



Wakefield Grammar
School Foundation

YOU'LL LIKE THE WAY WE

WORK TOGETHER



KS2 CLASSROOM
TEACHER
(MATERNITY
COVER)



Information for
Candidates

October 2024

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For further information about the Foundation please visit the website at www.wgsf.org.uk



An Introduction

Wakefield Grammar School Foundation is one of the country's leading families of independent day schools.

WGSF is conveniently located with easy access to the West Yorkshire motorway network and within walking distance of Wakefield city centre. Wakefield Westgate train station is a short 10 minute walk with regular services from Leeds, Doncaster, Sheffield, Huddersfield and London. Additionally, there are dedicated school bus services from Barnsley, Huddersfield, Pontefract and the east of Leeds.

In total the Foundation has around 1,760 pupils and around 425 employees covering both teaching and support staff. Governance comes from a governing body comprising of 19 Governors with a broad range of skills and experience. The Governing board provides robust and conservative governance through a well established committee structure. Total income for the Foundation is around £24m annually, making the Foundation one of the largest groups of independent schools in the region.

The Foundation's Aim

The Foundation has a vision of enabling long lasting contributions to society through a shared joy for learning.

The Foundation is committed to providing education in a supportive, engaging and inclusive environment that inspires individuals to develop their abilities, strengthen their character and fulfil their potential.

The Foundation will maximise the potential and educational opportunity for all those with the academic ability to access the curriculum by encouraging the pursuit of excellence, providing high quality teaching, outstanding pastoral care and an extensive range of co-curricular activities. They will embrace as wide a cross section of the community as possible and support students irrespective of their social or economic background.

At Wakefield Grammar School Foundation we know diversity fosters creativity and innovation. We are committed to quality of opportunity, to being fair and inclusive, and to being a place where all belong.



The Role

From January 2025, we have a post available for a Classroom Teacher who has the ability to deliver excellent teaching and learning to children in Key Stage 2 at WGHS, Junior Section.

Candidates should be excellent classroom practitioners, able to relate well to children and have the ability to teach to a high standard in a number of subjects and year groups.

Applicants should have the ability to work independently and flexibly using their own initiative and be excellent team members. A willingness to contribute to the extra-curricular programme is essential.

The post is full time, however a 0.8 FTE would be considered. This is a fixed term appointment for two terms in the first instance, to cover a period of maternity leave.

Closing date: 9.00 am on Friday 1st November 2024.

Further details and information on how to apply can be obtained from the recruitment section of our website www.wgsf.org.uk/employment-opportunities/ or by emailing the HR Department at hr@wgsf.net



Job Description

Reporting to: Director of Junior Section

Key Responsibilities:

To deliver an excellent learning experience to pupils in Key Stage 2.

The successful candidate will have the specific skills, knowledge and commitment to deliver a broad and balanced curriculum. This will require knowledge and experience of the KS2 curriculum and applicants should detail the experiences they have had.

The successful candidate will be able to motivate and enthuse the pupils through inspirational teaching and learning experiences within our happy, thriving and vibrant school. A willingness to contribute to the extra-curricular and pastoral life of the school is essential.

Main Duties & Responsibilities:

- To act as a Form Teacher for a designated year group in KS2
- To be responsible for the teaching, learning and management of a class
- To be accountable for monitoring and supporting the overall progress and development of pupils
- To be able to produce and deliver outstanding lessons and schemes of work
- To facilitate and encourage a learning experience which provides the pupils with the opportunity to fulfil their individual potential and be active in their learning
- Develop, implement, monitor and maintain policies and practices which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies
- To maintain an outstanding standard and level of pastoral care ensuring all policies are adhered to
- To be accountable for monitoring and supporting the overall progress, assessment and development of pupils as a class teacher
- To perform weekly duties as instructed.
- To attend staff meetings, including CPD sessions, and assist with additional school events as required
- To attend Parents' Evenings, Open Days, Information Mornings and other formal school events as required

Teaching & Learning:

- To be an outstanding model as a classroom practitioner and to be an innovator and a catalyst for new ideas, inspiring and motivating others by the quality of your own work
- Plan and deliver lessons and other learning activities in accordance with the school's Teaching and Learning Policy, ensuring that lessons are based on clear learning objectives
- To produce outstanding and high quality displays that are reviewed regularly and are in line with the school's display policy
- To provide a stimulating, happy and enjoyable learning environment making use of a wide range of girl specific strategies
- Promote excellence in teaching and learning to ensure all pupils develop their potential and are equipped for life beyond school.
- Ensure that the Foundation's values are included and embedded in your practice.
- Monitor pupils' well being to ensure our holistic educational practice is being successfully implemented.
- To be aware of pedagogical developments outside of the school and how they could positively affect the pupil experience within school

Extra-curricular activities

- Actively promote interest in subjects, activities and issues outside the immediate timetable through participation in the extra-curricular life of the school as required

Communications / Marketing and external links, including public occasions

- Actively promote learning and teaching within the school community to staff, students and parents
- Contribute to the positive promotion and marketing of the school in the local and wider community
- Actively contribute to marketing events and external links

Management of resources

- Monitor and control of any allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources
- Identify future resourcing needs and aspirations for consideration in the school budget planning process
- Ensure that all resources are fit for purpose and used in accordance with H&S guidelines

Training & development of self and others

- As a lead professional, set personal targets and take responsibility for one's own continuous professional development.
- Be proactive in identifying training needs within the school, ensuring they are appropriately met.

It should be noted that this is not a definitive list of duties; you will be expected to undertake such other duties as requested from time to time in accordance with the grade of this role. This job description may be amended at any appropriate time, following consultation between the relevant Head and post holder.

Person Specification

The following person specification indicates areas of qualification and training, experience, knowledge and understanding, skills, behaviors and additional requirements. (E) are essential and (D) are desirable. These will all be measured by application form, interview or certification

Qualifications and Teaching Experience

- A qualified teacher. (E)
- Can use a variety of teaching and learning styles to bring about positive achievement. (E)
- A Graduate with a Degree relevant to the post. (E)
- Evidence of Professional Development having a positive impact upon performance. (E)
- Experience of working in Key Stage 2. (E)
- Knowledge and experience of school self-evaluation strategies. (D)
- Experience of organising events, trips and visits. (D)

Knowledge/Experience

- A knowledge of Child Protection Procedures and how to safeguard children. (E)

Skills and competencies

- Ability to produce accurate work to tight deadlines. (E)
- Ability to communicate clearly both orally and in writing to a range of audiences. (E)

Personal Attributes

- Commitment to our school aims, principles and ethos (E)
- A positive work ethic and a willingness to go the extra mile. (E)
- An innovative thinker who can encourage, promote and implement new ideas. (E)
- A team player who is willing to share ideas (E)
- Willingness to work beyond the school day as required in order to participate in the extra-curricular life of the School. (E)
- Ambition to offer opportunities for pupils to excel collectively and individually both within and beyond the school. (E)

Terms of Appointment

Contract

This position is a fixed term position for 2 terms in the first instance, to cover a period of maternity leave. The appointment is subject to the satisfactory completion of a probationary period of 6 months.

Appointment date

January 2025

Hours of work

Full Time (0.8 FTE will be considered)

Salary

Teachers' Pay Scale

Pension Scheme

With effect from 1 September 2024, WGSF will enter into a "Phased Withdrawal" of the Teachers' Pension Scheme. Teaching staff will be offered membership of an alternative defined benefit scheme with L&G, with employer contributions of 20% and a benefits package that includes life assurance and income protection

Safeguarding Checks

WGSF is committed to safeguarding and promoting the welfare of children and young people.

Pre-Employment Checks

An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (if applicable); relevant qualifications and a satisfactory health questionnaire.

Parking

Free on site car parking

Lunches

Subsidised school lunches (term time only).

Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Simply Health (Cash back hospital plan)
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation
- A dedicated, well qualified and experienced teaching team, SLT and middle leaders
- A board of Governors who are passionate about the school and bring a wide range of expertise
- A School with Strong community Links and a supportive parent body

Fee Remission

Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.

How to apply

Further details and information on how to apply can be obtained from our website www.wgsf.org.uk or by contacting the HR department at hr@wgsf.net.

The closing date for applications is 9.00 am on Friday 1st November 2024

Interviews are expected to be held w/c 11th November 2024.

