

# CANDIDATE INFORMATION PACK 2024



CLASS TEACHER

PAXTON  
ACADEMY  
SPORTS AND SCIENCE  
INDIVIDUALLY EXCELLENT, COLLECTIVELY BRILLIANT

# Dear Applicant

I am delighted that you are interested in a Class Teacher position here at Paxton Primary Academy. Paxton is now well on its way to losing its inadequate evaluation and growing to become a thriving three form entry school at the heart of the community. If you are looking for the next stage in your career as part of an exciting turnaround journey, supported by a strong Trust with a national profile, we would love to hear from you.

Paxton Academy is a thriving primary school in Thornton Heath. In October 2020 we moved into our brand-new school building.

As part of the Wandle Learning Trust we have access to a range of expert colleagues across our Maths, English and Teaching School Hubs. This allows all staff to continually update their subject knowledge and teaching techniques for the benefit of all children.

Pupils leave us equipped with a firm grasp of key basic skills, a broad knowledge base and personal interests, shared moral values, excellent communication skills and the tools to be successful in secondary school and beyond.

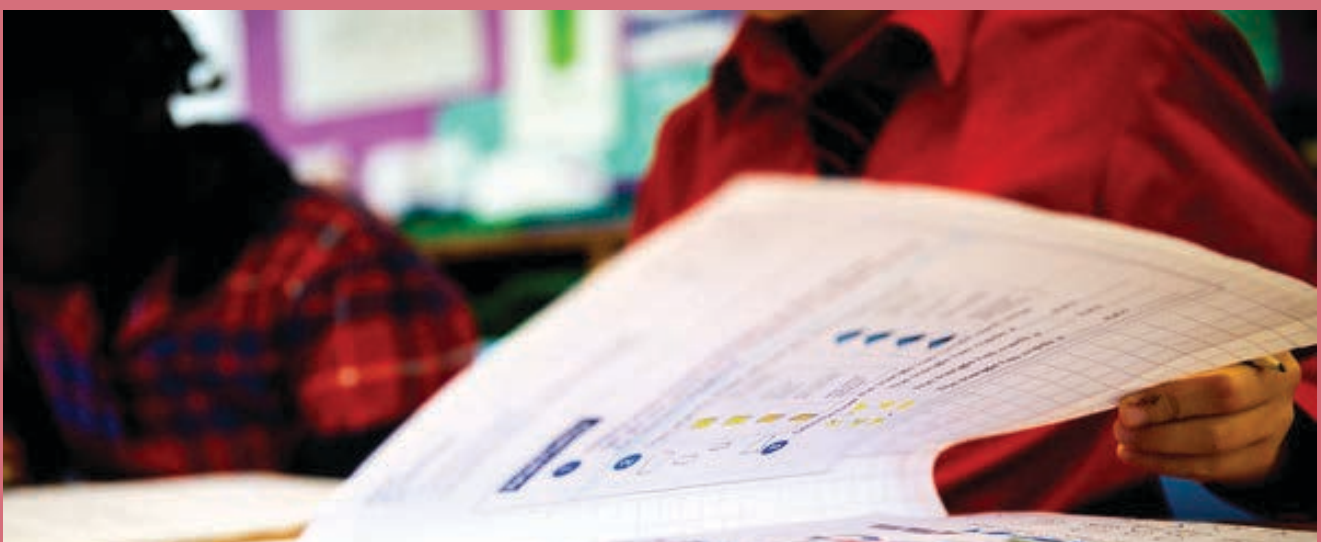
Ensuring success across a range of abilities and backgrounds will take an understanding of resources and the classroom environment. Alongside your classroom teaching, you will also be expected to contribute to our integrated after school clubs.

Both breakfast and after school care clubs are offered as part of Extended School Provision.

Please take a look at the Wandle Learning Trust website (<http://www.wandlelearningtrust.org.uk/work-with-us>) for more information.

We strive to be innovative and aim to create a learning environment that is both fun and invigorating. We look forward to receiving your application to play a part in this.

Yours sincerely  
**Theresa Moses**  
Headteacher



# About the school

## About our curriculum

At Paxton we follow the National Curriculum with high-quality teaching of all subjects.

We provide pupils with memorable learning experiences and a wealth of cultural enrichment through trips and visits involving high-quality, first-hand experiences in the local community and further afield. Our over-riding objective is for pupils to see learning as a fun, active process within which they can make connections and see the bigger picture.

Pupils are given the chance to develop key cross-curricular life skills such as problem-solving, communication, creativity, leadership skills, thinking and working as part of a team.

In all subjects the knowledge and skills are closely focused on developing the children in ways which will equip them for lifelong learning. At Paxton pupils know that no matter your age or where you live we can all make a positive impact – whether that's volunteering, fundraising or raising awareness for causes that matter.



## Location

The school is situated between Norbury and Thornton Heath rail stations. It is also served by bus routes 109 and 60. On-site car parking is also available.



As part of the Wandle Learning Trust (WLT) Paxton Academy enjoys the support of the Wandle Teaching School Hub, based at Chesterton Primary School. Since establishing the Hub Chesterton has been awarded Maths and English Hub status – all of which bring specific benefits to Wandle Learning Trust schools.

Wandle Teaching School Hub is the Department for Education-designated Teaching School Hub for Wandsworth, Merton, Richmond upon Thames and Kingston upon Thames. It is the focal point for teacher development in our region providing a golden thread of teacher professional development from ITT to Headship and working with [Leading Provider UCL](#).

We play a core role in the provision of ITT, ECF, NPQ, CPD and Appropriate Body Services. Our Hub also works closely with longstanding partners and schools, and is continuing to build links with many more schools and teacher development partners across the region.



London South West Maths Hub is also part of the Wandle Learning Trust, working in partnership with Wandsworth Local Authority.

The Hub – run out of Chesterton Primary School – is one of 34 Maths Hubs awarded across the country by the Department for Education. This means that Paxton Academy staff and pupils benefit from the support of consistently outstanding maths provision.

The London South West Maths Hub aims to support schools in seven boroughs (Wandsworth, Merton, Sutton, Kingston, Richmond, Hillingdon, Hammersmith and Fulham) through a range of national and local projects each year.

The core purpose of the Hub is to engineer a school-based support network to develop Mastery style teaching at all levels of education.

## EnglishHubs

Wandle at Chesterton Primary

Paxton Academy staff and pupils also have the support of Wandle English Hub – a status awarded to Chesterton Primary School on account of outstanding English teaching and learning.

The Hub works with 16 boroughs across London supporting schools to achieve excellence in early literacy teaching.



# Job description

**Position:** Class Teacher

**Grade:** Teachers' Pay Scale

**Responsible to:** Line Manager

## Main activities and responsibilities

The postholder will take responsibility for a class of children determined on an annual basis by the Headteacher in accordance with the duties listed below.

## Duties

The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the postholder to ensure that his/her professional duties are discharged effectively.

This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher and Local Academy Committee by the postholder in the role of Class Teacher.

## Particular specific responsibilities

You will:

- Be responsible to your line manager for your duties, responsibilities and teaching tasks.
- Interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.

- Be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
- Undertake the teaching of the pupils and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Headteacher.

## General responsibilities

- Teaching all pupils in your class according to their educational needs and acknowledging that every lesson counts.
- Creating a well-ordered and secure environment that will ensure the educational wellbeing of individual children within the group.
- Making effective use of ICT to enhance learning and teaching.
- Undertaking careful planning and delivery of the curriculum.
- Ensuring careful and ongoing assessment of your pupils' learning to inform further planning.
- Ensuring that the curriculum is differentiated to mean that tasks and activities are matched to the ability of the children and henceforth allowing them to make progress at the right pace and level.
- Completing all assessments and records as determined by school policy in a timely fashion.
- Working with school leaders to track the progress of individual children and intervene where pupils are not making progress.
- Working with school leaders to complete and teach individual pupil plans where pupils have specific needs.
- Ensuring that equal opportunities are implemented in the classroom and throughout the school.



- Developing and maintaining positive relationships with parents and carers, which involve them actively in the classroom and in the learning process.
- Participating in planning and staff meetings.
- Contributing to the whole school ethos by taking a leading role in display particularly in your own classroom and designated whole school areas as agreed with the Headteacher.
- Contributing towards the development of the school and implementation of whole school policies.
- Contributing and cooperating with other staff and professional agencies as appropriate to the needs of the children.
- Undertaking in-service training for further development as a teacher.
- Undertaking other duties, which may be reasonably assigned by the Headteacher to ensure the smooth running of the school.
- Following all internal and external communications procedures that the school has in place.

### Other responsibilities

In addition, you will be required to undertake such duties of a similar nature as may be reasonably directed by the Headteacher or Executive Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

### Key organisational objectives

You will also contribute to the school's objectives through:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.



- Commitment and contribution to improving standards for pupils as appropriate.
- Acknowledging Customer Care and Quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

### Conditions of service

Governed by the National Agreement on Pay & Conditions of Service, supplemented by local conditions as agreed by the Governors.

### Special Conditions of Service

You may be required to work outside of normal school hours on occasion (e.g. to attend full Local Academy Committee and/or committee meetings, etc.) with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on the application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, you are required to undergo an enhanced DBS (Disclosure and Barring Service) check.

### Equal Opportunities and Safeguarding

You will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies.

To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together and Keeping Children Safe in Education documents in relation to child protection and safeguarding children and young people as this applies to your role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your role.

To ensure that your line manager is made aware, and kept fully informed, of any concerns which you may have in relation to safeguarding and/or child protection.





# Person Specification

## Qualifications

Educated to degree level

Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS

Must have taught in EYFS, Key Stage 1 and/or Key Stage 2

## Professional knowledge and understanding

Must understand the expectations in the new Ofsted Framework regarding effective learning and teaching

A sound knowledge and understanding of the National Curriculum

An excellent understanding of curriculum and pedagogical issues relating to learning and teaching

Understanding of current good practice in learning and development

Understanding of the inter-related developmental, learning and cultural needs of young children and the implications for good practice in care and education

Good understanding of statutory and non-statutory testing across the primary phase

Must understand what constitutes good practice and support for bilingual learners

Knowledge of effective strategies to include, and meet the needs of, all pupils and in particular underachieving groups of pupils, pupils with EAL and SEND and the most able

Familiarity with writing and delivering effective Individual Education Plans for pupils with SEND

Understanding of, and a commitment to, the school policies, in particular:

- Participation in and implementation of the school Behaviour policy
- Awareness of Health and Safety implementation in the workplace
- Implementation of the school Equal Opportunities policy



### Professional skills and abilities

A good classroom practitioner willing and able to teach any class in EYFS, Key Stage 1 or 2 appropriate to your skill set

Good ICT knowledge and skills relating to class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching

Able to observe and interpret children's behaviour, identify learning needs and employ a range of teaching styles to ensure progress

Able to plan, organise and resource a stimulating learning environment for individual children and groups of children and deliver, evaluate and assess learning

Be able to keep records of pupil progress in line with school policy

Be able to use assessments of pupils' learning to inform future planning

### Personal skills

Willing and enjoy engaging parents in order to encourage involvement in the education of their children

Flexible approach to work and enjoys being a good team member

Good written and oral communication skills

Ability to manage own workload effectively and respond swiftly to tight deadlines

Good interpersonal skills with the ability to enthuse and motivate others and develop effective partnerships

Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit

Willingness to and ability to contribute to whole school INSET

Openness and willingness to have professional dialogue on relevant educational issues allied with an ability to inspire and challenge others

Commitment to practise equal opportunities in all aspects of the role and around the workplace in line with school policy

Ongoing personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post