



WALTHAMSTOW HALL

SEVENOAKS FOR GIRLS AGED 2-18

Job Description for Upper Key Stage 2 Teacher and English Subject Lead

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

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| Summary of the Role | We are seeking a well-qualified and inspirational full-time Upper Key Stage 2 Teacher and English Lead for this successful and flourishing School for girls aged 2-11. |
| Commencing | September 2024 |
| Reporting to | Deputy Head Junior School |
| Main Duties and Responsibilities | <p>As a Teacher</p> <ul style="list-style-type: none">• Having safeguarding of pupils at the heart of your practice and working within the School's safeguarding requirements at all times.• Working closely with other members of staff in your year group and across Key Stage 2.• Teaching English primarily in Year 5 and 6, as well as other KS2 subjects.• Planning lessons in coordination with other members of the year group team.• Using School methods and structures to plan, record and assess.• Teaching outstanding lessons, using a range of inspirational classroom practices.• Supporting all pupils so that they reach their full potential.• Working with the Head of SEN and the AGT Leader to ensure that classroom practice is meeting all special educational needs.• Demonstrating a high level of ICT expertise across the curriculum and for communication. |

- Producing reports for all pupils taught.
- Undertaking supervisory duties as directed and attending staff meetings, parent consultations and School events.
- Attending all INSET days and any other CPD as required.
- Being an ambassador for the School.

As English Subject Lead

- Have a key role in supporting the work of the Deputy Head Junior School and helping English teachers throughout the Junior School to ensure high quality academic teaching, guidance and monitoring to stretch and challenge pupils of all abilities.
- Keeping up to date with developments in English education and maintaining a detailed knowledge of best practice in education to ensure that English teaching is delivered to the highest standards and integrated effectively with other subjects.
- Oversee day-to-day management, control and operation of English curriculum provision and ensure that the School is inspection ready.
- To raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress.
- To be accountable for pupil progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To ensure Schemes of Work are in place, to update as necessary and conform to relevant syllabus: EYFS, National Curriculum Key Stage 1 and 2.
- To liaise with the SENCo to ensure the individual needs of pupils are being met within their subject.
- To manage and deploy teaching/support staff, financial and physical resources effectively to support the subject development plan.
- To develop a positive learning culture which fosters passion and enthusiasm.
- Lead and inspire English teaching across the School.
- To ensure resources are organised and available to promote a purposeful environment for learning.

As a Form Teacher

- Demonstrating a strong commitment for pupils' pastoral and academic welfare.

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| | <ul style="list-style-type: none"> • Managing the day-to-day care and support of your Form, working in conjunction with other Management and Pastoral staff. • Working within School procedures and practices at all times. • Being an active and supportive team player in all areas of School life and contributing to the co-curricular programme. • Establishing good partnerships in communication with pupils, members of staff, parents, governors, and outside agencies. • Always having the pupils' best interests at heart and be sensitive to their needs. • Monitoring pupil progress through observation, assessment, tracking, and record keeping. |
| <p>Remuneration</p> | <p>Competitive. The post also carries one Walthamstow Hall responsibility allowance.</p> |
| <p>Skills and knowledge</p> | <ul style="list-style-type: none"> • Strong oral and written communication skills (Essential) • Strong ICT skills, especially Excel and online systems used by the School, and a readiness to use new technologies (Essential) • The ability to model effective assessment (Essential) • Excellent organisational and time management skills, with the ability to work independently and as a team (Essential) • The ability to reflect and identify areas for improvement and development (Essential) • Presentation skills (Desirable) • The ability to liaise successfully with a range of internal and external organisations (Essential) • A knowledge of, and interest in, the challenges pupils in this age range face (Essential) • An up-to-date knowledge of key assessment points and developments for this age range (Essential) • An interest in curriculum development (Essential) • Knowledge of Learning Support systems (Desirable) |
| <p>The person must be</p> | <ul style="list-style-type: none"> • Absolutely committed to the ethos, values and objectives of Walthamstow Hall. • An outstanding classroom practitioner, encouraging pupils to give of their best and supporting them in doing so. • A lover of English teaching and have English as a specialist area of focus. • A team player who will work in harmony with colleagues, parents, staff and pupils, and be an asset to the Walthamstow Hall community. • Knowledgeable of and experienced in independent |

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| | <p>education of the primary age range.</p> <ul style="list-style-type: none"> • Qualified to teach with a relevant degree or equivalent qualification (BA, BSc or BEd) for the primary age range. • Understanding of, and interested in, co-curricular activities to enhance curriculum provision. • Proactive and have integrity. • Forward-looking and optimistic. |
| Safeguarding Responsibilities | <p>All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Designated Safeguarding Lead. The role amounts to a regulated activity.</p> |
| Health and Safety | <p>Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.</p> |
| Benefits | <ul style="list-style-type: none"> • School fees remission for children of the post-holder attending the School. If not already at the School, any child would have to meet all of the normal entrance requirements. • Membership of the relevant School's Defined Contribution Pension Scheme (details available from the Bursar's Office). • Refreshments/meals during term time working hours. • Cycle to Work Scheme. • Use of the School's Fitness Room and Swimming Pool (at allocated times). • Free onsite parking. • Wellbeing package. • Ongoing training and development. |



You may also be required to undertake such other comparable duties as the Headmistress requires from time to time.



Walthamstow Hall is committed to safeguarding and promoting the welfare of children,

and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks, and the Disclosure and Barring Service

Application Process

Applications will only be accepted on the School's Application Form. Candidates should:

- Compose a covering letter (of no more than 2 sides of A4) to the Headmistress, Ms Louise Chamberlain, detailing how your skills, knowledge and experience match the School's requirements for the post of Upper Key Stage 2 Teacher and English Lead.
- Email your application and letter to: hr@whall.school
- Hard copies may be given to:

Human Resources
Walthamstow Hall
Holly Bush Lane
Sevenoaks
Kent TN13 3UL

The closing date for applications is Wednesday 15 May 2024 at 12.00 noon.

Interviews will take place w/c 20 May 2024.

The School reserves the right to withdraw the post, commence or complete the recruitment process at any time prior to the closing date.

References will be taken up before interviews. Please note that the Headmistress is not a referee for internal applications.

April 2024