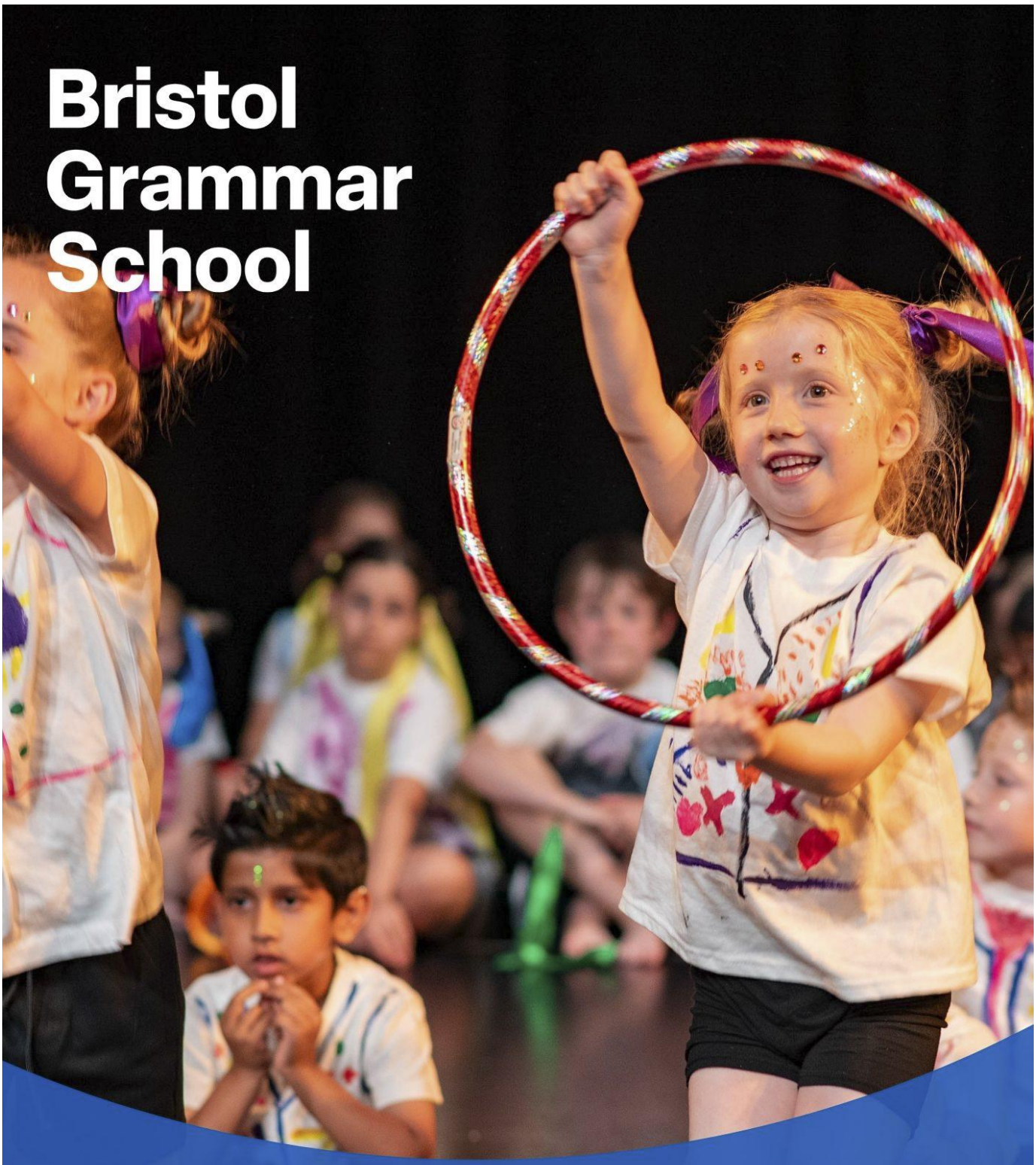
Bristol Grammar School



Job Description

Infant and Junior Supply Teacher

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Role Specification

Post: Infant and Junior Supply Teacher

Start date: ASAP

Outline of department

Many of our pupils start their journey at BGS in our Infant and Junior School. Our strong academic focus is carefully and thoughtfully balanced with a caring and restorative pastoral approach. The Infant and Junior teaching teams work together, actively overseen by the Head of Infants and Juniors supported by two Deputy Heads. The BGS values of kindness, integrity and rigour underpin all that we do.

Housed in two adjacent buildings, with age-appropriate, dedicated outdoor play spaces, the Infants feels like a school within a school. With two forms per year group, our Infant children thrive in the close-knit, friendly environment. Our EYFS team are proud ambassadors of the Bristol Standard and help to lay a solid foundation for each child's learning journey through the school. Our Infant curriculum is supported by subject specialist teaching, ensuring stretch and challenge from a young age. The Infant children's learning experience extends way beyond the classroom, with extra-curricular clubs, educational trips and weekly Forest School visits. Our youngest pupils benefit from the fantastic facilities the school has to offer, understanding that they are part of a bigger school community. Originally the Headmaster's house, the Junior's building is the vibrant heart of the Junior School. From here, children in Years 3 to 6 enjoy busy, enriching days, following a broad and diverse curriculum. Our Junior curriculum includes traditional subjects, many taught by specialist teachers in Years 5 and 6. The school experience is further enhanced by an abundant choice of extra-curricular opportunities, both during lunchtimes and after school, enabling the children to discover new skills, hobbies and interests. All Junior children (two forms in Years 3 and 4 and three forms in Years 5 and 6) are allocated to one of four Houses, which meet for House Assembly. Children participate in House sporting and performance events and create friendships beyond their form group.

Our class sizes are small. Each class has a Form Tutor (and dedicated Teaching Assistant from Reception to Year 3) to support the children throughout the day. Both the Infants and Juniors benefit from an Assistant Head, with a particular focus on pastoral matters. We also have an experienced Learning Support team, who can offer additional educational support where needed along with ELSAs (Emotional Learning Support Assistants) to help with emotional and social wellbeing.

Pupils from Year 1 onwards have the opportunity to take on leadership roles as they move through the school. This could be as a member of the School Council or as a Charity Representative, ensuring that the pupil voice is always heard. Other pupils support the school in their roles as Infant playleaders for Reception, Digital Leaders, or Year 6 Prefects.

With the children always at the heart of all we do, we are fortunate to have strong links with our active and inclusive parents' association. BGS Friends Infants & Juniors meet regularly and organise social and charity events for pupils, their families, and the wider community – all parents and guardians are welcome to join.

Purpose of Job

To provide consistent, high-quality teaching and pastoral support for pupils across the Infant & Junior School when class teachers are absent. Working flexibly across different year groups, the Supply Teacher will ensure that pupils feel secure, supported and ready to learn, maintaining familiar routines, high expectations and continuity in their learning. The role plays an important part in ensuring that every child continues to enjoy a positive and purposeful school experience.

Duties and Responsibilities

- Teaching core subjects and other subjects to Infant and/or Junior classes, according to specialism and need
- Delivering lessons as planned by the teacher being covered to ensure that they contain pace, variety and appropriate differentiation
- Teaching in a way that meets the individual needs of the children and promotes their learning.
- Maintaining good classroom learning environment having regard to the behaviour policy of the School.
- Providing feedback to children in accordance with the marking and feedback policy. If required, marking work in accordance with the policy (time would be provided for this)
- Working closely with other staff in the Infant and Junior School to ensure excellent learning outcomes for children as they progress through the School.
- Observing School policy on health and safety requirements; being aware of any subject specific health and safety requirement and ensuring that they are implemented appropriately at all times.
- Taking note of the special educational and health needs of individual pupils, following advice from the Learning Support Co-ordinator, Stretch and Challenge Co-ordinator or school nurse.
- Referring concerns about the performance of pupils to the relevant form tutor.
- Conforming to the School's Code of Conduct.
- Adhering to the School's safeguarding procedures
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- Adherence to the School's safeguarding procedures

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

There are certain **essential criteria** that we would expect a candidate to possess.

Have experience of teaching Infant and/or Junior Children in the core subjects
Be a graduate and have a relevant teaching qualification
Be able to teach a wide range of subjects

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not "tick every box", therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Plan a sequence of engaging lessons that builds on previous learning, with clear objectives and that encourages pupil progress and a sense of adventure
Ensure that a range of teaching strategies are used that enables all learners to be highly motivated, enthusiastic and respond positively to challenge and high expectations
Use assessment data to challenge and motivate pupils of all abilities and inform future planning and targets
An up-to-date knowledge of teaching and training initiatives that can be used to enhance learning. (ICT literacy: iPads, software for recording and analysing pupils' performance)
Be able to create a challenging and effective learning environment for all pupils
A sense of humour and an optimistic, resilient style when faced with pressure
The ability to develop good working relationships with all members of the School community
A well organised and resourceful approach to their work and have the ability to meet deadlines
An enthusiastic and approachable nature
Be able to communicate well with children and young people and in particular be prepared to demonstrate: • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people

Hours and Benefits

Working hours Flexible to provide unplanned cover at short notice as well as prebooked cover.

Salary Competitive hourly/daily rate.

Car Parking No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups who are currently under-represented in our staffing community.

Application details

To apply please visit our website, employment opportunities section. On the role specific page there is an 'Apply now' button which will take you into the online application process.

Applications will be reviewed once submitted and suitable candidates may be interviewed before the closing date. The School reserves the right to withdraw the position if an early appointment is made, therefore applicants are encouraged to apply early if interested.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. Full pre-employment safeguarding checks will be undertaken for the successful applicant, this includes an enhanced DBS (Disclosure and Barring Service) and a barred list check.