Class Teacher Position

Dear Applicant,

Thank you for your interest in the Class Teacher position at Perry Wood Primary and Nursery School. As part of the Griffin Schools Trust family we believe in Proud Traditions, Wide Horizons and High Achievement.

We are at a very exciting stage of the school’s journey, having been rated Good by Ofsted (February 2019). We are now striving to Outstanding and Griffin Great, the successful candidate will be instrumental in contributing to the on-going development of the school so that the education and care it offers for our pupils is truly ‘first class’. As a member of our team you will be made to feel welcome; be able to develop your career in a supportive and forward thinking school, and work alongside a dedicated team of professionals both within the school and nursery, and the Griffin Schools Trust.

We are looking for candidates who can offer something extra, in particular related to the foundation subjects. So if you excel in one of these areas we would like to hear from you.

Enclosed with this letter is more information about the Trust, the school and the role.

Further details about the interview and assessment process will be sent to shortlisted candidates.

Should you not hear by the interview date please assume that you were not successful this time. We strongly encourage visits to the school and look forward to welcoming you to our school.

Once again, thank you for showing an interest in Perry Wood Primary and Nursery School and the Griffin Schools Trust.

Yours in Partnership

**Mrs S Beston**

**Headteacher**

The Griffin Schools Trust is a charitable company whose main aim is to increase access to the best education for the least advantaged children, by sponsoring Academies. We are a small group of widely experienced education professionals who have worked across phases and sectors in the UK and internationally. We share a conviction that great schools are built on rich extra- curricular programmes and high quality pastoral care as well as an inspiring curriculum, expertly taught. We invest in staff as people as well as professionals and believe that children achieve best when they are known and developed as young people as well as learners. The Trust builds community and communality and promotes unity not uniformity.

Griffin Trust schools retain and grow their individuality, shape and articulate their visions according to their contexts and histories make their strategies and develop their staff talents and careers according to their own leadership lights. What they share is a way of expressing those visions and strategies through a common frame of reference of proud traditions, wide horizons and high achievement, enabling the exchange of ideas, mutual support and inspiration to be both natural and easy. Being part of something bigger provides a wider stage for gifted and experienced teachers and leaders, offering the scope to have an impact beyond one school. It also means that support is readily available from people who understand the school and everyone’s role within it.

As Local Authorities’ resources shrink, it is more than ever important for schools, their leaders and their staff to form networks locally and beyond so that their horizons remain open, their thinking broad and challenging and their personal and professional development opportunities of the highest order. The Griffin Schools Trust encourages its schools to stay active in local clusters and consortia as well as enjoying the wider network of the Trust family of schools and the support and stimulation of its HQ staff.

There are currently eleven primary schools and one secondary within the Trust, so that there are some 5,500 pupils being educated by approximately 800 staff in the Trust family. Our plan is to grow to twenty schools, split between two main geographical areas in the Midlands and the South. We think that is a good ‘family’ size, bringing variety of approach to commonality of purpose.

We know there are no limits for students and staff where commitment and enjoyment go together. If you join a Trust school, you will grow as a person and a professional. You will unleash the leader in you and have the chance to share your passions and your expertise.

Whatever your role in your school, you will be encouraged to network across the Trust, offering your skills to others and you will have the opportunity to join strategic groups which make a real contribution to the work of the Trust itself, impacting on all the schools.

You will give a lot and get a great deal in return. So, if you have energy and a passion for bringing the world to children so that they can find their place in it and play their part in its future, please come and join us.

Anne Powell

CEO

Griffin Schools Trust

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| **Post** | **Class Teacher** |
| **Employer** | **Griffin School Trust** |
| **Location** | **Perry Wood Primary School** |
| **Salary** | **Teacher pay scale** |
| **Hours** | **Part time, Fixed term 2 days a week** |
| **Closing Date** | **Refer to Advert** |
| **Interviews:** | **Refer to Advert** |
| **Start date:**  | **Refer to Advert** |

Perry Wood Primary and Nursery School wishes to recruit an inspirational Class Teacher. The school is part of a family of primary and secondary schools in the Midlands and the South East of England, educating thousands of young people as world citizens, preparing them to make a difference wherever their futures may take them. This is an excellent opportunity within a successful school to enhance the education opportunities of pupils as well as contribute to a much wider community of schools. We welcome applications from newly qualified teachers.

**The successful candidate will be:-**

* An enthusiastic, dedicated and resilient Class Teacher
* A motivational and aspirational individual with high expectations for all
* Confident, inspirational, and able to communicate with clarity
* Committed to developing our children to reach their full potential regardless of background or circumstance
* Approachable and willing to work with staff across the school to implement strategies to move the school forward
* Able to develop and establish excellent relationships with the community and other stakeholders
* Demonstrates faithful adherence to the Executive Head, Head of School and the vision for the school

**In return we can offer:**

* Excellent opportunities to develop your skills within Perry Wood Primary and Nursery School and the Griffin Schools Trust
* The opportunity to make a difference to pupil progress and attainment with the support of a dedicated and supportive senior leadership team

For more information, please consult the Recruitment Pack below.

Visits are welcomed and if you would like to arrange this please email head@perrywood.worcs.sch.uk. If you would like an informal discussion about this role, do not hesitate to email. Applications from newly qualified teachers are welcomed.

**HOW TO APPLY**

Please complete an application form, this must include email addresses and direct/mobile phone numbers of two professional referees, making clear in what capacity they know you. This must be submitted along with your Supporting Statement to complete your application.

Please ensure your supporting statement outlines your experiences and how you feel you would be a good fit for this role. We are keen to know specific things about you including your areas of strength and interest within the Primary curriculum and how you see yourself in relation to the school’s vision. **Please note that a generic statement will not be considered.**

Please ensure your application form contains no chronological gaps and has full and accurate information.

Perry Wood Primary and Nursery School is committed to recruiting with care and safeguarding the welfare of children and young people; we expect all staff and volunteers to share this commitment. All posts are subject to an Enhanced Disclosure application to the Disclosure and Barring Service and check against the ISA barred list for children, plus verification of the right to work in the UK.

Griffin Schools Trust operates an equal opportunities policy.

**JOB DESCRIPTION**

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| **JOB TITLE:** | 1 Part Time, Fixed Term Teaching Position |
| **LOCATION:** | Perry Wood Primary School, Worcester |
| **REPORTS TO:** | Head  |

**GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL and NURSERY STAFF:**

1. To carry out school policy as documented and/or as directed by the Head of School.
2. To present the school and nursery in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school and nursery.
5. To assist in the provision of a high quality educational experience for all children.
6. To assist in the provision of a high quality service leading to reduced inequalities and improved outcomes for children

**GENERAL REQUIREMENTS:**

1. The Appointment is subject to the current conditions of employment for teachers contained in the School Teachers’ Pay and Conditions document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher status and other current legislation.
2. Foster good professional relationships with all staff, providing guidance and support in implementing policies and procedures. Promote good relations with parents, governors, volunteers and the wider community, ensuring, as far as possible, the involvement of all in the life and ethos of the school.
3. Demonstrate strategic vision and planning, making use of detailed information and statistical analysis to improve pupil performance.

**DUTIES TO INCLUDE:**

**Teaching and learning:**

1. To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.
2. To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
3. To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
4. To maintain good order and discipline among the pupils, safeguarding their health and safety.
5. To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
6. To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning.
7. To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress.
8. To prepare appropriate records for the transfer of pupils.
9. To ensure effective use of support staff within the classroom, including parent helpers.
10. To participate in staff meetings as required.
11. Contribute to the development and co-ordination of a particular area of the curriculum.
12. To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
13. To ensure that school policies are reflected in daily practice.
14. To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.
15. To liaise with outside agencies when appropriate eg. Educational Psychologist.
16. To continue professional development, maintaining a portfolio of training undertaken.
17. To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
18. To support the Head of School in promoting the ethos of the school.
19. To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.
20. To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
21. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

**ENTITLEMENTS:**

The Head of School and Governing Body are fully committed to ensuring the professional effectiveness of the teacher in this role through:

1. The provision of planning, preparation and assessment time.
2. Appropriate induction to the role and support for the provision of professional development opportunities.
3. Access to coaching, mentoring and career development planning.
4. Access to appropriate, externally accredited leadership development.

This job description describes the way the post holder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school/centre at the discretion of the Head of School and following consultation with you. This job description does not form part of the Contract of Employment.

**PERSON SPECIFICATION**

**CLASS TEACHER**

* Must hold qualified teacher status.
* Has a thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively.
* Has a thorough understanding of the national curriculum.
* Has knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion.
* Has knowledge and understanding of the potential of computer technology to enhance the curriculum
* Is able to prepare and plan effectively.
* Has good organisational skills.
* Is passionate about education.
* Is ambitious for the school, for the staff and for every child.
* Is inspirational and able to motivate every pupil to achieve their full potential.
* Is child-focused.
* Can communicate effectively and has the ability to maintain and develop effective relationships with pupils, parents, staff, governors and the wider community.
* Has a commitment to develop relationships with parents so that they are partners in their child’s learning.
* Has the ability to listen to and respond to others.
* Is approachable, but able to set appropriate professional boundaries.
* Has a positive outlook and the ability to manage stressful situations sensitively.
* Is innovative, flexible, creative, open to change and new ideas.
* Is dynamic, energetic and enthusiastic.
* Is trustworthy, fair and kind.
* Is aware of the legal requirements, national policy and guidance on the safeguarding of children.