



Astley CE Primary School

Recruitment Pack

Class Teacher



Dear Applicant,

Thank you for your interest in our vacancies for two Class Teachers at our school. We are a small rural school set within beautiful countryside. We are a Church foundation and believe that this makes a large and genuine difference to the atmosphere and ethos of our school. Applicants must be able to fully support the Christian ethos.

We are a good school and this was recognised by Ofsted in our latest inspection report where they stated: ***“Astley Primary is a community-minded school. Parents, pupils and staff value this. Many describe it as a welcoming, nurturing place where pupils thrive. Inspection evidence supports these views. This is a school where pupils are well cared for and known as individuals. Staff listen to what pupils have to say and pay attention to any worries they might have. Pupils also have a voice in making decisions about how the school community can help others.”***

We are looking for someone who is passionate about educating the whole child and who understands the requirements for working in a Church of England School. We are currently recruiting for two full time teachers to work in KS1 or KS2 mixed aged classrooms. We can offer polite, well-behaved and enthusiastic children who have a thirst for learning and a supportive environment where staff are valued and encouraged to develop personally through a comprehensive CPD package and friendly colleagues.

The vacancy is for:

- x2 Class Teachers – Both Full-Time Positions, Permanent
- Start date is 1st September 2024
- Main Scale 1-6 FTE £30000 – £41333

If you would like to find out more about our school, please visit our website www.astley.worcs.sch.uk or our Facebook page <https://www.facebook.com/astleyprimaryschool>

The process:

All applicants are required to complete the enclosed application form and sign it. Completed applications can be emailed to office@astley.worcs.sch.uk CV's or any other application form will not be accepted. Applicants must include the contact details of two references. There must be at least one from your current or most recent employer. References will be asked for prior to interview for all shortlisted candidates and we may contact any previous employer listed on your application to clarify information.

We encourage visits to the school, tours will be on:

Tuesday 9th April at 3.45pm

Friday 12th April at 9.15am

Wednesday 17th April at 9.15am

Thursday 18th April at 4pm

Please call to book so we can accommodate numbers, if you would like a visit but cannot make any of the dates above, please contact the school office.

Shortlisting will be based on the applicants' suitability for the post and we will use the job description and your application form to assess this. Please ensure your application suitably matches these requirements.

The closing date is 12 noon on Monday 22nd April 2024. Shortlisted candidates will be contacted via email.

Interviews will be on Wednesday 8th May and/or Thursday 9th May 2024.

Thank you for your interest and we look forward to receiving your application.

Yours faithfully

Mrs Tracie Langfield (Headteacher)

Class Teacher Job Description

Job Title: Class Teacher

Reporting to: Headteacher

Hours of Work: Full-time

Employer: Worcestershire County Council, based at Astley CE Primary School

Job Purpose

The role of the class teacher is to carry out the professional duties of teaching, facilitating and encourage learning which enables pupils to achieve outstanding levels of progress and attain standards that are appropriate or better for their age and ability. A key purpose is to develop intrinsic learning behaviours and positive attitudes and independence. The role also involves sharing and supporting the corporate responsibility for the education and wellbeing of all pupils, nurturing positive relationships within the school community.

Accountabilities

Consistently prepare and teach inspiring lessons to a high standard

- Following designated programmes of study
- Carrying out necessary assessments
- Providing information/comments for record
- Monitoring pupils in accordance with agreed school strategy
- Seeking opportunities to work creatively inside and outside of the classroom

Contribute to the corporate tasks of development, record keeping, evaluation of lessons and monitoring of teaching resources.

Proactively seek to develop partnership with parents.

Work closely and consult with other teachers and other adults to ensure continuity and progression for pupils.

Engage in continuous professional self-development in relevant areas.

Participate and follow all school policies, having commitment to the safeguarding of children as well as being sympathetic to the school's Christian ethos.

Safeguarding responsibilities

- To participate in annual Child Protection and Safeguarding training and updates.
- To be aware of KCSIIE Part 1 and understand how to report concerns.
- To report safeguarding concerns to the Designated Safeguarding lead or their Deputy.
- Use CPOMS to record concerns

Job Responsibilities

- Plan and prepare sequences of work and lessons to meet the needs of the National Curriculum and other requirements including a continuous provision for Year 1.
- To effectively organise and manage a class
- Teach and support all pupils according to their individual and developing needs, giving them useful feedback to guide further improvement, allowing maximum progress to be made
- Assess, record and report the individual development, progress and attainment of pupils
- Prepare oral and written assessments and reports for all pupils in their care, in order to provide to parents and others a fair and honest picture of the children's progress
- Show competent use of IT in all aspects of the role of the teacher
- Supervise the work of support assistants
- Manage the learning environment so that it stimulates and motivates learning
- Participate in performance management arrangements
- Evaluate teaching in order to seek continual improvement
- To provide subject leadership in at least one area of the curriculum
- Promoting positive relationships between pupils, safeguarding their health and happiness
- Attend, participate and contribute to staff meetings, professional development and other training events
- Establish courteous and caring relationships with parents and colleagues, to create a feeling of partnership
- Promote equal opportunities
- Participate in and supervise administrative and organisational tasks related to classroom and leadership duties
- Demonstrate a commitment to continuous professional self-development in relevant areas.
- Attend all staff INSET days.
- Carry out any tasks that may be reasonably required by Headteacher

Personal and professional conduct

- Adhere to school policies with regards to professional conduct within and outside school, including social media.

- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the school community.
- Respect individuality and cultural diversity.
- Uphold public trust in the education profession.
- Maintain high standards of attendance and punctuality and have proper professional regard for the ethos, policies and practices of the school.

Knowledge and Skills

Classroom teachers should be able to demonstrate that they can teach to the level described in the DfE document: Teaching Standards [Sep 2012]

Classroom teachers should demonstrate their knowledge and understanding of

- Principles and practices of effective teaching and learning
- Preparation of sequences of work and lessons in accordance with pupils' individual needs
- All National Curriculum subject areas
- Principles and practices of monitoring/evaluation
- The application of information and communications technology (IT) to learning and teaching in subject areas

Personal Qualities

Emotional Self Awareness

- To be a reflective practitioner, accurately assessing their own performance and able to amend future plans and teaching strategies to improve their effectiveness
- To demonstrate and model appropriate levels of self confidence such as the willingness to question accepted practice to gain clarification
- To know when to seek advice and help

Emotional Self Control

- The willingness to work and relate to others in an open and honest manner
- The ability to be flexible and adapt plans at short notice
- The desire to bring about the best outcomes for the children, themselves, their colleagues and the school
- The role requires high levels of initiative and the ability to be proactive
- Class teachers need to project a positive image and be able to demonstrate resilience

Empathy

- The role requires the holder to understand the importance of their position within the organisation and the need for them to contribute effectively to it, including the need to behave professionally, sensitively and with confidentiality
- The role requires a sense of dedication where the holder is motivated by the success and happiness of others

- The role requires a high level of empathy showing an awareness of the importance of treating pupils, parents and colleagues, and the community with consideration and understanding

Developing Self

- The role holder will need a genuine passion for learning, a commitment to lifelong learning which will result in a drive to seek their own continuing professional development
- They will want to share in the corporate task of school development

Developing Others

- The class teacher needs to be an inspirational leader in order to support the children, teaching assistants and parents to achieve the best outcomes. Class teachers will also have a role in supporting colleagues to develop professionally in line with school development priorities
- The class teacher will need to be able to influence others to achieve positive changes and improvements for the children, parents and colleagues
- The class teacher will need to manage and resolve conflict
- The role requires high levels of collaboration and the ability to work effectively as part of the team, and a willingness at times to take the lead.

Approved: Date

(Headteacher)

Approved: Date:

(Postholder)

This job description sets out the duties of the post at the time it was drawn up. Astley CE Primary School reserves the right to vary the duties and responsibilities and the post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Special Conditions

This post is exempt from the provisions of the Rehabilitation of Offenders Act and ALL convictions and/or cautions must be declared.

The post holder will be subject to an enhanced DBS disclosure and barred list check to satisfy child protection requirements.

At all times priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

We will contact past employers and explore any gaps in work history.

We reserve the right to carry out online searches via a search engine on applicants if we deem it is needed.

Astley CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

We strongly encourage visits to the school and welcome telephone calls to discuss if the listed dates are not suitable.

Please contact Cathy Pogmore, School Manager, on **01299 822002** or at office@astley.worcs.sch.uk to arrange a convenient time and date. Please bear in mind that school will be closed for Easter break – Monday 25th March – Friday 5th April 2024 and emails will not be monitored during this time.

Closing date: 12 noon Monday 22nd April 2024

We reserve the right to close this vacancy early if sufficient candidates apply.

Interviews: Wednesday 8th May and/or Thursday 9th May 2024