

City
Junior
School

Recruitment
Pack

Welcome from the Head

Thank you for your interest in City Junior School. I am delighted that you are considering applying for a role with us.

City Junior School opened its doors in September 2022 to 150 pupils and will continue to expand until September 2025 when we will have a full school of 300 children. This is an exciting time to be joining our school as we grow into our new setting.

CJS is a happy, supportive and stimulating school which encourages children to develop as well-rounded, down to earth individuals with a lifelong love of learning. We place kindness and compassion at the heart of our school; we are a close-knit and caring community. Our curriculum is forward-thinking, creative, ambitious and fun. Our children are confident learners and agile thinkers.

We are an academically selective school, with a 7+ entry point. Following Year 6, our pupils go on to either City of London School for Girls or City of London School, and we are proud to work in partnership with our parent senior schools as well as the other schools within the City of London family of schools. For teachers and support staff there are rich opportunities for professional development and partnership work across this wider network.

Our school is located within Gray's Inn, a peaceful haven right in the heart of bustling London. We are fortunate to have access to the green spaces for playtimes and lunch is enjoyed in the historic setting of the Inn's hall. Games lessons take place at nearby Coram's Fields or at our senior schools, and we make the most of all that the City has to offer by heading out on trips regularly.

The building in which our school is housed is a former law school that has undergone a complete redesign and refit. The result is a light filled, modern, fully accessible, child friendly space where everyone can learn and work in comfort. In addition to our twelve classrooms, we have specialist spaces for science, art, drama, PE, music and DT. There are five music practice rooms and a hall for assemblies, indoor PE lessons, performances and productions.

Applications are encouraged from a range of backgrounds, who will be committed to the ethos and values of City Junior School and its parent schools, and who will be ambitious for both the school and themselves. If that sounds like you, I look forward to receiving your application.



Rachel Thompson
Head of City Junior School



Staff benefits & development package

Staff remuneration

The school has a generous salary scale which is based on qualifications and experience. Teaching staff are automatically enrolled into the TPS. A contributory pension scheme is available for support staff.

Staff discounts

Annual season ticket loans, cycle loans, shopping discounts and reductions on ticket prices at the Barbican are among the range of benefits available to all staff.

Employee assistance

The school offers a free and confidential employee assistance helpline.

Staff fee remission

A staff fee remission scheme is available to members of teaching staff for children attending one of the four City independent schools. The rate is currently 50% (pro rata) of full fee for up to seven years. Further details can be supplied to applicants invited to interview upon request.

School lunches

All staff can enjoy a two course lunch in the Hall at Gray's Inn, and there is a daily supply of fresh



fruit, tea and coffee available in school.

Collaborative learning communities

We believe that a teacher's learning is greatest when it is structured in a way that makes it collaborative and focused on sharing and exploring best practice through meaningful enquiry. Our approach to professional learning communities is embedded as the main source of pedagogical development and has regular dedicated time within the school week.

All teachers are members of a professional learning group, where they commit to trying out new ideas over an agreed timeframe and carry out mutual observations. Such an open and collaborative approach to developing their own practice has been shown to have the biggest impact on classroom practice, teachers' thinking and ultimately outcomes for pupils.

Training and INSET

The school is thoroughly committed to supporting the professional development of staff and we believe that staff learning is as important as pupil learning at CJS. Staff have five dedicated INSET days for training each academic year. Within the City family of schools, there are frequent opportunities for collaborative professional development and partnerships

There is a generous training budget for courses. In addition, the school provides financial support for staff seeking to undertake more substantial courses of study that are of benefit to the school as well as to the member of staff. Every year it supports members of staff who wish to undertake further study, for example: a Masters in Education, NPQH, ISQAM, etc, and non-leadership qualifications, such as a Child, Adolescent and Family Psychotherapy program, etc. There are further opportunities for staff to further develop their expertise within our various school partnerships.

Regular in-school training is kept relevant and stimulating. It covers a comprehensive range of issues relating to pedagogical, technological, professional and pastoral aspects.



Early Career Teachers and applicants new to teaching

The school will be fully accredited to participate in the iStip ECT Induction Programme in order to provide qualified teacher status. Teachers receive the appropriate time remission in their ECT years to facilitate mentor sessions, training and preparation. Additionally, CJS is fully committed to initial teacher training and works in partnership with a range of Higher Education Institutions offering placements to their PCGE students at the school.

New staff induction

A high quality and comprehensive induction programme will be led by the Deputy Head with sessions running throughout the year for all new joiners. The school supports new teachers by providing extensive feedback through lesson observations, coaching and individual meetings. In addition to a New Staff Induction Day, additional training sessions focus on pastoral care, monitoring progress, assessment for learning, mobile technologies and career progression.

Personal development and appraisal

At CJS, the Personal Development and Appraisal process is designed support the on-going development of individuals and is achieved, in part, through providing regular opportunities for reflection and discussion in dedicated meetings with a senior colleague or Line Manager. It is intended that through discussions staff receive encouragement in their desired development, and any relevant support is identified and actioned.



Staff wellbeing

At CJS we are committed to promoting the best possible wellbeing of all our staff. Our Wellbeing Committee will be comprised of teaching and support staff. Its work will focus on addressing issues from the annual staff wellbeing survey, as well as organising regular social events.

All staff at CJS also have access to the City of London Corporation's CityWell events and initiatives, as well as confidential helplines offering support in all areas of life.

Career progression

Staff are encouraged to take on additional responsibility and there are significant opportunities for internal promotion across a range of positions.

Staff turnover is a healthy balance of people staying at the school to further their careers, and using the school as a springboard to new opportunities.



Conditions of service

Equal opportunities

The school is an equal opportunities employer. The school welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age. The school's Recruitment Policy is available to read on the school's [website](#).

Safeguarding

CJS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Child Protection Policy, which is available on the school's [website](#), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

All appointments are subject to satisfactory references and checks, including verification of identity, qualifications and right to work in the UK, a satisfactory enhanced Disclosure and Barring Service certificate, medical clearance and overseas checks (where applicable). Applicants should be aware that the school may approach any previous employer to seek a reference.

It is a condition of appointment that employees for whom new DBS certificates are obtained are subscribed to the Disclosure and Barring Update Service, and give the school consent, whilst they remain in employment, to carry out regular checks via this service on the currency of their certificate.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead.





JOB DESCRIPTION	
Job Title	Sports Graduate Assistant
Department	City Junior School
Grade	B
Responsible to	Head
Responsible for	N/A

Purpose of the Post

The Graduate Assistant post offers an opportunity for a graduate to gain experience of the education sector and should provide a good springboard to a career in the teaching profession in either the independent or maintained sectors. The School will facilitate preparation for formal teacher training, where appropriate and desired, through class teaching and other opportunities, supported by relevant training opportunities.

The Graduate Assistants will support the PE department across Year 3 – 6, supporting in lessons, clubs, fixtures, supervising children.

Main Duties & Responsibilities

Specific responsibilities

Graduate Assistants are expected to:

- Provide cover for absent teaching staff – supervising and/or delivering teaching material as instructed.
- Assist with timetabled lessons as requested – supporting teachers with delivery of the curriculum (i.e. through team teaching).
- Manage sub teams of pupils to enhance our educational provision.
- Provide administrative support to Departments as requested.
- Assist with the staff duty rota.
- Assist with the delivery of the School's Games programme.
- Contribute to the extensive Health Related Fitness programme on offer in the Fitness Centre
- Assist with a range of co-curricular activities, including off-timetable days and other school activities in curriculum time.
- Support the School's programme of educational visits.
- Support other school events (e.g. Open Events and Admissions Events) as required.

General responsibilities

All School staff are expected to:

- Work towards and support the School's vision and objectives as outlined in the School's Strategic Plan.
- Support and contribute to the School's responsibility for safeguarding pupils.
- Work within the School's Health and Safety policy to ensure a safe working environment for staff, pupils, and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with staff, pupils, and parents.
- Engage actively in the performance review process.
- Undertake other reasonable duties related to their job as required from time to time.
- Assist with staff duty rota in terms of any supervision requirements i.e. break and lunch duties or walks accompanying pupils.



PERSON SPECIFICATION	
Job Title	Graduate Assistant
Department	City Junior School
Grade	B
Responsible to	Head

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application **(A)**, interview **(I)** or test **(T)** as indicated below.

Technical skills/professional qualifications / relevant education & training.

1. Degree level qualification (ideally in core curriculum subject, but not essential) **(A)**
2. Active interest in pursuing a teaching career and passion for educating young people. **(A)**
3. A thorough understanding (which can be supported by training) of the statutory framework regarding safeguarding, and its implementation at City of London School. **(A)**
4. Confident and competent in the use of ICT. **(T)**
5. Qualification, experience and/or interest in coaching a range of sports, specialist coaching qualifications desirable but passion and interest equally valuable. **(A)**

Personal attributes

1. Ability to establish rapport and respectful and trusting relationships with children, their parents / carers / families, and other adults. **(A / I)**
2. Collegiality in working with staff, including SMT, with the ability to work effectively and supportively with all staff. **(A / I)**
3. Ability to build and maintain purposeful and successful relationships. **(A / I)**
4. Self-reflection and an openness to constructive criticism. **(A / I)**
5. The ability to work towards an agreed outcome, particularly when it is not the approach that you might not have chosen. **(A / I)**
6. Discretion. **(A / I)**
7. Resilience, the ability to work under pressure and be able to meet deadlines. **(A / I)**
8. Proven ability to prioritise workloads with an understanding of the need to balance competing pressures. **(A / I)**
9. Demonstrates enthusiasm. **(I)**
10. A good sense of humor. **(I)**
11. High personal standards. **(I)**
12. A clear commitment to the School's Strategic Vision. **(A / I)**

13. A clear commitment to our pupils and their learning, wellbeing, and safety. **(A / I)**
14. Able to apply school policies and practices professionally. **(A / I)**
15. A commitment to equality. **(A / I)**

Recruitment - Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.