

Norwich School

Lower School Teacher – Maternity Cover



JOB DESCRIPTION

Job Title: Lower School Teacher
Reports to: Head of the Lower School
Contract: Part Time (0.6 FTE), Fixed Term, Maternity Cover

This post represents the opportunity for the successful candidate to be part of a thriving leading independent co-educational day school. The ideal candidate will have experience of primary education. The post offers a generous salary and excellent working conditions.

Role and Specific Responsibilities:

- Responsible for teaching a range of Primary subjects in KS1 and or KS2
- Assess, record and report on children's development, progress and attainment, setting clear targets which build on prior attainment.
- Ensure all aspects of pupil attainment and personal development meet the high aspirations of the school and parents
- Offer an after-school club activity once a week.
- Complete regular medium-term plans, following guidance from the Deputy Head (Academic) – Lower School. These are to be submitted within one week of the start of each term.
- Prepare all lessons and Preps in line with these plans.
- Co-ordinate a subject area within one term of arrival, one full year for newly qualified teachers.
- Prepare reports using the school management information system in line with the advertised deadlines given out each term.
- Develop positive relationships with pupils, parents and colleagues.
- Meet parents at two Parents' Evenings and an Information Evening each academic year.
- Apply the school's rewards and sanctions policy.
- Undertake a range of duties as directed by the Deputy Head (Academic) – Lower School, Deputy Head (Co-Curriculum) - Lower School and Deputy Head (Pastoral) - Lower School.
- Keep classroom areas tidied and ordered, display work should be changed at least once per term.
- Attend the majority of assemblies and be present for the weekly assemblies taken by the School Chaplain and the Head of the Lower School.
- Be involved in extra-curricular activities such as the school play and be willing to assist with school trips and residential outings.
- Assist with Open Days and the Entrance Examination assessments.
- Attend courses and visit other schools to further professional development.

Safeguarding:

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

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General

- Participate in training and other learning activities as required and in the performance appraisal and development review process.
- Undertake other similar duties and activities that fall within the band and the role; and any other duties that may be reasonably required by the Head of the Lower School.

PERSON SPECIFICATION

	Essential	Desirable
Experience and Qualifications		
Experience of teaching and training	X	
Detailed and thorough knowledge of the Primary curriculum for English and Maths	X	
Skills and competencies		
Strong commitment to Safeguarding	X	
Command respect from pupils, parents and colleagues	X	
Excellent inter-personal and communication skills	X	
Think creatively and strategically	X	
Proven organisational and planning skills	X	
Personal Qualities		
Understand and comply with Child Protection procedures	X	
Passion for learning	X	
Commitment to succeed	X	
Dynamic and energetic	X	
Loyal and discreet	X	
Decisive	X	
Stamina and resilience	X	
In tune with the ethos and aims of Norwich School	X	

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BENEFITS

Salary

This position is fixed term, part time (0.6 FTE), to cover a period of maternity leave, with a salary commensurate with skills, experience and qualifications.

Pension

Teaching staff are eligible for membership of the Teacher's Pension Scheme or the APTIS Pension Scheme. Details relating to pension provision, including employer and employee contribution rates for both schemes, are available on request.

Healthcare

Staff may benefit from the school's private healthcare plans. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Personal Accident Insurance Scheme

Staff are eligible for free membership of the Personal Accident Insurance Scheme.

Fee Remission

The school's standard remission on tuition fees for teaching staff, currently at 50% pro rata for each child, is available if your children are admitted to Norwich School

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School and the Lower School are located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.