**Job Description for Key Stage 2 Teacher, Junior School**

*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*  

<table>
<thead>
<tr>
<th>Commencing</th>
<th>September 2019 or January 2020</th>
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<tr>
<td><strong>Summary of the role</strong></td>
<td>We are seeking a well-qualified and inspirational Form Teacher for this successful and flourishing School for girls aged 3-11.</td>
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| **The post involves** | **As a Form Teacher:**  
  - Demonstrating a strong commitment for the pupils’ pastoral and academic welfare.  
  - 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 being sensitive to their needs.  
  - Monitoring pupil progress through observation, assessment, tracking and record keeping.  

**As part of the Key Stage 2 Team:**  
- Working closely with other members of staff and being responsible for lesson plans.  
- Demonstrating a high level of ICT expertise across the curriculum and for communication.  
- Producing Autumn Term and Spring and/or Summer Term 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 by the Head of the Junior School. |
| **The Person** | **Educational:**  
  - An outstanding classroom practitioner encouraging |
pupils to give of their best.
• An understanding of, and interest in, organising speakers, workshops, visits and trips to enhance the curriculum.
• Knowledge and experience of independent education of the primary age range.
• A willingness and enthusiasm to promote interest and support for a wide range of subjects and activities.

Personal:
• Absolute commitment to the ethos, values and objectives of Walthamstow Hall.
• A relevant degree or equivalent qualification (BA, BSc or BEd) and Qualified Teacher Status for the primary age range.
• Forward-looking and optimistic.
• Excellent judgement and integrity.
• Considerable enthusiasm and stamina.

| Line Manager | Head of the Junior School |

You may also be required to undertake such other comparable duties as the Head of the Junior School 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 and the Disclosure and Barring Service.

Applications should be made on the School’s Application Form and should be accompanied by a handwritten covering letter to the Headmistress, Miss Stephanie Ferro.

Miss Stephanie Ferro, MA (Oxon), MA (Lond)
Headmistress
Walthamstow Hall
Holly Bush Lane
Sevenoaks
Kent TN13 3UL

Early applications are invited for this post. The latest date for receipt of applications is Friday 7 June 2019, by 12 noon.

Interviews are currently scheduled to take place in the w/c 17 June 2019.

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

Polite notice: Please note that it is not customary for the School to provide feedback to candidates.

May 2019