



Castle Hill Primary School Recruitment Pack - Sept 2023



Buckland Road, Chessington, KT9 1JE



recruitment@castlehill.rbksch.org



020 8397 2006



www.castlehill-kingston.co.uk



Castle Hill Primary School

Making the greatest difference!

email: recruitment@castlehill.rbksch.org
www.castlehill-kingston.co.uk

TEACHER REQUIRED - EXPERIENCED AND ECTs

Full time - Enhanced Academy pay scale

Are you a talented teacher looking for a post to commence in September 2023?

This is an exciting opportunity to join a fantastic primary school.

If you are a forward thinking, dynamic class teacher looking for a fantastic career opportunity, then we would like to hear from you. Castle Hill Primary School is currently a Single Academy Trust and aims to provide outstanding opportunities for staff and pupils alike. We are currently growing our MAT and would love to hear from teachers who want to be part of this journey. Castle Hill is a popular two form entry primary school, situated in the Royal Borough of Kingston Upon Thames with excellent transport links.

If you are someone who;

- is committed, flexible and a good team player,
- is keen to develop your own expertise, grab opportunities, and share good practice with others,
- is creative, innovative and able to think outside of the box,
- is able to inspire, motivate and challenge others (colleagues and pupils),
- has strong subject knowledge in all curriculum areas,
- has high expectations of pupil achievement and does not set limits on learning,
- has a good sense of humour,
- is committed to making a positive contribution to the wider life and ethos of the school, then we are the place you need to be.

We can offer you;

- enthusiastic pupils who are eager to learn,
- excellent learning and professional development opportunities,
- a supportive, friendly and collaborative working environment,
- outstanding career progression opportunities,
- an enhanced salary package.

Visits to the school are warmly welcomed and encouraged, please telephone the school office to make an appointment. Information pack available on the school website, please navigate to *Vacancies* on our *About Us* page. If you are interested please complete an application form and we will contact you with an interview date.

Closing Date: Thursday 14th June 2023 by 5pm

Interview Date: Monday 19th and Tuesday 20th June 2023



Headteacher: Mrs. D Johnson
Chair of Governors: Mrs. C Boulton
Buckland Road, Chessington, KT9 1JE
Telephone: 020 8397 2006 Fax: 020 8397 7926
Email: admin@castlehill.rbksch.org



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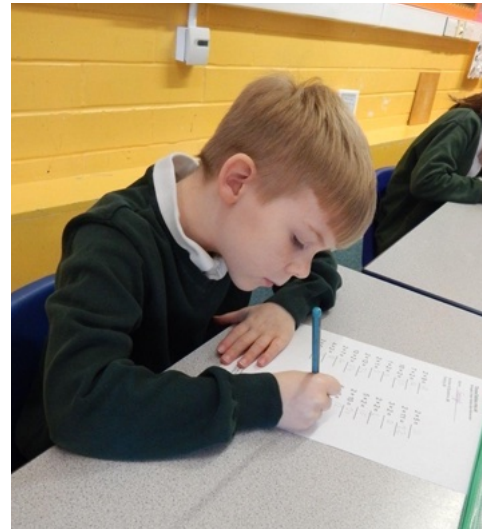
All teaching posts are subject to an enhanced DBS check

Mission Statement

Making the greatest difference

At Castle Hill, our mission is to offer the best education for all our pupils, in collaboration with parents, carers, trustees and the wider community. We believe our approach will inspire a love for learning and unlock each child's full potential. We have a culture of outstanding learning in a happy and safe environment where we prepare our children to be safe, respectful and ready to be responsible citizens of the future. We are committed to being an environmentally friendly and sustainable school. We are committed to ensuring that children understand their roles and responsibilities in looking after the school environment and beyond, and how they can lead more sustainable lifestyles.

Equality, inclusion and wellbeing are at the heart of what we do.



Headteacher's Welcome

Dear Applicant,

Thank you for your interest in joining the amazing team at Castle Hill Primary School.

We are a busy, but friendly two form entry primary school, with lots going on. Three specialist speech and language provisions are on site and we run our own nursery, including a school owned pre-school. New staff are warmly welcomed into the family at Castle Hill and we will help you settle quickly into our school.

We believe every member of the Castle Hill Community; pupils, parents, staff, governors and supporting professionals have a vital role to play in ensuring our school is the very best it can be, this means we all routinely go 'that extra mile'. At Castle Hill we work hard to provide a stimulating, supportive and challenging learning environment, in which children feel confident and want to learn and do their best. We believe that every single child wants to succeed and has the potential to achieve great things, when those around them work together to raise aspirations and create a culture of achievement and success. We aim to meet the needs of each individual by ensuring that we provide pupils with the opportunities, support, challenge and encouragement needed to develop their social, emotional, creative, academic and physical abilities to the full.

One of the unique aspects of our school is the emphasis we place on providing Continuous Professional Development (CPD) opportunities for our staff. We believe that learning never stops and we actively encourage our staff members to take part in various training programs to further their careers.

We are proud to have fantastic children who are eager to learn and achieve their full potential. You will have the privilege of working with some young minds who are brimming with curiosity and wanting to develop their knowledge and skills.

All visits to the school are warmly welcome. Please contact the school office to make a time suitable to yourself and the school.

I hope that you are excited to find out more about our school and I look forward to receiving your application.

Yours sincerely,

Mrs D Johnson, Headteacher



Why work at Castle Hill?

1

Fantastic children who enjoy learning and want to do well.

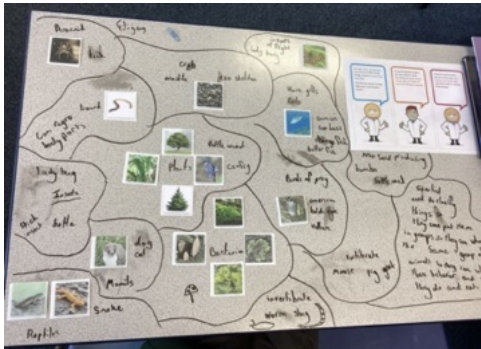
2

We see staff wellbeing, workload and mental health as a priority.



3

All teachers receive an iPad and all classes have interactive screens.



4

Low staff turnover. Many teachers stay with us for a number of years.

5

Term dates are arranged to enable a two week October half term break.



6

Competitive academy pay scales. Working in outer London with higher pay.

7

Your CPD journey tailored to your career. Next steps are supported.

8

Excellent transport links. We are a short walk from Chessington North station.



9

Year group partners have PPA together with phase leaders (where possible)



10

Fabulous facilities with extensive outdoor areas including our own forest.

Location



Castle Hill is located in Chessington which is within the Royal London Borough of Kingston Upon Thames with excellent transport links to:

- Clapham Junction
- Earlsfield
- Epsom
- Ewell
- Kingston
- London Waterloo
- Raynes Park
- Surbiton
- Vauxhall
- Wimbledon

We are a short walk from Chessington North station and a number of buses pass through our local area. This provides excellent commuting for colleagues who live out of the immediate area.



Testimonials



I was welcomed into Castle Hill with open arms. I was made to feel valued and supported from the very first day. The staff and children have made my transition into teaching a dream and I am so pleased I can call Castle Hill my large extended family.

TEACHER - JOINED 2022

Eight years on and I am so pleased that I choose to send my children to Castle Hill. The school has seen many changes over the years ... but my initial feeling that this school would provide a happy, calm and encouraging environment for my children to learn in, has always remained the same.

CASTLE HILL PARENT

Castle Hill is a vibrant, warm and an exciting place to work. I absolutely love teaching amongst like minded staff, who not only put pupils needs first but care for them in ways that go above and beyond. This school has become part of my extended family and I love working here.

TEACHER - JOINED 2022

As I walked around the school looking for a nursery placement, I was delighted with what I saw. I found a sense of happiness from smiling children and adults, a celebration of achievement from the photos and work of children on the walls and an eagerness to learn as I witnessed children raising their hands to answer questions, in an eloquent fashion.

CASTLE HILL PARENT

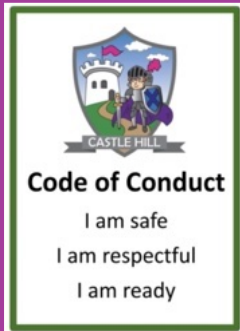
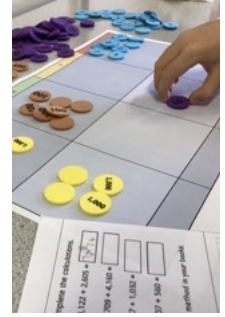
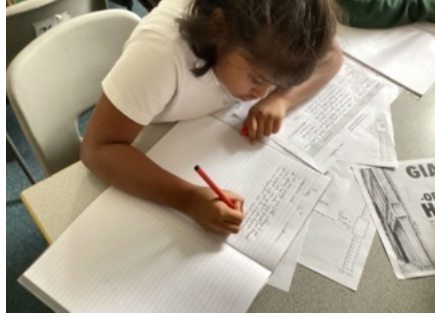
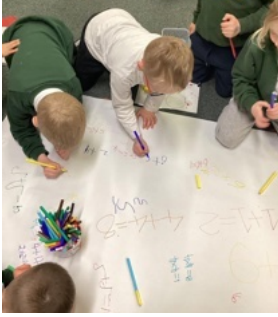
As a new member of staff, I was extremely impressed with how dedicated and talented my colleagues were. Castle Hill has a very welcoming and inclusive ethos where pupils are encouraged to do their best. There is good professional development for staff and a headteacher who is supportive and is passionate about the school and its community.

TEACHER - JOINED 2020

The atmosphere is fantastic, all the teachers make such an effort to be upbeat and positive. You really feel there's a buzz about the place. Staff genuinely care for the children and go above and beyond to meet their needs.

CASTLE HILL PARENT

What else you need to know..



Behaviour

At Castle Hill we follow very simple school rules from our Nursery, right the way up to Year 6. These are referred to often and pupils are rewarded with castle points and headteacher awards for going above and beyond with the code of conduct and their own learning behaviour.

Cooking, art and music rooms

We have dedicated cooking, art and music rooms. Cooking is taught during PPA sessions by our school cook and pupils learn how to make 16 healthy and balanced meals by the time they leave us in Year 6.



Outdoor Playing and Learning

This academic year we began a journey to transform our playtimes and lunchtimes. We are working with a company called OPAL and are focusing on how we can reap the benefits of learning through play. Over 90 parents attended our recent, very successful, stay and play for YR-Y6. This is a very exciting time to be at Castle Hill.

Attachment Aware School

Castle Hill is an attachment aware school with all staff receiving training from our Educational Psychologist. Through achieving this award we have created a regulation room to support pupils who may find it difficult to self-regulate from time to time. This has been incredibly successful and coupled with our work on mental health and zones of regulation, makes up part of our school development plan which is to build resilience in our pupils. We also have a dedicated mental health first aider.



New Year Class Swap Transition

At the end of the school year, all pupils move up a year group and begin working with their new teaching team for the last two weeks of term. This enables staff and pupils to get to know each other and supports teachers with knowing their pupils before the first day in September and also help them to get their new classrooms ready.

Application Process

Application form

Please review the Person Specification for the post and ensure that your personal statement reflects on how you meet these requirements in no more than 2 pages of A4. You should complete the attached application form. We regret that we cannot accept applications that are not made on the official application form and we **cannot accept CV's**. Please make sure that you complete your contact details, including email address, and the names and contact details of two referees, as well as your own contact details.

School visits

We would like to offer all candidates the opportunity to view our school. Please call the school office to arrange this.

Closing date

The closing date for receipt of applications is **Thursday 15th June** at 5pm. Please follow the instructions on the advertisement or email the application directly to Becky Stopford on recruitment@castlehill.rbksch.org

Shortlisting

We will assess all applications against the Person Specification criteria using the evidence you provide in your application. We will carefully check all applications for anomalies and any gaps in your employment history. Candidates who best meet the Person Specification will be invited to an interview via email.

References

We request two references for all candidates and will contact your referees if you are shortlisted. One referee should be your current or last employer.

Interviews

The interview process will take place at Castle Hill Primary School on **Monday 19th June or Tuesday 20th June**. At the interview we will ask you **to** provide photographic proof of identity, your right to work in the UK and proof of your qualifications.

Offer of Employment

We will make a verbal offer of employment by telephone followed by an offer letter in writing. Any offer is made subject to satisfactory references, satisfactory DBS clearance, satisfactory social media profile check and health check. Each shortlisted candidate will be notified of the outcome and telephoned and offered brief feedback.

Data Protection Act 2018

The information you have provided will be stored on the school's secure database and will only be used to process your application. It will not be passed to any other organisation.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. You must ensure that your application has a full employment history from leaving school.



Job Description - Class Teacher

Job Title:	Class Teacher
Grade:	Academy Pay Scale
Accountable to:	Headteacher and Phase Leader

Main purpose of the job:

- To ensure all pupils are happy and achieve well
- To teach to the highest standards according to the needs of the pupils assigned to you
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils
- To monitor and support the overall progress and development of pupils
- To facilitate and encourage a learning experience which provides all groups of pupils with the opportunity to achieve their individual potential
- To contribute to raising standards of pupil attainment and achievement
- To support the ethos, aims and vision of the school
- To lead a designated curriculum area as appropriate
- To share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment
- To work closely with others as an effective member of the team
- To contribute to school self-evaluation and continuing school and self-improvement
- To carry out duties as assigned by the Headteacher.

Line Management:

- The Class Teacher will be responsible to the Headteacher in all matters
- The Class Teacher will be responsible to the relevant member of the Senior Leadership Team in respect of curriculum and pastoral matters.

Relationships:

- Pupils
- School staff
- Parents and governors
- LA advisors and Inspectors
- Community and other agencies as appropriate

Safeguarding:

All teachers have a responsibility for providing and safeguarding the welfare of children and young persons they are responsible for or come into contact with.

Review:

This job description will be reviewed at the beginning of each academic year and at other times if required. Any amendments will follow consultation with you and will be consistent with your conditions of employment.

All teaching posts are subject to an enhanced DBS check

Job Description - Class Teacher

Key tasks and responsibilities:

These are set out in more detail in the relevant annual school teachers' pay and conditions document but are summarised below.

Pupils

- Creating an environment where each child is an eager learner and which takes account of different learning styles
- Plan and prepare lessons to meet the needs of all pupils
- Organising the classroom to stimulate, value and support all pupils' learning
- Promoting the general progress and well-being of individual pupils and class groups
- Maintaining good order and discipline amongst pupils and safeguarding their health and safety both when they are authorised to be on the premises and when they are engaged in school activities elsewhere
- Taking a pastoral role for any child in the school and reporting any concerns to the class teacher or the designated teacher for child protection

Curriculum

- Planning and preparing exciting, purposeful lessons and keeping records up to date as outlined in school policies
- Advising and co-operating with the HT and other teachers on the development of schemes of work, methods of teaching, teaching styles, assessment and pastoral arrangements.

Assessment and Record Keeping

- Implementing agreed policies and practices for assessing, including recording and reporting on pupil's achievement. Make use of this information to celebrate achievement and to set individual and school targets.
- Assessing, recording and reporting on the development and progress of pupils to relevant audiences
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils or groups of pupils
- Making reports and records on the social development of pupils
- Report to parents on the development, progress and attainment of pupils

Personal development

- Reflecting regularly on your methods of teaching and programmes of work
- Participating in arrangements to further your training and development as a teacher
- Participate in the performance management system for the appraisal of your own performance

Communication / Consultation

- Participating in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements
- Communicating and consulting with the parents of pupils
- Communicating and consulting with persons or agencies outside the school as appropriate as well as participate in meetings arranged for this purpose

Management / Administration

- Attend assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions
- Taking part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Contribute to whole school activities

Performance management

- Participating in any national/school arrangements
- To liaise closely and work with SENCO and EAL co-ordinator to ensure continuity of provision for all children in need of support.
- To inform and liaise with the Head / Deputy over any concerns
- To inform the appropriate members of staff of any safeguarding, Health and Safety issues and taking immediate action where necessary.
- To contribute actively to ideas and plans for whole school development
- To carry out any other specific duties that the Head Teacher may reasonably direct from time to time.

General duties:

You are required to carry out the professional duties of a teacher as set out in the most recent Academy's' Pay and Conditions Document.

In addition the post is subject to compliance with:

- School policies and guidelines on the curriculum and school organisation including Health and Safety and e-safety
- National Professional Standards for Teachers
- National Standards for Subject Leaders
- The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment

Job Description - Class Teacher

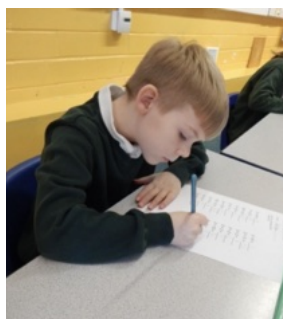
Depending on experience, teachers may be given the opportunity to lead on subject areas with the support of the curriculum leader who is a member of the senior leadership team.

Subject Leader

- Leading school based insets in your curriculum area as appropriate
- Develop own expertise in the agreed subject area
- To keep abreast of the agreed subject area through research, continuous professional development etc.
- Monitoring planning and implementation of teaching and learning in your subject area across the school
- Monitoring and observing the work of colleagues in your subject area.
- Managing, collating, analysing and providing feedback to the Head Teacher and staff on the relevant data for your subject area where appropriate
- Preparing an annual action plan for your subject as part of the School Improvement Plan
- Evaluating and identifying strategies for improving pupil achievement in your subject area, take a lead in their implementation and measure their success
- Interpreting the requirements of the National Curriculum / Foundation Stage and advise staff as necessary
- Advising and supporting colleagues in the implementation of the scheme of work for your subject
- Consulting with colleagues over the review and development of school policy relating to your subject and to report to governors on the outcome of the review
- Maintaining and keeping an updated inventory of all resources relating to your subject
- Accountable for any monies specified in the SIP for your subject
- Ensure 'best value' in the procurement of resources in the agreed subject area
- Responsible for any events, activities, or procedures and projects that are particular to the subject co-ordinated.
- Playing a key role in raising standards in your curriculum area.
- Network and liaise with colleagues in other schools

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Person Specification - Teacher



Please write your personal statement to the details provided in the person specification.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Excellent Teacher 	<ul style="list-style-type: none"> • Evidence of continuous professional development and commitment to further professional development
Experience	<ul style="list-style-type: none"> • Evidence of a high level of competence as a classroom teacher. 	<ul style="list-style-type: none"> • Experience of successful teaching in all Key Stages • Evidence of involvement in wider school initiatives and issues
Knowledge & Understanding	<ul style="list-style-type: none"> • An excellent knowledge and understanding of the curriculum. • Marking/feedback for impact. • Assessment and reporting. • An excellent understanding of how pupils learn best. • Promote the educational and personal development of pupils. • High expectations and a commitment to raising standards for all pupils. 	<ul style="list-style-type: none"> • Excellent knowledge of the primary curriculum 3-11 • Knowledge of current educational developments • A clear philosophy and vision of educational excellence.
Skills and Attributes	<ul style="list-style-type: none"> • An ability to motivate and inspire others. • An awareness of the principles of Assessment for Learning • An ability to encourage independent learning. • An ability to create an effective, stimulating and visual learning environment. • Excellent teamwork skills. • Effective communication (both orally and in writing). • Be willing to be involved in the whole life/extra-curricular activities. • A good sense of humour. • A reflective individual who embraces change positively. 	
Personal characteristics	<ul style="list-style-type: none"> • An engaging classroom presence • Good organisational skills. • Share/exchange of best practices. • Ability to develop trusting, productive relationships. • Hold high expectations. • An ability to Listen. • An ability to Empathise. 	<ul style="list-style-type: none"> • Values real-world learning • A lifelong love of learning



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