

CANDIDATE INFORMATION

Junior School Teacher (KS2)

Maternity cover, fixed-term.

Independent Day School for over 1100 students
Co-educated Junior School (3-11),
Boys' School (11-16), Girls' School (11-16),
Co-educated Sixth Form (16-18)



DAME ALLAN'S SCHOOLS
building the future

Junior School Teacher (KS2)

This is an exciting opportunity for a well-qualified, imaginative and enthusiastic teacher who wants to join an innovative and successful Junior School on a fixed-term basis. Teachers at Dame Allan's Schools are passionate about teaching. They set themselves the very highest standards and commit to 'going the extra mile' to ensure pupils enjoy their time at school and make outstanding progress. This vacancy would suit an ECT or an experienced teacher.

Junior School & Nursery Information

Part of the Dame Allan's foundation of schools, Dame Allan's Junior School is an innovative and successful Junior School based near the centre of Newcastle with easy access via public transport or road. Adjoining the city's Town Moor, the Junior School and Nursery is a purpose-built, state of the art facility which opened in September 2012. Nursery, Reception and KS1 occupy the ground floor, as well as the multi-purpose halls and admin area. Our ten KS2 classrooms are situated on the first floor, as well as the learning support room, library and performing arts space. There are extensive playground spaces with a netball court, a MUGA and field space at the east end of the site, all of which have been enhanced by the recent installation of floodlighting. We make very best use of the space available in our six-acre site, which includes woodland and a pond area for children to enjoy our outdoor education programme.



Staff

Our Junior School & Nursery has its own Headteacher, Deputy Head and a Head of Early Years. In Early Years, the Nursery Teacher is supported by three Nursery Nurses while our two Reception Teachers are supported by two Nursery Nurses.

From Reception, each year group has two parallel classes of up to 15 children (20 children per class from Year 3 onwards), until Year 5, when up to another 20 children are admitted to form three classes in both Years 5 and 6. The

teachers in each year group work closely together and collaborate across the Key Stage. In addition, there are a number of specialist teachers including a SEND Coordinator, Music and Drama Coordinator and a dance specialist. Sport plays a very important part of life at the Junior School and is led by our Head of Junior Sport.

A number of our senior school teacher colleagues come to work in the junior school, offering specialist teaching in areas such as MFL and computing. In addition, our Year 5 and 6 pupils visit the senior school each week for games and other lessons, providing them with specialist teaching and use of the facilities, such as the food and design technology rooms and art in our new, state-of-the-art Jubilee Building. This is also an important part of their transition to KS3.



Curriculum

Dame Allan's Junior School offers a broad and balanced curriculum in which the core subjects of English, Mathematics and Science are strongly promoted in all year groups.

Lessons in all subjects are well structured and varied, which maintains the children's interest, enthusiasm and motivation. There are many educational visits and visits from outside speakers planned to enrich the children's learning. Children are

encouraged to make good use of the school's library and to develop their computing skills and use of technology from the very earliest age.

As classes are small, pupils make rapid progress in academic studies, which leaves plenty of time to expand their physical and creative talents. All children participate in physical education and games lessons each week and have weekly music, drama and art lessons. Each year group has weekly swimming lessons at a local pool and takes part in Outdoor Education lessons at various times throughout the year.

Junior School Co-curricular Programme

The Co-curricular programme at the Junior School is vital in enhancing children's skills and enjoyment in learning and there are many clubs providing this. These clubs range from drama and dance to warhammer, from hockey to rugby, from athletics to cricket, from football to irish dancing, from art to science, from karate to fencing and from computing to chess.

As a school we feel it is important to inspire and enthuse children's creativity and imagination – whether they be in music, drama, dance or sport – whilst recognising the value of traditional academic subjects and the importance of these to their successes in the future. The potential candidate would be expected to contribute extensively and enthusiastically to this program.



Job description

Key duties and responsibilities

- Take charge of and teach a class to develop the knowledge, skills, understanding and abilities of each pupil;
- Understand and value the pastoral needs of each pupil in the class;
- Be responsible for overseeing the social development and monitoring the academic progress of each pupil in the class;
- Encourage and maintain positive working relationships with parents and to be available to talk to them at any reasonable time to meet the needs of each pupil in the class;
- Liaise with all other staff teaching their class in order to assess pupils' progress and report to parents;
- Maintain good order in the classroom and around the school;
- Provide a good role model to the children in their attitude, manners and appearance;
- Keep up to date records in accordance with school policy, following guidelines on marking and assessment;
- Produce clear lessons based on the schemes of work;
- Maintain a disciplined and well organised classroom which provides a lively learning environment;
- Maintain the class register;
- Maintain a Weekly Planner;
- Attend such occasions (e.g. parents' evenings) as are deemed part of the annual cycle of the school year;
- Undertake duties as directed by the management of the Junior School;
- Attend such after school meetings as the Head of Junior School might consider necessary for the efficient running of the School;
- Contribute to co-curricular activities.

General

- Maintain strict confidentiality of all information belonging to the Schools. It is important, and a condition of employment, that all information of any kind is treated as confidential and not disclosed or used other than as authorised and in the proper performance of the Schools business.
- Take responsibility for their own professional development, continually keep updated and contribute to the Schools as a learning organisation.
- To contribute to the Health and Safety of pupils and other staff in accordance with Health and Safety regulations and DSE legislation.
- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Schools.
- Develop constructive relationships and communicate with other agencies/professionals.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- To undertake any other duties and responsibilities, which do not change the character and purpose of the post as directed by the Head of Junior School.

Person Specification

- The successful applicant should possess the following experience, qualifications and qualities:
- Hold 5 GCSEs (or equivalent) grade A-C/ 9-5 or equivalent in English and mathematics;
- Have successfully completed education to A level or equivalent;
- A university degree and teaching qualification;
- Excellent subject knowledge that can stretch the most able and interested pupils;
- A willingness to contribute to collaborative planning and revision of schemes of work;
- A desire to contribute to our programme of co-curricular activities;
- An ability to use ICT as a teaching resource and for administration, preferably experience with Google Suite;
- A reflective practitioner;
- Provide inspirational teaching which conveys the value of effort and dedication to achieving goals;
- A “pupil centred” teaching approach – someone who makes it a priority to know the pupils they teach very well and uses a variety of teaching techniques in order to ensure all pupils achieve their very best;
- Excellent interpersonal and communication skills;
- Able to work as part of a team;
- Able to work with confidence under pressure and remain calm;
- Creative and enthusiastic to work with children of all ages across the primary phase;
- Very organised and able to use own initiative and judgement to solve problems;
- Able to meet the physical demands of the post.

Ready to Apply?

1. Please read the Application and Recruitment process on our website along with the Recruitment and Privacy Notice.
2. Complete the [Employment Application form](#).
3. Complete the [Equal Opportunities Monitoring form](#).

4. Email your completed application form along with your covering letter to **hr@dameallans.co.uk** by the closing date and time.

The closing date for applications is noon on Thursday, 8 June 2023.

Terms and Conditions

This is a fixed term maternity cover role starting September 2023.

Hours:

The post-holder will be required to work during term time as needed in order to discharge their responsibilities and to support the wider objectives of the Schools.

Additionally, they may be required to work during school holidays on duties linked to the role, for instance in leading and supporting sports trips and tours.

Salary:

The salary will be commensurate with the skills and experience of the candidate. Details will be discussed at the interview. Dame Allan's staff are paid on our own pay scales which are higher than national scales.

Benefits:

The Schools operate a fee reduction package for children of staff members, subject to their meeting the Schools' admissions criteria.

All staff may join the School's pension schemes.

All staff receive free school lunches.

Access to the Employee Assistance Programme.

All staff are eligible for free eye tests.

Access to Cycle to Work scheme.

School trip travel opportunities.

A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/pre-employment checks.

Questions

Please direct any questions to the HR department:

Email: HR@dameallans.co.uk

Phone: 0191 275 1500

Thank you for your interest in applying to work at Dame Allan's Schools.

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Excellence. Stability. Happiness. Est 1705.



DAME ALLAN'S SCHOOLS
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RATED EXCELLENT BY THE INDEPENDENT
SCHOOLS INSPECTORATE

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Dame Allan's Schools



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