Junior School Recruitment Information
Key Stage 2 Class Teacher (0.4FTE)
September 2017

Patron: Her Majesty, The Queen
Thank you for your interest in joining the Royal Russell team

Royal Russell is a happy, successful, forward-thinking school, providing an education that is a personal experience for every child.

You'll be joining a team of enthusiastic and talented staff, who give their energy, time and passion to ensure that every pupil achieves the very best they can.

Our girls and boys are remarkable and a pleasure to teach. They are tolerant, respectful, fun and giving. We expect them to work hard, support each other and take risks in the pursuit of personal development and to become confident and resilient young people.

We provide a rich and varied programme of co-curricular activities, excursions and cultural experiences for all pupils to enjoy and our staff are fully immersed in developing and delivering this programme outside of the core school day.

Our pupils matter to us. They are nurtured, valued and praised and given opportunities and challenges where they are allowed to enjoy their success and learn from their failures. Effort and endeavour is recognised and rewarded and not doing one's best is simply unacceptable.

We are a family school, with a strong sense of community. Positive relationships with our parents are crucial and our staff take the time to build and nurture productive partnerships.

We have an exciting and ambitious development plan that embraces new technology and provides for significant investment in new facilities, including the eventual rebuilding of The Junior School as part of a wider property development master plan.

In March 2016 The Independent Schools Inspectorate judged us as 'Excellent' in all areas of school life.

If we are a school that appeals to you, and you are looking to make your mark, get involved and make a difference, I look forward to hearing from you.

James Thompson, Headmaster
ISI Inspection—April 2016

Top Grade of ‘Excellent’ achieved in every category!

Our ISI Inspection Report was published in April 2016 and we are delighted to report that Royal Russell achieved the top grade of ‘excellent’ in every aspect.

The Quality of Academic and other Achievements
The quality of the pupils’ achievements and learning
The contribution of curricular and extra-curricular provision
The contribution of teaching

Excellent

The quality of the pupils’ personal development
The spiritual, moral, social and cultural development of the pupils
The contribution of arrangements for pastoral care
The contribution of arrangements for welfare, health and safety
The quality of boarding education

Excellent

The effectiveness of governance, leadership and management
The quality of governance
The quality of leadership and management, including links with parents, carers and guardians

Excellent

The Early Years Foundation Stage

Excellent

The full ISI Inspection Report is available on our website. A few of the many highlights from the report are shown below:

- The school is highly successful in meeting its aim to provide an outstanding academic education and an extensive range of co-curricular activities in the context of a family School. Throughout the school, from the EYFS to the sixth form, pupils’ achievement in academic subjects is excellent.
- At all ages, pupils’ spiritual, moral, social and cultural development is excellent, they are self-aware, confident, tolerant and respectful. Relationships throughout the school are excellent.
- Governance, leadership and management make an excellent contribution to promoting pupils’ achievements and personal development.
- Pupils throughout the Junior and Senior Schools are particularly well educated and show excellent levels of subject knowledge, skill and understanding in line with the school’s aim to provide an outstanding academic education. Pupils are skilled learners, displaying excellent levels of creativity, logical thought and independence.
- Throughout the School, pupils show initiative and they express ideas and understanding of concepts with refreshing ease.
- The outcomes for boarders are excellent and reflect successful implementation of boarding aims and principles.

We thoroughly enjoyed the inspection experience and the opportunity to showcase all that makes Royal Russell unique. We are thrilled with the report and immensely proud of all our pupils and staff, who work to achieve their very best at all times and have received well-deserved recognition of their efforts.
Our School

Royal Russell is an exceptional independent Day and Boarding school for girls and boys from Nursery to Sixth Form.

Royal Russell was founded in 1853 as a charity to look after orphan children of the textile trades, providing a home, a family and an education to those in need. We are proud of our long and distinguished history that has seen our school grow and evolve over the past 160 years. Reference to our heritage can be seen throughout our school in the beautiful original architecture, blending effortlessly with 21st century facilities for Sport, Music, Drama, Science, Media Technology and the Arts.

We are privileged to have enjoyed Royal Patronage since our foundation. Our current Patron, Her Majesty the Queen, has visited our school on four occasions, most recently in 2003 when she joined in celebrations to mark our sesquicentennial year and opened our Library and Sixth Form Centre. Prince Edward officially opened our Performing Arts Centre in 2011.

Our Junior and Senior Schools share our beautiful 110 acre university style campus, comprising of fields, natural woodland and stunning, newly-built sports facilities. Whilst enjoying a secluded, parkland environment, our excellent public transport links mean that we are only 10 minutes from the Croydon town centre and 30 minutes from central London. This enables us to draw pupils from both our local community and a wider catchment area.

Royal Russell is a popular school and recruitment is buoyant. With 1034 pupils, our school is full, with waiting lists operating in most year groups. There are 340 girls and boys in the Junior School, 516 in the Senior School and 178 in our Sixth Form. 128 of our Senior School and Sixth Form pupils board full time in one of our three homely boarding houses.

Our total number of staff exceeds 250, with 125 teaching and classroom staff providing academic and pastoral support.

Whilst academically selective, at all ages, we seek to admit a carefully balanced community with a wide range of interests, talents and skills.

Pupils are taught in small classes and enjoy spacious, well-equipped classrooms, the latest technology, plentiful resources and ample room to flourish.

We have a strong reputation for outstanding pastoral care. This is delivered through our class teachers, teaching assistants and specialist staff who look after the academic, social and emotional welfare of groups of pupils. We provide a calm, safe and stimulating environment where our girls and boys feel happy and secure and so enjoy coming to school.

Our Chapel is at the heart of our school and welcomes pupils and staff of all faiths, and none, for quiet reflective thought during the busy working week.

Royal Russell is a giving community and we enjoy supporting each other, both in our daily school lives and in the charitable fundraising that brings us together in purposeful endeavor and encapsulates our school motto ‘Non Sibi Sed Omnibus’.

Royal Russell is a happy school, where pupils, parents and staff feel valued for their individual and collaborative contributions to our success.
Employment Benefits at Royal Russell

Workplace Benefits

Salary
Royal Russell recognises and rewards leadership and teaching excellence. We have our own pay and grading structure, which is above SNS, and system of career and pay progression, both for teachers and leaders. In addition we offer allowances for specific pastoral and academic responsibilities. Our typical teaching year is approximately 36 weeks including INSET days.

Pension Scheme (TPS)
All Royal Russell teachers between the ages of 18 and 75 are eligible to belong to this scheme and will become members unless they manually opt out themselves.

Life Insurance
All Staff receive life cover at 3 x annual salary either through the TPS or through the School’s own insurance policy.

Free Parking
Ample on-site parking is available to all staff. We also have excellent public transport links via rail, bus and Croydon Tramlink, which stops outside our school.

School Meals
Free lunch may be taken in the school dining hall when the kitchen is in operation. Healthy well balanced meals are available. Breakfast and supper are provided to staff running activities at the beginning and end of the school day. Teas and coffees are available throughout the day in the common rooms.

Training and Development
We show loyalty to our staff through extensive training and advancement opportunities. The school will provide financial support to staff undertaking external courses of study that are of benefit to us and the member of staff. Staff are encouraged to undertake research that will develop our educational provision.

Personal Benefits

Employee Assistance
Royal Russell subscribes to Worklife Support, which offers a free and confidential telephone counselling service and is available 24 hours a day, seven days a week.

Fitness and Well-being
Our on-site swimming pool, floodlit astro-turf and tennis courts can be used by staff at designated times. The school cross-country course provides a testing challenge for the more energetic!
Medical Centre
We are extremely fortunate to have our own Medical Centre on site, with three fully qualified nurses which staff can use for friendly support and advice.

Family Friendly Benefits

Parental Leave
Enhanced Maternity, Paternity, Parental and Adoption Leave benefits all contribute to our first rate offering to staff with families.

School Fees
Staff are entitled to a discretionary discount of up to 50% on Royal Russell school fees (pro rata for part-time posts).

Before and After School Care
A highly subsidised Breakfast Club and after school Crèche is available to all staff with children in Royal Russell Junior School.

Childcare Vouchers
All staff who pay for registered or approved childcare such as day nurseries, child-minders and before and after school care, may join the Childcare Voucher scheme provided through Computershare.

Super Camps
Staff are entitled to a discount of between 25-50% on Ofsted's 'Outstanding' rated Super Camps, run during the school holidays on the Royal Russell campus.

School Uniform
All staff can receive a 10% discount on school uniform at Hewitts of Croydon.

5 more reasons you’ll be happy at Royal Russell

You’ll be working in one of London’s most popular and forward thinking schools
You’ll enjoy the support, and the company, of our committed and friendly staff
You’ll work with the most lively and interesting bunch of pupils you could meet
You’ll have the best school meals you’ll ever eat
The Christmas Party!
**Key Stage 2 Class Teacher**  
**September 2017**  
**Part time (0.4 FTE)**

**The Role**

Royal Russell Junior School is looking to appoint a part time Key Stage 2 Teacher for 2 days a week in September 2017. This is an excellent opportunity for outstanding teachers to join our fabulous staff team and wonderful children in an inspiring school environment. Applications are invited from teachers who have excellent classroom practice skills and the dedication and enthusiasm to be part of a high achieving school.

Class Teachers provide the first line of pastoral care and in Upper Juniors are supported by 3 Teaching Assistants across Y3-6 who are all qualified to a minimum of Level 3. Our community ethos is very strong and we maintain the highest expectations of the interpersonal relationships between pupils and between the staff and children. We aim to produce happy, polite and successful young people.

**Selection Process and Timeline**

Further details and an application form are available on our school recruitment page. Alternatively email hr@royalrussell.co.uk or call the School on 0208 657 4433 to request the job details and an application form.

A fully completed application form which includes a supporting statement outlining the extent to which you meet our requirements as set out in the person specification, and details of two referees, one of which should be a current or most recent employer should be emailed to hr@royalrussell.co.uk. References may be taken up before interview.

Applications will be considered on receipt and should arrive no later than **12.00 noon on Wednesday 10th May 2017**. Interviews will be held at the school in the **week commencing 15th May 2017**.

Applicants who have not heard from us by **12th May 2017** should presume that they have not been successful on this occasion.

**Web site:** www.royalrussell.co.uk/vacancies

*The School is committed to safeguarding and promoting the welfare of children and all appointments are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check (including a check against the Children’s Barred List), and other pre-employment screening including a check on the Secretary of State list of prohibited staff.*
Job Description

Job Title: Junior School Teacher

Reports to: Deputy Head and ultimately Headmaster

Job Purpose: To teach such pupils and subjects as may be required by the Headmaster in accordance with the timetables, policies and schemes of work laid down by the school.

Main Duties and responsibilities:

- To prepare termly and weekly plans of work to be covered and present these to the JSMT when requested;
- To prepare lessons according to the needs and abilities of the pupils;
- To mark, evaluate and record the work and progress of the pupils in accordance with the procedures laid down by the school;
- To write reports on pupils as requested by the Headmaster;
- To liaise with colleagues in keeping individual records on the pupils;
- To identify any pupils who may require support with their learning and liaise with the Head of Learning Enrichment, Headmaster and parents as may be appropriate;
- To maintain a safe, orderly and tidy classroom and to share responsibility with all colleagues to maintain a safe, orderly and tidy school;
- To regularly display pupils' work in an attractive, interactive and encouraging manner;
- To share responsibility with all colleagues for the pupils’ pastoral care and safety and perform supervisory duties in accordance with prepared rotas;
- To be attached to a school “House” and offer support and encouragement to house members;
- To share responsibility with all colleagues for the maintenance of positive behaviour in accordance with school policies, custom and practice;
- To provide regular co-curricular activities for pupils, and in particular, at least one weekly activity during the period 3.45 – 4.45pm
- To accept responsibility for a curriculum area and other aspects of school life as may be reasonably requested by the Headmaster;
- To attend the daily Morning Assembly and take assemblies in accordance with prepared rotas;
- To prepare and present a Class/Year Assembly at least once during any one academic year;
- To attend staff meetings and liaise and co-operate with colleagues on whole school matters;
- To attend Staff Training Days
- To support school functions which may fall outside normal school hours, inc weekends; (Parents Association Events, Disco, Concerts, Sports Fixtures)
- To select and attend at least one external training courses each academic year, where appropriate;
- To cover for absent colleagues when required;
- To attend parents’ consultation meetings and liaise with parents informally as appropriate;
- To ensure that you are familiar with all school polices and the contents of the staff handbook

In addition you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.
Person Specification

Experience
- Experience of teaching Key Stage 2
- Excellent practitioner and advocate of modern teaching and learning methods including the use of ICT and mobile technology.
- Ability and experience of KS1 teaching would be an advantage

Qualifications
- Graduate with QTS

Knowledge
- A good understanding of the Key Stage 2 curriculum and the Primary Frameworks for Literacy and Mathematics

Teaching Strengths
You must be able to:
- Create a stimulating and enthusiastic working environment
- Build excellent relationships with children
- Encourage high standards of effort, care and presentation
- Differentiate appropriately to challenge and support all pupils
- Use a range of motivational strategies for each individual
- Provide opportunities for children to take responsibility for their own learning
- Use a variety of learning methods and techniques
- Encourage and praise achievement and success
- Promote positive behaviour at all times with consistency and consideration for the development stage of the child and school policies
- Confidently and creatively use ICT for planning, teaching and assessment purposes, inspiring young learners to use all available technology effectively.

Planning and Assessment
You must be able to:
- Plan and implement learning activities to meet the needs of all children
- Provide a range of activities to assess understanding and learning with a balance of adult directed and child led contexts
- Keep assessment records and tracking systems up to date
- Value children’s written work and creative pieces, marking and dating it promptly to identify strengths and areas for development to take the learning forward

Personal Characteristics
You must be:
- Enthusiastic and positive about independent, active learning and inspirational teaching
- Able to build good relationships with parents and colleagues
- Able to work well within a team
- Able to work from own initiative as well as responding to ideas and requests from your team and line managers
- Self-motivated and versatile
- A competent user of ICT to communicate effectively within the school and enhance teaching and learning
You must have: 

- A good sense of humour
- An understanding of child protection and safeguarding
- A willingness to participate in the wider co-curricular life of the school
- An empathy and enthusiasm for the Christian ethos of the school.
- An understanding of the independent education sector and in particular Junior Schools and their rational