



# PRIMARY TEACHER (Nursery to Year 6)

(Permanent)

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*Candidate Information*



# THE POSITION

We are seeking to recruit a dynamic and enthusiastic person to join our friendly and caring Pre-Prep and Prep Department. Teaching classes for September have not been decided yet, so we will take into account the experience of the successful candidate when allocating classes. Applications from ECTs and experienced teachers are welcome.

We have wonderful pupils who have a passion for learning and deserve the very best. Our Pre-Prep and Prep staff nurture and encourage our children by creating an environment which is supportive, positive and respectful. There is a real 'family feel' which is evident as soon as you step inside.

Our small classes allow us to know our pupils as individuals and to tailor our teaching accordingly. The children learn to collaborate and communicate, and are encouraged to be creative and use their imaginations. They take a real pride in their work, are well-motivated and embrace the challenges of new learning.

Our days are busy ones: outside of the classroom, there is a wide range of activities and events which our children can participate in enabling them to discover their talents, broaden their horizons and develop resilience. Class trips take place each term and there are residential trips for our older Prep pupils. Our staff are prepared to go the extra mile for our pupils to enable them to reach their full potential.



# THE POSITION CONTINUED

## Pre-Prep and Prep Curriculum

Our pupils receive a broad and balanced education in which pupils' individual abilities and confidence are developed enabling every child to achieve her potential.

Our curriculum has been planned to incorporate the following:

- to encourage and stimulate the best possible progress and the highest attainment for all pupils.
- to develop pupils' enjoyment of, appetite for and commitment to learning and achieving.
- to equip pupils with the essential learning skills of literacy, speaking and listening, numeracy and computing and the skills to enquire and make connections across areas of learning.
- to build on pupils' strengths and interests and develop their confidence in their capacity to learn and work independently and collaboratively.
- to enable pupils to think creatively and critically and to solve problems.

Pupils undertake a wide range of educational experiences aimed at enriching and extending their abilities and understanding. There is a strong emphasis on enrichment through extra-curricular activities, educational visits (both day and residential) and themed days. Outdoor learning takes place in our beautiful woodland environment complete with tepee and heated and illuminated outdoor classroom.

# WHY WORK AT DURHAM HIGH SCHOOL?

- Durham High School is a fabulous family of staff and girls who strive for excellence in all we do.
- We are a group of highly qualified and enthusiastic teaching and support staff for who nurturing and developing girls is at the forefront of everything we do. The school comprises of Pre-Prep, Prep and Senior teaching staff, and a dedicated team of support staff including our Administration Team, Facilities Team, transport drivers and cleaners.
- You would be part of a community where girls are eager to learn, they are receptive, well behaved and engaged. Our staff enjoy teaching in small classes in well equipped spaces and a supportive environment.
- Our teaching groups are smaller than the maintained sector, typically beginning with Pre-Prep and Prep classes of between 10 pupils and 20 pupils, increasing to around a maximum of 24 pupils per class in Years 7-11. Depending on the subject, classes can average between 5 -14 at Sixth Form.
- Teachers and support staff are paid on the DHS pay scale and our school holidays are longer than those in the state sector, with a week in October, three weeks at Christmas and Easter, a week in February and May, and up to eight weeks in the Summer.
- A free school lunch each day is offered to all staff during term-time and staff rooms have complimentary tea, coffee and biscuits.
- Teaching staff are enrolled in the Durham High School Pension Scheme (Defined Contribution Scheme).
- Access to our onsite confidential counselling service
- Durham High School operates a fee reduction package of 50% for children of staff members.
- All staff have access to training opportunities for personal and professional development.



*The girls at Durham High School were amongst the most enthusiastic and motivated we have met.*

**Good Schools Guide**



# OUR SCHOOL

Durham High School is a leading Independent Day School for girls aged 3 - 18. We were one of the first schools in the North East of England to take girls' education seriously and we are proud to continue that tradition today; we seek to develop the potential of every girl in all areas of life.

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school. In the 1960s, Durham High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day.

Recent developments include a wonderful Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose-built Performing Arts Suite and Music practice rooms.

## Our Aims:

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every girl in all areas of her life
- To encourage academic excellence and a life-long love of learning

## Reputation and Exam results

Durham High School is consistently the best in County Durham for academic results and pastoral support. Classes are small and the pastoral care of pupils is given a very high priority. Our pupils consistently achieve some of the best results in the area at both GCSE and A Level.

In 2023, 71% of pupils achieved grades A\*-B at A Level, which was significantly higher than national average of 52.7%. A third of all grades were A\*-A, which is higher than both the North East average of 22% and the national average of 26.5%.

At GCSE, the proportion of top grades (9-7) was 59%, which is significantly higher than regional and national averages.

## Scholarships and bursaries

We are keen to widen access as much as possible, with means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area.

There are also academic scholarships available at 11+ and 16+ together with scholarships *in Music, Performing Arts and Sport*.



# ISI INSPECTION REPORT

Durham High School was judged 'Excellent' across all areas by the latest inspection carried out by the Independent Schools Inspectorate (ISI) in October 2022.

The school succeeded in fulfilling every standard examined during the Regulatory Compliance Inspection, where each standard is simply 'met' or 'not met': there is no evaluative judgement in the report beyond this.

This inspection includes the standards of the quality of education; the suitability of staff and those in contact with our pupils; the welfare of our young people and their moral, social and cultural development. We also met every requirement relating to the premises and the provision of information.

The key findings in the Educational Quality Inspection were:

**The quality of the pupils' academic and other achievements is excellent.**

- Pupils make excellent progress and achieve highly in both academic and other areas.
- Pupils' knowledge, skills and understanding are excellent across all

areas of learning.

- Pupils of all ages are excellent communicators who listen well and express themselves articulately both orally and in writing.
- Pupils demonstrate excellent study skills. Their attitudes to learning are outstanding and underpin the high levels of achievement throughout the school.

**The quality of the pupils' personal development is excellent.**

- Pupils display an extremely strong moral awareness and have a clear understanding of right and wrong.
- Pupils show outstanding levels of respect; they value diversity and demonstrate sensitivity and tolerance towards others.
- Pupils' social development is excellent; they collaborate extremely well in lessons and extracurricular activities.

*The Pupils at Durham High School are enthusiastic and ambitious learners, with a genuine desire to succeed..*

ISI Inspection Report, October 2022



# THE ROLE OF PRIMARY TEACHER

Summary of Job Role	
<p><b>Durham High School Aims:</b></p> <p>To create a friendly, caring community based on Christian principles where every individual is valued            To develop the potential of every girl in all areas of her life            To encourage academic excellence and a life-long love of learning</p>	
<b>Remuneration:</b>	Durham High School Scale 1-9 depending on Experience. We are awaiting on notification of the Governors Pay Award for 2024-25.
<b>Accountable to:</b>	Head of Pre-Prep and Prep
<b>Accountabilities</b>	<p><b>Maximise the potential of all pupils in the class</b></p> <ul style="list-style-type: none"> <li>• Be an excellent classroom practitioner.</li> <li>• Maintain a positive working atmosphere in your classes, foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence.</li> <li>• Maintain a stimulating educational environment in your classroom.</li> <li>• Teach pupils how to learn and think as well as to know and understand.</li> <li>• Teach according to Departmental schemes of work and to work as part of a team, in harmony with the school's ethos, aims and priorities.</li> <li>• Use data to inform planning and teaching.</li> <li>• Actively promote the use of IT to engage pupils.</li> <li>• Be aware of the need to differentiate work and challenges according to the ability of the pupils, whilst maintaining high expectations of all and taking full account of any Special Educational Needs</li> <li>• Teach lessons that are inclusive for all pupils and that use diverse and inclusive materials.</li> <li>• Teach the strategies needed to pass exams.</li> <li>• Know about pupils' personal circumstances that may affect your teaching and pupils' learning.</li> <li>• Mark accurately and constructively according to school guidelines. Keep clear records of pupil attendance (SIMS) and performance according to school guidelines.</li> <li>• Set and mark work for classes in the event of your absence.</li> <li>• Ensure that pupils' efforts are properly rewarded.</li> <li>• Ensure that homework is appropriately set.</li> <li>• Follow and implement the school's curriculum policies.</li> <li>• Support interventions within the subject area to encourage academic excellence.</li> </ul>

*Pupils flourish and develop high levels of self-confidence through the positive encouragement they receive from class teachers and other staff who provide individual support”*



# THE ROLE CONTINUED

## **Tutor pupils within your class and guide them individually through their education and towards Senior Department**

- Register your class daily in line with national legislation and school policy.
- To develop relationships with the girls in your care so that they feel known and valued.
- To promote the positive behaviours of be ready, be respectful and be safe.
- Promote high standards of uniform and presentation.
- Co-ordinate key stage assemblies
- Play an active role in House activities, modelling positive participation and collating House point totals.
- Support their wider development by attending plays, concerts, matches, etc. in which they appear.
- Encourage participation in extra-curricular activities.
- Effective recording of contact with parents, on CPOMS and alerting appropriate staff members.
- Timely communication to share knowledge relating to girls, to break down barriers to learning.
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## **Contribute to the work of the department**

- Contribute to the department documentation, the construction and review of department schemes of work, sets of resources and departmental administration.
- Share resources and ideas and disseminate examples of good practice.
- Attend Departmental meetings.
- Keep department resources so they are used efficiently and stored securely.
- Contribute to the setting, management, marking and administration of assessments
- Organise and take part in class visits.
- Work with the SEND department to organize any pupil support.
- To take responsibility for a subject(s), maintaining a up to date knowledge through reading and further training, reviewing resources available and supporting colleagues in their delivery of lessons (negotiable depending on experience and interest).

## **Contribute to the all-round education that the school offers**

- Contribute to the departments co-curricular programme.
- Contribute to external competitions for children in your class.
- Make recommendations to the librarian for your class.





# THE ROLE CONTINUED

## **Contribute to the corporate life of the school**

- Uphold the school ethos and rules, taking due regard for professional standards and advice from senior staff.
- Take responsibility for the behaviour of pupils directly in your care and at other times if the situation warrants, apply school sanctions consistently.
- Help colleagues who may experience difficulties in their role.
- Take part in duties as may be reasonably directed by the school's leadership team.
- Contribute to the spiritual life of the school by attending Assembly and occasionally contributing to assemblies.
- Attend staff meetings.
- Complete administrative tasks according to deadlines and with due regard for colleagues.

## **Foster your own professional development**

- Take part in Staff Induction, Professional Development and Annual Review, and INSET events. Undertake relevant CPD.
- Maintain an up-to-date knowledge of your subject and associated pedagogy through reading and further training.
- Attend staff working groups to develop good practice

## **Communicate with parents**

- Write reports according to the school's assessment calendar and format.
- Ensure reports include specific targets and strategies for girl's development.
- Attend Parents' Meetings.
- Communicate clearly and promptly (following the communication protocol) with parents if requested.

## **Promote the school**

- Act as an advocate for the School both in and out of school.
- Contribute to marketing publications.
- Contribute to marketing events and Open Days.

## **Understand the importance of safeguarding**

In line with our commitment to safeguarding, all members of staff have a duty of care towards Durham High School pupils and are expected to report any such concerns to the Designated Safeguarding Lead.

Complete weekly break time and lunchtime duties as per the rota and After School Care duties as allocated.

## **Contribute to the wider community**

Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.

## **Any other reasonable task requested by the Headmistress**

# THE PERSON

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## Skills Required

- Ability to teach children from Nursery to Year 6- Essential
- Ability to use a range of teaching strategies in order to meet the needs of all pupils - Essential
- Sound behaviour management skills and discipline, both inside and outside the classroom - Essential
- Dedication to promoting the Pre-Prep and Prep Department within the school and marketing within and outside school - Essential
- Excellent interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues and parents) - Essential
- Ability to work on own initiative and react to competing demands - Essential
- Ability to maintain confidentiality - Essential
- Confident user of IT to aid administration and learning - Essential
- Able to play the piano- Desirable

## Knowledge base

- Experience of working in a Primary setting (Nursery to Year 6)
- Good understanding of how children learn and develop- Essential
- Knowledge of SEND and students with individual learning needs - Essential

## Qualification/Attainment

- Qualified teacher status - Essential
- Good honours degree - Essential
- Paediatric First Aid certificate (current)- Desirable

## Experience

- Proven experience of successfully contributing to or running extra-curricular clubs and activities - Desirable
- Experience of working within a successful team - Desirable
- Successful experience of teaching a range of key stages - Essential
- Awareness of health and safety requirements relevant to the job - Essential

## Attitude/approach

- Warm and friendly personality—Essential
- Enthusiastic, positive and hard working - Essential
- A passion for education - Essential
- Commitment to the safeguarding of children and young people - Essential
- Ability to inspire, motivate and support pupils - Essential
- Flexible and approachable attitude - Essential
- Ability to solve problems, make sound judgements and take decisions - Essential
- Ability to work under pressure, on own initiative, accurately and with attention to detail - Essential
- Commitment to the improvement and development of own teaching and performance - Essential
- Good Sense of Humour - Desirable

# HOW TO APPLY?

- Please complete the application form, available from the School's website, <https://www.dhsfg.org.uk/parents/vacancies/> and submit with a covering letter outlining your reasons for applying and why you will be a good fit for our school community.
- Your application should be addressed for the attention of the Headmistress and sent by email to : [enquiries@dhsfg.org.uk](mailto:enquiries@dhsfg.org.uk).
- Closing date for applications: 9am on Wednesday 8 May 2024
- Interviews will be held between: Monday 13 and Friday 17 May 2024
- Opportunities to visit the school are available. To book a visit please contact: [enquiries@dhsfg.org.uk](mailto:enquiries@dhsfg.org.uk).

## Safeguarding and Safer recruitment

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure .

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence, as per The Government's 'Keeping Children Safe in Education ' document (September 2023) .

## Equal Opportunities

The School is committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff and ensuring that our staff body reflects the diversity of our students and local community.