarding positive behaviours and applying sanctions in a fair and prescribed way when behaviour falls short of expectations.

## Professional Attributes

The following professional attributes are expected from all staff:

Courtesy, consistency, discretion, energy and stamina, resilience, enthusiasm, flexibility, initiative, sound judgement, patience, integrity and honesty, self-awareness.



# PERSON SPECIFICATIONS

The following Experience and Skills are Essential/Desirable

	Essential	Desirable
<b>QUALIFICATIONS</b>		
Degree	X	
Qualified Teacher Status	X	
Evidence of additional further educational qualifications, INSET and commitment to CPD		X
<b>EXPERIENCE</b>		
Recent experience of teaching at KS2	X	
Ability to teach across the entire primary phase		X
Experience of working in the independent sector		X
<b>KNOWLEDGE AND UNDERSTANDING</b>		
Effective teaching and learning styles	X	
The theory and practice of providing effectively for the individual needs	X	
The monitoring, assessment, recording and reporting of pupils'	X	
Awareness of requirements for Health & Safety, SEND and Safeguarding for children	X	
Awareness of the importance of establishing positive links with all stakeholders	X	
Experience of managing classes through transition phases		X
Experience of interpreting and using standardised data		X
<b>SKILLS</b>		
<b>A teacher will be able to:</b>		
Create a happy, challenging and effective learning environment	X	
Promote the College's aims positively	X	
Adopt effective strategies to monitor motivation and morale	X	
Develop good personal relationship within a team	X	
Develop professional relationships with parents, governors, and the wider community	X	
Communicate effectively and appropriately, both orally and in written form to a variety of audiences	X	
<b>PERSONAL QUALITIES</b>		
Approachable	X	
Committed	X	
Enthusiastic	X	
Able to motivate self and others	X	
Calm under pressure	X	

# THE PACKAGE

<b>Salary:</b>	Competitive Teachers' Pension Scheme (TPA)
<b>Pension:</b>	Means-tested tuition fee remission* Private Health Care Insurance (50% paid by employer) Free lunch and beverages during term time
<b>Benefits:</b>	Staff Accommodation (subject to availability) Free off road parking Reduced health club membership Salary Sacrifice Schemes including Childcare Vouchers, Tax Free Childcare and Bike2Work Season Ticket Loan Free winter and summer social events Annual flu immunisation Use of College leisure facilities including gym, tennis courts and pool*

\* Conditions apply