



Job Description

Position	Year 2 Class Teacher
Location	Nightingale House Pre-Preparatory School, Hampton (part of the Jack and Jill Family of Schools)
Reporting To	Pre-Prep Lead
Hours	Minimum of 5 x mornings and 1 full day (Friday) - Term Time Only
Contract Type	Permanent
Start Date	September 2022

Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951 and is now one of the few remaining family-run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and academic performance within the close supportive 'family' environment and through a broad and balanced academic curriculum. Emphasis is placed upon acceleration in English and Maths as well as development of effective working practices, diligence and the sheer joy of learning – a *'tradition of excellence'* established over many decades.

The Jack & Jill Family of Schools achieved Ofsted 'outstanding' in all areas' in its latest inspection in January 2020.

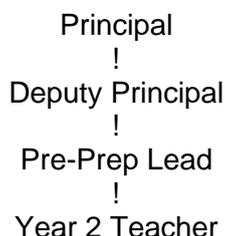
It is comprised of three schools:

- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Structure Chart



Purpose of Role

To carry out the professional duties of a Year 2 class teacher in line with Teachers' Standards. This requires the post holder to plan, teach, assess and evaluate lessons, and to manage behaviour in accordance with agreed School procedures.

To provide an inspirational, fun and broad curriculum that reflects the School's ethos and promotes a life-long love of learning, whilst also promoting equality of opportunity for all pupils so that their potential is encouraged and developed.

The Year 2 teacher will play a full part in the life of the School, participating in any meetings reasonably arranged for any relevant purpose, and attending and participating in all school events.

The Year 2 teacher will undertake supervisory duties as reasonably required, including registration of pupils, supervision of pupils and provision of relief cover for absent colleagues. The role will also require the supervision of some staff.

Job Content

This job description may be amended at any time following discussion between the line manager and the member of staff to meet the requirements of the Family of Schools

1. Planning, Teaching and Class Management

Model best practice and provide effective high-quality learning and teaching which enables all pupils to achieve their maximum potential.

Plan teaching to achieve progression through:

- Identifying clear teaching objectives and how they will be taught and assessed.
- Providing clear structure for lessons maintaining pace, motivation and challenge.
- Setting clear targets, building on prior attainment.
- Setting tasks which challenge pupils and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Encouraging good practice for punctuality, behaviour, standards of work and homework.
- Making effective use of assessment and ensure coverage of programmes of study, ensuring effective teaching and best use of available time.
- Ensuring pupils acquire and consolidate knowledge, skills and understanding, appropriate to the subject taught.

- Selecting appropriate teaching resources and strategies, using a variety of learning strategies which involve planned adult intervention, first-hand experience, play and talk as a vehicle for learning.
- Encouraging pupils to listen attentively, think and talk about their learning, develop self-control and independence, concentration and perseverance.
- Ensuring the effective and efficient deployment of classroom support.
- Manage pupil behaviour in accordance with agreed school procedures.
- Keep up-to-date with national developments in teaching practice and methodology in a Primary setting with a commitment to continuous personal development.

2. Monitoring, Assessment, Recording and Reporting

- Ensure effective assessment, recording and reporting on progress in pupils' development.
- Evaluate how well learning objectives have been achieved and own teaching critically to improve effectiveness.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses to inform planning and recognise level at which the pupils are achieving.
- Preparation and presentation of informative reports to parents.
- Attend parents' evenings as required and liaise with and meet pupils' parents at other times as necessary to resolve difficulties and promote the pupils' educational and pastoral needs.

3. Curriculum Development

- Working with the other professionals, provide a broad and balanced curriculum, including innovative approaches to enrich the learning experiences of all pupils. The focus will be on acceleration in English and Maths within a structured curriculum.
- Working with the other professionals, develop plans, targets and success criteria.
- Contribute to ideas for the curriculum for the whole Family of Schools.

4. Quality Assurance

Ensure the effective operation of quality control systems. Manage the space and equipment efficiently, according to agreed procedures. Monitor and evaluate the curriculum including against agreed quality standards, ensuring adherence and promptly implementing improvements where required.

Participate in any meetings reasonably arranged for any relevant purpose and attend and participate in all school events, as required.

5. Safeguarding

The job holder has due regard for safeguarding and promoting the welfare of the children and will be required to follow the child protection procedures outlined in the school's safeguarding policy.

6. Other duties

Provide cover for other classes, as required.

Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the school.

What we can offer

The role gives you the opportunity to maintain and grow your passion for teaching in a high-achieving Family of Schools.

The opportunity to work in Hampton and be part of a Family of Schools that supports children up to the end of KS2.

Person Specification

The criteria below will be assessed by the application form (A), lesson (L), interview (I). The tasks will include a presentation during the interview and a lesson observation.

Attributes		Assessment Criteria
Qualifications	<ul style="list-style-type: none"> PGCE or teaching qualification essential Evidence of up-to-date CPD 	A A
Experience	<ul style="list-style-type: none"> 2 years minimum experience of teaching, preferably in KS2 Excellent behaviour management using appropriate strategies Experience of raising standards of achievement for pupils 	A L I
Knowledge	<ul style="list-style-type: none"> Up-to-date knowledge of primary curriculum development Good knowledge and understanding of the principles that underpin inclusion and equal opportunities and a commitment to implementing these in practice Commitment to own continuous CPD 	I I A, I
Vision	<ul style="list-style-type: none"> Supports our belief that a school curriculum requires focus, coherence and rigour 	I

Other Skills and Abilities	<ul style="list-style-type: none"> Inspirational teacher with ability to motivate pupils to perform to the best of their abilities Ability to work in partnership with parents and the wider community. Excellent oral and written communication skills and good listening skills Excellent organisational skills, setting targets and managing own work with minimum supervision Approachable and promotes positive working relationships Ability to relate well to children and share their interests and enthusiasm Ability to effectively manage pupil discipline and have a commitment to high quality pastoral care Ability to evaluate own teaching critically and improve effectiveness Highly proficient IT skills with experience of teaching remotely 	<p>L</p> <p>I</p> <p>I, L</p> <p>I</p> <p>I</p> <p>L</p> <p>L</p> <p>A, I</p> <p>A</p>
Behaviour	<ul style="list-style-type: none"> Demonstrates high standards of personal integrity, loyalty, discretion and professionalism A calm and authoritative manner with a visible presence around the school Actively support school events & initiatives, entering fully into the life of its community 	<p>I</p> <p>I</p> <p>I</p>
Safeguarding	<ul style="list-style-type: none"> Commitment to safeguarding and welfare of all stakeholders 	<p>I</p>

Application Process

To apply for the post, please complete the application form that can be found on the School's website and return to HR: hr@jackandjillschool.org.uk

Closing date: 18 May 2022

Interviews are taking place on the morning of Monday 23 May 2022.