



Further Particulars Junior School Class Teacher

The School

Bradford Grammar School was founded in 1548 and granted its Charter as the Free Grammar School of King Charles II in 1662. Although now an independent school it was a Direct Grant School until 1975 and the same high standards have been maintained since that date. Entrants are selected by competitive examination, and the school intends to make every effort to maintain its long standing tradition of being accessible to pupils who will benefit from what it has to offer, regardless of parents' income. Admission to the Sixth Form is by GCSE results and interview. Bursaries are available in the senior school on the basis of a family means test; the school participated in the Government's Assisted Places Scheme and is doing its utmost to ensure access to pupils of appropriate merit irrespective of their families' ability to pay. There are 925 pupils in the senior school (324 of whom are girls), including 285 pupils in the Sixth Form, and 195 in the junior school, Clock House (58 of whom are girls). The school became fully co-educational in September 1999, with girls being admitted at all ages of admission. This initiative has been an outstanding success.

BGS has a high academic reputation. Most leavers go on to University, with a significant number going to Oxford or Cambridge each year. Colleagues are expected to play their part in pastoral care. The school offers a wide variety of sports and other activities to pupils and **all staff are expected to play their part in this rich extra-curricular provision**. Sport, Music and Drama are a significant part of school life as are numerous other clubs and societies. Outdoor pursuits and trips of differing natures within the UK and beyond all serve to reinforce the principle of a vibrant and productive school community.

A major programme of capital development over the past 9 years has provided a new sixth form centre, music school, swimming pool, floodlit all weather sports pitch, four additional tennis courts, a refurbished dining hall, and a new state of the art pavilion costing in excess of £1.5 million. The School has very recently embarked on a further major capital development programme in order to build a new 3 storey Science/Social Science faculty building and an iconic link which will provide common access to all senior school buildings. Completion is estimated for September 2010 at a cost of in excess of £4 million.

Bradford is a city full of character and culture. Theatre, cinema and the National Media Museum are supplemented by other facilities in Leeds, York and Harrogate. There are excellent sports facilities for both spectators and participants within easy reach. Beautiful scenery abounds in West Yorkshire and having the Dales nearby is clearly an added attraction. Rail links via the East Coast route are excellent, the national motorway network is readily accessible and Leeds Bradford Airport is rapidly developing its internal and European networks.

Working at BGS offers a wide choice of places to live, either within the suburbs of the city or farther afield in the Dales. Property prices are generally attractive compared with those elsewhere in the UK. There is a range of quality schools at nursery, primary and secondary level available within the maintained sector.

Further information about the school can be found on our website, www.bradfordgrammar.com

Bradford Grammar Junior School (Clock House)

Clock House is an integral part of Bradford Grammar School, situated on the same campus, yet maintaining its own individuality. Clock House has its own large assembly hall that also doubles as a music teaching room. There is a dedicated ICT suite containing twenty five networked computers, specialist DT and Art rooms and there is also a junior library managed by the school Librarian. In addition to these, all the facilities and resources of the whole school are available for use. Pastorally one of the most significant benefits is that of the smooth transition from the junior school to the senior school.

Clock House has twelve full-time members and one part-time members of staff. There is a Junior Management Team who also have responsibilities for all curriculum areas. At present the junior school pupils are distributed between eleven classes: one Year 2, two Year 3, two Year 4, three Year 5 and three Year 6 classes.

We are a selective school and children can be admitted at:-

- 6+ National Curriculum Year 2
- 7+ National Curriculum Year 3
- 8+ National Curriculum Year 4
- 9+ National Curriculum Year 5
- 10+ National Curriculum Year 6

Children who enter Years 2 - 4 spend an informal day in school during which they are assessed, whereas more formal tests in Maths and English are undertaken by Year 5 and Year 6 children.

Like many independent schools we do not follow all of the National Curriculum but have the luxury of adapting it to our own requirements. The junior school curriculum caters for the needs of all our children, and is stimulating and challenging. All pupils follow the same curriculum (except for the introduction of French, German and Spanish from Year 4): Maths, English, Science, Geography, History, Design Technology, Art, ICT, Music, RS, PE and Games. Children in Years 2-4 are taught the majority of subjects by form teachers, based in their classrooms, however, there are specialist teachers in Music, PE & Games, Art and ICT with increased input from specialist teachers for Years 5 and 6 in a variety of rooms around the school.

Homework is set throughout the school and increases in duration from Year 3 to Year 6. Examinations take place in the Autumn and Summer Terms, and reports are issued at the end of each term, plus half-termly reports in Autumn and Spring. The school does not participate in the National Testing Schemes for Year 6 pupils.

Clock House offers a wide range of extra-curricular activities including: rugby, netball, swimming, cross country, rounders, cricket, athletics, squash, orienteering, orchestra, wind band, recorder group, rock band, samba band, choir, needlework, wildlife explorers and photography. These take place during an extended lunch time. The junior school takes part in competitive sporting fixtures in the sports we play and these are usually against other HMC Junior Schools within the North East.

The junior school holds two concerts each year at Christmas and Spring. All of the musical ensembles play at both concerts and there is a whole school item. Winners of the House Music

Competition also play in the Spring Concert. These concerts take place in the Price Hall, which is also the venue for the Clock House Prize Giving.

The pupils are able to go on residential visits: Year 2 stay adjacent to Derwent Water for a Teddy Bears' Picnic; Year 3 to Ingleborough Hall and Year 5 to Newlands Valley for an outdoor activities weekend in the Lake District. There are various other trips and visits linked to the curriculum.

Important marketing events for the school are the Open Day in October, the Open Evening in January and Open House events in November and January (when prospective parents are invited to see the school "in action").

Clock House parents are overwhelmingly supportive of the school. There are two major social events in the year, the Autumn Social and the Summer Supper. Both existing parents and parents of those pupils joining the school at the start of each academic year are invited to the Summer Supper.

The school has been inspected twice by the Independent Schools Inspectorate; both reports were excellent and can be found at www.bgsjuniorschool.uk.

Bradford Grammar School is a member of the Headmasters' and Mistresses' Conference (HMC) and Clock House to the Junior Division HMCJ. The current Headteacher is also a member of the Independent Association of Preparatory Schools (IAPS).

Role:

All teachers at Bradford Grammar School are responsible for the delivery of their subject(s) to their allocated classes.

In addition, most teachers will be required to be Form Teachers and hence play a central part in the pastoral care of pupils.

This one year post involves teaching some general subjects across the school. However, the post holder will also be a Year 6 form teacher and will be required to teach English to a Year 5 and a Year 6 class. The successful candidate would also be responsible for preparing Year 6 pupils for the senior school English entrance examination.

All members of staff are expected to make significant contributions to the extra curricular life of the school.

Duties of the teacher at Bradford Grammar School include:

Subject Teaching

- Preparing and teaching lessons in accordance with the department's schemes of work.
- Setting and marking work carried out by the pupils in accordance with departmental policy.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Maintaining good records of pupils' work. These records may be inspected periodically.
- Providing work for pupils when possible in the event of the teacher's absence.

- Attending staff meetings.
- Assisting in the development of the department in consultation with the Junior Management Team.
- Helping to provide a stimulating and attractive working environment in classrooms, including displays of pupils' work.

Professional Development

- Participating in the school's performance management procedure.
- Participating in arrangements for professional development (as appropriate) in consultation with the Head of the Junior School.
- Seeking guidance from the Head of the Junior School or the Senior Management Team, whenever there are matters of professional concern with regard to the delivery of the subject or other duties within school.

Pastoral Care

- Implementing the pastoral policies.
- Providing guidance (where appropriate) on matters of educational and social concern to the pupils.
- Safeguarding the health and safety of pupils.
- Maintaining good order and implementing the school disciplinary procedures at all times. Promoting good standards of conduct towards other members of the school and the wider community.
- Reporting concerns about a pupil's general well-being, work or behaviour to the Form Teacher or Deputy Head including misbehaviour both on and off the premises.
- Reporting concerns about child protection issues to the Head of the Junior School at the earliest opportunity.
- Promoting good timekeeping and punctuality.
- Participating in meetings to promote a pupil's progress.
- Attending school assemblies unless otherwise agreed with the Deputy Head.
- Following the school policy governing school trips.

Form Teacher Specific Duties

- Taking responsibility for the care of the pupils within the form group.
- Being the first person to whom a pupil may turn for help and guidance on matters relating to school or of personal concern.
- Monitoring a pupil's work and progress with regard to work within school and the commitment to homework.
- Promoting good communications with parents regarding matters of general pastoral concern. Attending the relevant information evening as appropriate.
- Being part of a team involved in the delivery of Personal, Social and Health Education, Citizenship and Careers Guidance.
- Encouraging and monitoring the extent of a pupil's involvement with extra-curricular activities and achievements.
- Assisting the pupil in time-management, study skills and other matters relating to planning

and good working practices.

- Ensuring the efficient use of the pupil's work planner.
- Advising a pupil with regard to homework detentions, formal detentions and commendations.
- Registering the pupils twice daily and dismissing them at the end of the school day.
- Distributing information of a routine nature to parents via pupils.

Communications with Parents

- Attending the relevant parents' evenings.
- Completing interim and end-of-term reports in accordance with school policy.
- Responding in writing or by telephone or other means to parental requests for information and keeping a record of the main outcomes and communicating these outcomes to the Head of the Junior School.

Miscellaneous

- Providing cover for absent colleagues and to be available for cover during any part of the school day in consultation with the Deputy Head.
- Assisting with the arrangements for the entrance examination either in supervision or assessment.
- Assisting at Open Days (and Open Evenings).
- Attending Junior School Prize Giving and concerts.
- Attending staff meetings and briefings.
- Advising the SMT on matters of whole-school concern.
- Invigilating pupils for the purposes of school and public examinations.
- Contributing to and assisting (as appropriate) with the extra-curricular life of the school.
- Assisting with the induction programme of new staff as requested and in consultation with the Head of the Junior School.

Conditions of Employment

Work Permit:

All applicants must demonstrate that they have the right to work in the UK. If they are not the holder of a UK/EU passport, the school will need to see documentary evidence of their right to work.

Checks:

BGS is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced CRB check and satisfactory employment references.

The School has a written policy on the employment of ex-offenders and complies fully with the CRB Code of Practice. Copies of these policies are available on request.

Hours:

The pattern of working days and working hours shall be as follows:-

- During term time the Teacher will be expected to be on site between at least 8am and 4pm.
- Outside term time, including the school holidays and weekends, the Teacher shall work such additional hours as may be necessary for the proper performance of his/her duties.

Salary:

Based on current rates the salary will be in the range of £24,807 to £34,733 (B1-B6), unless progression through the threshold is agreed, where the salary range extends up to £37,611.

BGS operates its own pay scale based on the National Teachers' Pay scale. When a member of staff reaches the top of the main scale, he/she will be invited by the Headmaster to complete an application to cross the pay Threshold and receive four further increments over the course of the next four years. The criteria for crossing the Threshold comes under four headings: Academic, Pastoral, Administrative and Extra-curricular and progression up the scale is at the Headmaster's discretion. BGS also operates a system of Management Allowances for specific responsibilities.

Payment is made monthly, on the nearest working day to the 21st, direct to a bank or building society account.

A 'cost-of-living' increase is awarded with effect from 1st September in each year in line with the National Teachers' Pay Award.

Holidays:

The successful candidate shall be entitled to take as paid holiday all school holidays in accordance with the published dates in the school's calendar.

Pension:

The school participates in the Teachers' Pension Scheme and all teaching staff are included in the Scheme unless they opt out. The current rate of contribution from teachers is 6.4% of salary and 14.1% is contributed by the school.

Private Medical Cover:

Private medical insurance is available to all members of staff and their immediate family members at cost.

Other Information:

The school site is a 'No Smoking Area'.

Car parking is available on site, free of charge.

Lunch, free of charge, is available during school term times.

Application Procedure:

Applications should be made using the form provided and sent to: Samantha Wilkes, Bursar's PA, Bradford Grammar School, Keighley Road, Bradford, BD9 4JP.

You also should complete and enclose the forms relating to Medical Check and Equal Opportunities. These forms are required to monitor the School's policies in these areas and, do not form part of the selection process.

You are also required to complete the form relating to Criminal Background Checks and this should be enclosed with the other monitoring forms as detailed above.

The closing date for receipt of applications is Wednesday 23 June 2010 and it is intended to interview short listed candidates week commencing Monday 28 June 2010.

Data Protection:

All unsuccessful applications are retained confidentially by the school for a period of 6 months, after which they are shredded and disposed of securely.

You are thanked for your interest in this position and the school.

S L Wilkes

4 June 2010