



**Appointment of a Year 2 Class Teacher with the responsibility for  
Literacy Coordination for KS 1 and EYFS**

Required from September 2010, a Year 2 Class Teacher with the additional responsibility for Literacy Coordination in KS1 and EYFS. QEGS JS presently teaches boys from 7-11. However, from September 2010 the school is expanding and the first stage of the expansion is to accommodate Year 2 boys within the Junior School. The second phase, from September 2011, will see the opening of a separate Boys' Pre-Prep (from 4-7 years old) housed in a newly refurbished school building, next to the Junior School. The successful applicant will play a significant role in working alongside the Senior Leadership Team in helping to establish the new school ready for its opening in September 2011. Applicants should also have the specific skills, expertise, knowledge and commitment to coordinate the Literacy Curriculum to KS1 and EYFS and to teach a wide range of subjects within the KS1 Curriculum to boys age 4-7 years. This post will suit a teacher with a minimum of 2 years experience, who can motivate and enthuse boys within our happy, thriving and vibrant school. A willingness to contribute to the extra-curricular and pastoral life of the school is also essential.

We are looking for someone who:

- Has good management and leadership qualities
- Displays excellent classroom practice
- Is passionate about high quality teaching and raising standards
- Has a clear educational vision
- Has a track record of inspiring staff and pupils to strive for excellence
- To develop Literacy across the age ranges and to liaise closely with the Head of English in the Junior School
- Ability to relate well to children and share their interests and enthusiasms.

**Responsibilities:**

- To be responsible for Literacy within the Pre-Prep School and to deliver an appropriately broad, balanced and relevant curriculum. To be responsible for the budgeting and ordering of all resources and equipment.
- To be accountable for monitoring and supporting the overall progress and development of pupils.
- To be responsible for and organise Literacy Focus Days and to run a weekly club connected with Literacy
- To facilitate and encourage a learning experience which provides the pupils with the opportunity to fulfil their individual potential.
- 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 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.
- Lead groups and support colleagues in staff development activities. In addition plan, organise and chair Literacy meetings and take minutes as appropriate.
- To ensure that displays are continually of a high standard and set an example to others.
- Undertake and maintain lesson observations and evaluations in conjunction with the Head and other Subject Coordinators within the school.
- Mentor new staff to the school in the area of Literacy.
- Work closely with the KS1 & EYFS Phase Coordinator to ensure close monitoring and assessment of pupils.

**Person Specification for a Year 2 Class Teacher with the responsibility for  
Literacy Coordination for KS 1 and EYFS**

<b>Criteria</b>	<b>Focus Area</b>	<b>Essential Desirable</b>
Teaching Experience and Qualifications	A qualified teacher with at least 2 years experience of working in an educational setting teaching literacy.	E
	A Graduate with a Degree relevant to the post.	E
	Evidence of continuing Professional Development having a positive impact upon performance.	E
	An effective classroom practitioner with a broad skill base in many aspects of the KS1 curriculum.	E
	Knowledge and experience of school self-evaluation strategies.	D
	Willingness to work beyond the school day.	E
	Experience of organising events, trips and visits.	D
	Can use a variety of teaching and learning styles relating specifically to how boys learn which will bring about positive achievement in literacy.	E
Knowledge and Understanding	A knowledge of Child Protection Procedures and how to safeguard children.	E
	An excellent subject knowledge of literacy	E
Skills	Ability to produce accurate work to tight deadlines and under pressure.	E
	Ability to communicate clearly both orally and in writing to a range of audiences.	E
	An understanding and use of ICT for administration and teaching purposes.	E
Attitude	Commitment to our school aims 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
Ambitions	To provide an excellent level of literacy for all pupils.	E
	To become a centre of excellence for literacy	E
	To offer opportunities for students to excel collectively and individually both within and beyond the school.	E
	To take a lead role in enhancing the aesthetic appearance within the school.	E