

The Raglan Schools
Wellington Road
Enfield
EN1 2NS
0208 360 5121
www.raglanschools.org
Headteacher: Mr M Kelsey



Class Teacher & Humanities Leader

MPS/UPS + TLR2a (Outer London)

September 2021

Permanent

Raglan is a 4-form Infant and Junior Federation with a positive outlook. We are wanting to develop our curriculum further and we are looking for a new class teacher, who will also lead the Humanities Curriculum team.

With a proven ability to lead a subject and have expertise in History and or Geography, the ideal teacher will support other staff in planning and delivering a quality curriculum. They will ensure that we have great resources and signpost opportunities to enrich the curriculum.

Due to the size of the schools with nearly 50 teachers, we work in curriculum teams, collaborating together to make improvements to the curriculum. The Humanities Team covers History, Geography, RE and MFL which also incorporates Understanding the World (EYFS).

The Role

- Class teacher (open to EYFS, KS1 & KS2)
- Lead Humanities Curriculum Team
- Develop, Maintain and Review the Action Plan with the team
- Develop and enhance the curriculum, working with other teachers
- Take a lead in either History and/or Geography
- Develop resources and signpost to useful websites etc.

The Person

- An excellent teacher with proven skills in primary education
- Strong knowledge of the primary History and/or Geography Curriculum
- A passion for their subject
- Able to support and lead others
- A team player

The Raglan Schools offers

- A central location within Enfield with good transport links including rail;
- Two spacious and well-resourced schools;
- 930 keen and enthusiastic pupils from a range of backgrounds;
- 3hrs of PPA time plus middle leader time;
- A welcoming team of staff and governors;
- A supportive school leadership team;
- Professional development and opportunities to develop your skills.

Applications should be made online by Thursday 22nd April (12 Noon) This should also include a supporting statement or letter (maximum 2 sides) referring to the person specification. For further information about working at Raglan please visit www.raglanschools.org (community section)

You can also book a virtual/tour meeting or an in-school visit. Please visit the website for those dates and times. For any enquiries please contact Emma at jobs@raglanschools.org

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.

Job Description

Pay Spine: MPS/UPS + TLR2a

Responsible to: Assistant headteacher

Start Date: September 2021

The job description is made up of a standard Class teacher Job Description plus the specific role of the Computer Specialist Teacher

In accordance with the school's policies and under the direction of the Headteacher:

Teaching:

- To plan and prepare schemes of work and complete planning documentation;
- To teach, according to their educational needs, the pupils in your class, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- To promote the intellectual, physical and personal abilities and aptitudes of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters;
- To make records of and reports on the personal and social needs of pupils.

Assessment Recording and Reporting:

- To assess, record and report on the development, progress and attainment of the pupils in your class;
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Appraisal:

- To participate in arrangements for the appraisal of your own performance and that of other teachers.

Further Training and Professional Development:

- To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher.

Curriculum Development:

- To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements;
- To contribute to the development of a specific area of the curriculum across the federation.

Discipline, health and safety:

- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- To safeguard the welfare of children in accordance with the school's policy for Child Protection.

Staff meetings:

- To participate in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Communication

- To communicate and consult with the parents of pupils, or others who have a legitimate interest in the

pupils in your class;

- To communicate and cooperate with persons or bodies outside the school; and participate in meetings arranged for any of the purposes described above.

Management and Administration:

- To co-ordinate or manage the work of other staff;
- To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and
- To attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- To take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

Cover:

- To supervise, and so far as is practicable, teach any pupils, whose teacher is not available to teach them (this rarely happens but can in unavoidable cases).

Administration:

- To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils;
- To manage or supervise anyone providing support in your class;
- To order and monitor use of resources.

General Professional Duties

- To carry out particular duties as may reasonably be assigned to you by the head teacher;
- To contribute to the overall life and work of the school.

Humanities Subject Leader

- Lead the Humanities Curriculum Team and develop and maintain the action plan;
- Feedback to the Leadership Team and attend meetings when required
- Lead the subject(s) or History and/or Geography
- Develop and maintain resources and signpost online resources and websites
- Develop ways to enhance the subject and seek cross curricular links, opportunities and projects
- Develop the knowledge and skills of non-specialist staff through CPD, modelling lessons, team teaching and coaching
- Maintain the Humanities budget in conjunction with the Headteacher
- Liaise with the link governor for Humanities
- Develop support for parents including workshops both online and face to face
- Maintain your own skills and expertise through PD