



HIGHGATE JUNIOR SCHOOL

Key Stage 2 Teacher

September 2012

An able and inspiring teacher is required for September 2012.

In Highgate Junior School, there are approximately 320 children in Key Stage 2 in four forms across four year groups. Highgate is an academically selective school with able and enthusiastic children. Expectations are high across the curriculum and beyond. The school is fully coeducational.

The person appointed should be both able and willing to teach across the curriculum and be flexible in their approach. All staff are expected to contribute to the extra-curricular life of the school, and a willingness to take responsibility for sports teams will be an advantage.

Applications are welcome from well-qualified teachers with relevant experience of the primary or the preparatory school curriculums. An interest in contributing to a challenging, accelerated curriculum and in learning enrichment will be an advantage. Applicants should have experience of teaching intelligent, lively pupils or an interest in doing so, and the flair and imagination, and people-skills to do so successfully.

Teachers at Highgate enjoy a welcoming, comfortable and exceptionally well-resourced environment and are provided with significant assistance from a range of support staff. Salaries are competitive.

Mr Mark James, Principal of the Junior School, is willing to answer any questions on jsoffice@highgateschool.org.uk.

APPLICATION PROCEDURE

Please post the following documents to **Mr S M James, Principal, Highgate Junior School, 3 Bishopswood Road, London N6 4PL (Tel: 020 8340 9193, Fax: 020 834 7273, Email: jsoffice@highgateschool.org.uk).**

1. **Highgate application form – handwritten and signed**
2. **Letter of application - no longer than one side of A4**
3. **Full curriculum vitae - including the names, addresses, telephone numbers and email contacts of two referees**

Closing date: Wednesday 1 February 2012 but applications will be considered as they are received.

Person Specification for teaching posts at Highgate School.

We seek to appoint teachers who will have the following proven qualities, or the potential to develop them. At interview candidates will have the opportunity to demonstrate or give an account of these attributes.

- The energy, dynamism and stamina to contribute fully to the life of a busy co-educational independent day school
- Willingness to contribute to the extensive range of activities provided for pupils and to support them in their co-curricular pursuits
- Excellent subject knowledge, and the ability and willingness to contribute intelligently to a challenging and stimulating curriculum
- Capacity for industry and initiative
- The depth of knowledge and agility of mind to allow flexibility in lessons, adapting delivery as appropriate in the light of pupils' responses
- Empathy with pupils across the age and ability spectrum at Highgate and the ability to implement a range of teaching strategies to cater for each individual pupil
- Awareness and understanding of matters relating to the personal, social, health and emotional development of Highgate pupils
- General knowledge of Child Protection issues and good practice, particularly relating to professional obligations on safeguarding the welfare of each child and avoiding guarantees of confidentiality in any disclosure
- Capacity to deal sensitively with problems raised by pupils, in line with Highgate's pastoral policies and sanctions systems, working in partnership with Highgate's designated staff i/c pastoral care
- Ability to create effective rapport and a sound relationship with pupils, earning their respect and trust but maintaining proper professional boundaries by not deliberately courting popularity or friendship
- Willingness and ability to liaise effectively and professionally between pupils, staff and parents when required, making accurate records of these exchanges
- Patience and thoughtfulness to see any issues that may arise with pupils, parents or colleagues from a variety of perspectives
- The ability to de-fuse difficult situations using different strategies such as careful listening, sensitive use of humour, praise and recognition where due, utilising the School's reward system
- Retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself