

# Candidate Application Pack



**ATTIGO**  
ACADEMY TRUST  
EXCELLENCE • COMMUNITY • DIVERSITY

Class Teacher  
*(Early Years/KS1)*

Alma Primary School



ASPIRE • BELIEVE • CREATE • DEVELOP • ENJOY • ACHIEVE

[www.attigoacademytrust.co.uk](http://www.attigoacademytrust.co.uk)  
[www.almaprimary.co.uk](http://www.almaprimary.co.uk)



Attigo Academy Trust  
c/o Worcesters Primary School  
Goat Lane, Enfield, EN1 4UF  
Tel: 020 8363 7860  
[www.attigoacademytrust.co.uk](http://www.attigoacademytrust.co.uk)

Dear Candidate,

Thank you for your interest in the position of Class Teacher at Alma Primary School.

Please read through the Job Description and Person Specification for the role and complete the application form

Application forms should be submitted online via <https://enfieldjobs-edu.engageats.co.uk> by the closing date.

**Closing date: Friday 20th May 2022 at 9:00am** *(any applications received after this time will not be accepted)*  
**Interviews will take place week commencing Monday 23rd May 2022**

We look forward to hearing from you.

Helen Thomas  
Head Teacher  
Alma Primary School

**PLEASE NOTE WE DO NOT ACCEPT CVS**



# Attigo Academy Trust

## Purpose and Values

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community.

Our core values that are embraced by all academies within the Trust are:



- **Excellence** striving to achieve our best; promoting high aspirations; outstanding progress; not accepting excuses; high expectations; enriching curriculum and experiences
- **Community** children at the heart; working collaboratively as schools; embracing inclusion; committed to everyone's well-being; investors in community; working together locally and globally
- **Diversity** embracing uniqueness; maintaining each school's autonomy; celebrate diversity; value learners' personal and cultural identity; recognise and challenge unconscious bias; learn from and about each other

# What we can offer staff joining our Trust

## Founding Principles

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community. Below are some of the benefits of working for one of the schools in our Trust.

- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance – e.g. we have reviewed end of year reports for class teachers to write, reduced marking, set up work life balance groups, regular meetings for support staff and a well-being events.
- We provide all staff with opportunities to progress their career through training and development through national professional qualifications and training provided by the Trust. We are committed to support those who are new to teaching by adopting the Early Career Framework.
- We can offer support with taking additional qualifications if you want to pursue a career in teaching as we have strong links with '2 Schools Consortium' who offer school direct salaried, SCITT (school centred initial teacher training), Postgraduate Teaching Apprenticeship and Assessment only routes to qualified teacher status
- We have opportunities for working across the Academy through observing practice, year group meetings, moderation events and visits
- We provide positive environments to work in where staff well-being is a priority
- Some of our schools have additional provision with breakfast and after school clubs. If your child attends one of the schools in the Trust, they are given priority if a place is required. If you work in the school where your child attends this additional provision, you may also qualify for a staff discount
- 3 of our schools have 2-year-old provision where staff members are prioritised for a place
- If you are a member of staff, then you can apply for a place at any one of the schools in our Trust for a place as this is classified as a staff member application
- We are developing expertise across the Trust through our School Improvement Strategy. We appointed a Music Lead to work across the Trust and there is more joint working planned.
- We have long standing creative partners such as the aerial theatre company Scarabeus, offering high quality and unique CPD opportunities.
- All of our schools have access to the rail network and if you drive each school has secure car parking facilities

<b>Job Description:</b>	Class Teacher
<b>Pay Scale:</b>	Outer London MPS/UPS as stated in the Teacher Pay and Conditions Document
<b>Responsible to:</b>	Headteacher and the Board of Trustees



## Main Activities and Responsibilities

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

## Duties

To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. In addition certain particular duties are reasonably required to be exercised, and completed. It is a contractual duty of the Postholder to ensure that his/her professional duties are discharged effectively. The Postholder must meet the Teacher's Standards for September 2012.

- The Postholder is responsible to their line manager for his/her duties, responsibilities and teaching tasks.
- The Postholder will 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.
- The Postholder will be responsible for the supervision of the work of support staff.
- The Postholder will undertake the teaching of the pupils in his/her class 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.

## The Class Teacher will:

- implement agreed school policies and guidelines and ensure that equal opportunities are implemented in the classroom and throughout the school
- support initiatives decided by the Leadership team
- plan effectively to meet the needs of all pupils, ensuring teaching methods build on prior learning and has clearly identified learning objectives and success criteria
- ensure that learning is differentiated to both challenge and support learners to make progress
- be able to set clear targets, based on prior attainment, for pupils' learning
- provide consistently good conditions for learning where resources are well organised and accessible
- ensure learners receive well-focused diagnostic comments which check their understanding and help them to see how to improve
- make effective use of ICT to enhance learning and teaching
- track pupil's attainment to ensure they make at least good progress
- promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy
- participate in meetings which relate to the school's management, curriculum, administration or organisation
- communicate and co-operate with specialists from outside agencies
- ensure planning identifies the role of other adults and that they are directed effectively and support learning
- participate in the performance management system for the appraisal of their own performance, or that of other teacher
- contribute to the whole school ethos by taking a leading role in displays throughout the school environment
- work in partnership with parents and keep them informed of their child's progress and attainment;

<b>Job Description:</b>	Class Teacher
<b>Pay Scale:</b>	Outer London MPS/UPS as stated in the Teacher Pay and Conditions Document
<b>Responsible to:</b>	Headteacher and the Board of Trustees



### Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the 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. To ensure safeguarding procedures are followed to promote the welfare of all children.

### Conditions of Service

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the Trustees.

### Equal Opportunity

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

### UPS

Post threshold Teachers should meet the post-threshold standards as well as the core standards.

Person Specification: Class Teacher

We are seeking to appoint an innovative and professional individual who will make a significant contribution to the development of the school. The selection panel will be looking for evidence in your application form and supporting statement of your strengths and abilities in relation to the criteria set out in this person specification.

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level	✓	
Qualified teacher status	✓	
<b>Experience</b>		
Proven experience within a classroom in a mainstream school	✓	
<b>Professional Knowledge and Understanding</b>		
Must have a sound knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential	✓	
To have knowledge and understanding of the National Curriculum	✓	
Have a sound knowledge and understanding of the curriculum and pedagogical issues relating to learning and teaching	✓	
Understanding of and commitment to the school policies, in particular: Participation and implementation of the School Behaviour Policy Awareness of Health and Safety implementation in the work place Implementation of the school Equal Opportunities Policy Ensuring safeguarding procedures are followed to promote the welfare of all children	✓	
Must understand the contribution of EAL work in a primary school and what constitutes good practice and support for bilingual learners	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN	✓	
Familiarity with writing and delivering effective Individual Education Plans for pupils with SEN		✓
<b>Professional Skills and Abilities</b>		
Be able to promote high standards of literacy, articulacy and the correct use of standard English, orally and in writing	✓	
Sound ICT knowledge and skills relating to class teaching and be able to demonstrate the effective use of ICT to enhance teaching and learning	✓	
Must be able to plan lessons for all the pupils in a class, setting clear learning objectives, success criteria and differentiated tasks	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Must be able to use assessments of pupils learning to inform future planning	✓	
Ability to plan and work collaboratively with colleagues	✓	

Person Specification: Class Teacher

Personal Qualities		
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	
Must be able to promote collaboration and work effectively as a team member	✓	
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
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	✓	
To practise equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	

#### SAFEGUARDING CHILDREN

Attigo Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.