

EARLY YEARS

We are seeking to appoint a qualified and experienced person to work in our Foundation Unit who is able to offer a broad range of skills, abilities and attributes appropriate to the needs of primary aged children.

The Post

This post involves teaching all areas of learning in the Early Years Foundation Stage. It should be noted that all teachers, although primarily based with a designated year group/key stage are, from time-to-time, required to work with other classes across the whole age range.

The post is additional to the current complement of the school and the successful candidate will be joining an established and experienced team of professionals.

The Person

A qualified and experienced person with a minimum Level 3 childcare qualification, with the ability to work as part of a team with teachers and others, to encourage and challenge pupils to achieve and sustain high standards of individual academic success and personal behaviour. High standards of personal literacy and numeracy are important.

The School

Windrush Valley School is an award winning independent primary school. It is seeking to appoint well qualified and experienced staff to meet the significant increase in pupil numbers. All applicants are advised to visit the school prior to application.

Prior to interview all applicants must provide

- DBS Enhanced Level clearance
- Original qualifications
- Evidence of personal identity (passport, driving licence, utility bill)

The Contract

Commencing: 01 September 2020

Duration: The post is part time and temporary.

Salary: FTE £19000 - £21000 dependent on experience and qualification.

PROFESSIONAL DUTIES

Teaching	Planning and preparing courses and lessons with regard to the curriculum for the school. Teaching, according to their educational needs, individual and groups of pupils, including the setting and marking of work to be carried out by the pupils in the school and elsewhere. Assessing, recording and reporting on the development, progress and attainment of pupils.
Other activities	Promoting the progress and general well-being of individual pupils and of any class or group of pupils. Providing guidance and advice to pupils on educational and social matters; making relevant records and reports. Making records and reports on the personal and social needs of pupils.
Assess and report	Contributing to the oral and written assessments, reports and references relating to individual pupils and groups of pupils.
Appraisal	Participating in the arrangements made by the school for the appraisal of performance, including, from time-to-time, reviewing methods of teaching and programmes of work and participating in arrangements for further training and professional development as a teacher.
Methodology	Co-operating with colleagues on the preparation and development of courses of study, teaching materials and programmes, methods of teaching and assessment and pastoral arrangements.
Discipline	Maintaining, at all times, good order and discipline among pupils.
Health and Safety	Safeguarding pupils' health and safety both when authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
Staff meetings	Participating in meetings at the school that relate to the curriculum, administration or organisation of the school, including pastoral arrangements.
Staff cover	Supervising and teaching any pupils whose teacher is not available to teach them.
Examinations	Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.
Administration	Participating in administrative and organisational tasks related to such duties as are described above, including the specifying of curriculum equipment and materials to the Directors. Attending assemblies, registering the attendance of pupils and supervising pupils before, during and after school sessions.
Co-operation	Working as part of a team alongside classroom support staff, parents, other teachers and para-professionals, under the direct supervision of the Directors.
Parents	Maintaining good relationships with all parents and providing for them the first point of contact with the school on a day-to-day basis. At all times ensuring that the school continues to enjoy the support of all parents.