




NORWICH
HIGH SCHOOL
For Girls aged 3-18

GDST
GIRLS' DAY SCHOOL TRUST



Norwich High School for Girls Candidate Information Pack

TEACHER JOB DESCRIPTION



THE SCHOOL

Norwich High School for Girls is an award-winning independent day school for girls aged 3 to 18 set across an expansive 14 acre site in central Norwich on leafy Newmarket Road. Since our creation in 1875 by the Girls' Public Day School Company (now the Girls' Day School Trust), Norwich High School has been Norwich & Norfolk's leader in girls' education.

With 600 pupils, we have a long tradition of fostering academic success and a strong record of attaining first choice university places but we are about more than just examination results.

We believe passionately in putting girls first. We give each student the very best opportunities to find their strengths, explore the whole breadth of subject options, and tailor all that we do around their needs as they develop into young people.

Ensuring each girl is valued and supported throughout her time at the school is at the heart of what we do and we are immensely proud of everything the girls achieve, whether it be examination results, sporting, musical or creative endeavours or community service and charity work.

Through our curricular, extra-curricular and enrichment programmes, we give girls rich opportunities to develop into confident, aspirational young women with the resilience to reach their goals.

We aim to foster a love of intellectual enquiry and a concern for others and to nurture self assured, happy young women with the confidence and drive to pursue their ambitions and make a positive difference.

ABOUT THE GDST

The Girls' Day School Trust is the UK's leading family of 25 independent girls' schools including two academies. In all of our schools, academic excellence is a given – at the GDST we develop character beyond the curriculum.

We focus not only on what is learned but how it is learned. Ensuring our girls are confident and fearless, determined to show what they can do. Nothing holds our girls back – they're encouraged to embrace every role and subject. As a result, they trust their own abilities and are alive to every opportunity.

We concentrate on creating an environment where all can thrive and learn from one another. Physical and emotional wellbeing is paramount, which is why every GDST school provides an incredible array of extra-curricular activities and wellbeing programmes.

JOB DESCRIPTION

Role	Teacher
Job Purpose:	<p>To contribute to providing an excellent education for all the school's pupils by teaching with expertise and enthusiasm, offering support to the learning of individual students and contributing to the school's pastoral system.</p> <p>To support the Head and the SLT in the implementation of all aspects of school and GDST policy in order to maintain the aims and ethos of the school and the GDST as a whole.</p> <p>To embrace and demonstrate the characteristics set out in the GDST Professional Teacher Standards: to be Caring, Effective, Engaged, Confident, Creative and Reflective practitioners.</p> <p>To demonstrate GDST values and high standards of professional conduct at all times.</p>
Accountable to:	The Head of Department
Accountabilities:	<p>Teaching and learning</p> <p>Having regard to the curriculum, plan and teach challenging, well-organised lessons and sequences of lessons, informed by secure subject knowledge, specifically by:</p> <ul style="list-style-type: none">• Using an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and expectations and are designed to raise levels of attainment.• Building on the prior knowledge and attainment of earlier learning in order that learners meet their learning objectives and make sustained progress.• Developing ways to encourage, challenge and inspire pupils to apply new knowledge, understanding and skills and deepen them further.• Using language appropriate to learners, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively.• Managing the learning of individuals, groups and whole classes effectively, using teaching techniques appropriate to suit the stage of the lesson and the needs of learners.• Maintain an up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential, incorporating these in the planning and delivery of lessons.• Assessing, recording and reporting on the development, progress and attainment of pupils.• Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.• With reference to learners' individual learning objectives, planning, setting, supporting and assessing classwork, homework and other out-of-class assignments and coursework for examinations, where appropriate and reasonable, to sustain learners' progress and to extend and consolidate their learning.

JOB DESCRIPTION

- Contributing as appropriate to the development of schemes of work and adhering to schemes of work when planning and teaching.
- Knowing and implementing the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to public examinations and qualifications.
- Organising the classroom and learning resources and creating displays to encourage a positive learning environment;
- Participating with the line manager in using GDST and national statistics to monitor the progress of pupils and raise levels of attainment.
- Providing pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils' progress, attainment and areas for development.
- Working collaboratively across the department, school and the GDST network.
- Managing pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy.
- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations.

Pastoral

Work with colleagues to create a positive culture of pupil welfare and behaviour, including taking an active role in pastoral matters, by:

- Supporting and contributing to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils.
- Being aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Acting as Form Teacher.
- Liaising with appropriate Head of Year, attending pastoral meetings when necessary.
- Leading and participating in Assemblies.

Marketing and external links, including public occasions

Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community, where possible, by:

- Actively participating in educational outreach and promoting the key stage, phase or department within the school community to encourage pupils' interest in the subject area or school.
- Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils.

JOB DESCRIPTION

Management and administration

Undertake administrative and organisational tasks related to the duties of teaching and to ensure the smooth running of classes and the department by:

- Contributing to the professional development of other teachers and support staff, including the induction and assessment of new teachers.
- Coordinating or supervising the work of those who provide support for teachers in the department (i.e. technicians or teaching assistants), where required.
- Taking part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Ordering and allocating of equipment and materials where required.

Training and development of self and others

Maintain an up-to-date knowledge and understanding of all aspects of teaching and pedagogy by:

- Reviewing own methods of teaching and programmes of work.
- Evaluating own performance and being committed to improving own practice through appropriate training and professional development.
- With the line manager, engage actively in any process of appraisal or performance review for self and for those supervised.

All teaching staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with students, colleagues, parents and any external personnel.
- Adhere to school and GDST policies, as amended from time to time, and as set out in GDST Council Regulations, ORACLE and GDST circulars.
- Contribute towards organising, participating in or delivering on the school's programme of extra-curricular activities.
- In accordance with GDST policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils.
- Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head.
- Carry out lunchtime duties – supervising pupils at lunch, as reasonable.
- Attend all relevant parents' meetings, which may take place in the evening.
- Support pupils and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school.
- Carry out such other associated duties as are reasonably assigned by the Head.

This job description should be seen as enabling rather than restrictive and will be subject to regular review, in consultation with the recognised trade union.

General
Requirements

Review and
Amendment

PERSON SPECIFICATION

Skills required

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| • Ability to teach specialist subject up to A level | Essential |
| • Ability to use a range of teaching strategies in order to meet the needs of all students | Essential |
| • Sound behaviour management skills and discipline, both inside and outside the classroom | Essential |
| • Dedication to promoting subject or key stage within the school and marketing within and outside school | Essential |
| • Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, governors, GDST and external bodies | Essential |
| • Excellent interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues and parents) | Essential |
| • Excellent organisational and time management skills with the ability to prioritise and work to deadlines | Essential |
| • Ability to work on own initiative and react to competing demands | Essential |
| • Ability to maintain confidentiality | Essential |
| • Confident user of ICT to aid administration and learning | Desirable |

Knowledge base

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| • Experience of working in a successful department at KS3 to 5 | Desirable |
| • Knowledge of latest developments within teaching | Desirable |

Qualifications/ Attainment

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| • Well qualified graduate | Essential |
| • Qualified teacher status, or willingness to gain qualification within a reasonable period | Essential |
| • Proven track record of academic success within the subject area or phase or NQT equivalent | Essential |

Experience

- | | |
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| • Proven experience of successfully contributing to or running extra-curricular clubs and activities | Desirable |
| • Experience of working within a successful team | Desirable |

Personal Attributes

- | | |
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| • Enthusiastic, positive and hard working | Essential |
| • A passion for education | Essential |
| • Commitment to the safeguarding of children and young people | Essential |
| • Ability to inspire, motivate and support pupils | Essential |
| • Flexible and approachable attitude | Essential |
| • Ability to solve problems, make sound judgements and take decisions | Essential |
| • Ability to work under pressure, on own initiative, accurately and with attention to detail | Essential |
| • Commitment to the improvement and development of own teaching and performance | Essential |
| • The drive and stamina to provide excellent opportunities for all girls in the school | Essential |
| • Willingness to play a part in the overall developments of the school | Essential |
| • Commitment to maintaining the caring and supportive ethos of the school | Essential |

HOW TO APPLY

- If you would like to apply for this role, please use the online application form via the Girls' Day School Trust website – <https://www.gdst.net/careers/vacancies/>
- A separate CV is not required and all information should be included on the online application form and covering letter.
- The covering letter should be addressed to Miss Alison Sefton, Head of Norwich High School for Girls.
- Should you require any further information please contact recruitment@nor.gdst.net

Made by Girls

Norwich High School for Girls
95 Newmarket Road
Norwich
NR2 2HU

01603 453 265
www.norwichhigh.gdst.net