**Cudham CE Primary School, Part of Aquinas**

[**www.cudham.bromley.sch.uk**](http://www.cudham.bromley.sch.uk)[**www.aquinastrust.org**](http://www.aquinastrust.org)

**Application Pack**

**Class Teacher**

**September 2021**

# OUSTANDING TEACHER REQUIRED

Did you become a teacher to make a difference, to positively impact on the lives of young people and to give them the means and confidence to become the best that they can be? If so, we want you to be part of our team.

This is an exciting time for Cudham CE Primary and we require an excellent, experienced, qualified teacher for our successful, Church of England Primary School. We are looking for an excellent, passionate teacher to teach English to our Years 1 to Year 6 (3 classes).

In return, as part of the Aquinas Church of England Education Trust, we ensure that new staff and early career teachers are well-supported and receive an excellent induction programme, we develop and nurture potential, recognising that people have different talents, strengths and abilities, enabling rewarding and fulfilling careers; and we establish clear succession planning, including promoting and developing future leaders at all levels and in all aspects of our work. Remember, “*It doesn’t matter if you are a diamond or a lump of coal if you remain buried underground!” (Anthony Marolt).*

# our school

We are a small village school founded as a National School in 1851 by a group of local gentlemen including Charles Darwin and the Earl of Stanhope. Our school has a rich and diverse history through which we learn and celebrate. Our children’s learning journey starts at the age of 2 when children are eligible to join our over-subscribed pre-school. Our Christian virtues are promoted in all we do to ensure the success of our pupils academically, spiritually and morally. All children at Cudham Church of England School are equally valued, supported and challenged in line with our school virtues.

Our school enjoys a rural spot in the Kent countryside where our amazing surroundings are used to enhance our learning. We have a large Forest School, an outdoor swimming pool, extensive fields, woodland areas, quiet garden and ponds, which we are able to use to support our awe and wonder based curriculum.

We can offer:

* A happy and successful school partnership committed to securing the highest levels of achievement for all pupils.
* An ethos and environment dedicated to creating effective learners
* Motivated pupils, exceptionally high standards of behaviour and a focus on learning
* Dedicated and supportive staff
* ICT facilities and support to deliver high-quality provision both in and out of school
* Being part of a Multi Academy Trust that is committed to continual high quality professional development and equality for all staff.

We invite applications from teachers who:

* are passionate about writing and reading
* Looking for an opportunity to develop their leadership skills
* have the drive and energy along with the skills required to provide inspirational indoor and outdoor learning;
* have secure knowledge of KS1 and KS2 practice;
* be dynamic and enthusiastic, with a sense of humour and the ability to ensure children achieve the highest standards through innovative teaching;
* be committed to raising standards with high expectations of all adults and pupils;
* be a team player who has the capacity to involve themselves fully with the life of our school, valuing the partnership between school, parents, the church and the wider community
* have exceptional communication skills, together with the ability to respond effectively to future challenges
* be understanding and supportive of the school’s Christian ethos;
* will promote and safeguard the welfare of pupils at the school

Applications are welcome from experienced teachers.

Virtual or physical visits to the schools are essential and can be arranged via the School Office on 01959 572673.

We work closely with our local schools and are proud to be part of the Aquinas Trust, a group of Church and Community schools with hubs in Bromley and Rye.

# What next?

## Applying

Simply send your application form to: [admin@cudham.bromley.sch.uk](mailto:admin@cudham.bromley.sch.uk) or for further information or an informal chat please contact: Daniel Finch, Head of School, on 01959 572673.

## Short Listing / interview

The candidates selected for interview will be informed and full details of the interview programme will be provided.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant’s identification will be retained.

All candidates should provide two references, including one of your current Headteacher. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

## SAFEGUARDING

Cudham is committed to safeguarding the young people in our care and we expect all our staff to share this commitment.  The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

# Overview

## Details

**Job Title:** English Subject Teacher – Years 1-6

**Pay Scale:** Aquinas Pay Scale

**Hours:** Full time

**Line Managers:** Head of School and members of the Leadership Team

**Supervisory responsibility:** The post holder will be responsible for directing the work of teaching assistants within their classroom

# Main purpose of the job:

* Be responsible for the learning and achievement of all pupils in the classes, ensuring equality of opportunity for all.
* Be responsible and accountable for achieving the highest possible standards in work and behaviour.
* Treat pupils with dignity and respect, nurturing and building relationships, at all times observing proper boundaries appropriate to a teacher’s professional position.
* Work effectively in collaboration and partnership with pupils, parents/carers, AAC members, other staff and external agencies in the best interests of all pupils.
* To uphold and promote the Christian virtues and ethos of the Trust and to encourage the spiritual and moral development of the children within this tradition.
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

# Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current [*School Teachers Pay and Conditions* *Document*](https://www.education.gov.uk/publications/)*.* Teachers should also have due regard to the current Teacher Standards. Teachers’ performance will be assessed against the teacher [standards](https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011) as part of the appraisal process as relevant to their role in the school.

## Teaching

* Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
* Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
* Be accountable for the attainment, progress and outcomes of pupils’ you teach.
* Be aware of pupils’ capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.
* Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English.
* When teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment with particular expertise in the foundation stage profile.
* Make accurate and productive use of assessment to secure pupils’ progress.
* Give pupils regular encouragement and feedback, both orally and through accurate marking.
* Use relevant data to monitor progress, set targets, and plan subsequent provision
* Encourage home reading and other activities to consolidate and extend the knowledge and understanding pupils have acquired in class.

## Behaviour and Safety

* Establish a safe, purposeful and stimulating environment for pupils, and establish boundaries for behaviour with a range of strategies, using praise, sanctions and rewards consistently and fairly. To implement the School Positive Behaviour Management Policy.
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils.
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
* Have high expectations of behaviour, promoting self-control and independence of all learners.
* Carry out playground and other duties as directed and within the remit of the current *School Teachers’ Pay and Conditions* *Document.*
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

## Team working and collaboration

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and Worship (assemblies).
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
* Contribute to the professional development of support staff.
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.

## Fulfil wider professional responsibilities

* Work collaboratively with others to develop effective professional relationships.
* Deploy support staff effectively as appropriate.
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate.
* Communicate and co-operate with relevant external bodies.
* Make a positive contribution to the wider life and ethos of the Trust.

## Administration

* Register the attendance of and supervise learners during school sessions.
* Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers’ Pay and Conditions* *Document.*

## Professional development

* Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
* Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
* Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

## Other

* To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
* Perform any reasonable duties as requested by the Headteacher or CEO.

# EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Trust’s equality policy and statutory responsibilities.

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

# PERSON SPECIFICATION

## TEACHER

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| **Qualifications** | * Qualified Teacher Status * Evidence of further professional development |  |
| **Experience and skills** | * Experience of using self-evaluations to develop plans for improvement * Well-developed interpersonal skills * Ability to communicate effectively orally and in writing to a range of audiences * Ability to plan, organise and prioritise * Ability to manage good communications systems * Competent in the use of ICT in the management and assessment and as a professional tool * Evidence of outstanding teaching skills with a passion for learning and the ability to deliver outstanding practice within the school * Display outstanding classroom teaching with measureable impact on children’s learning * Use data to shape teaching and learning | * Successful teaching across KS1/KS2 and experience in another key stage * Ability to analyse, interpret and act on assessment data |
| **Professional knowledge and understanding** | * Thorough understanding of what constitutes effective teaching and learning * Thorough knowledge and understanding of effecting monitoring, evaluation and assessment * Thorough knowledge of the national curriculum * Thorough knowledge and understanding of effective practice in teaching all aspects * Understanding of when and how to seek advice and support * Thorough knowledge and understanding of effective inclusive practices |  |
| **School ethos** | * Ability to be a personal role model of professionalism, having high expectations of self and others * Understanding of the need for equality of opportunity * Belief in child centred, holistic and life-long learning * Upholding and modelling our school’s Christian values |  |

## Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

|  |  |
| --- | --- |
| Using display screen equipment | **X** |
| Working with children/vulnerable adults | **X** |
| Moving & handling operations |  |
| Occupational Driving |  |
| Lone Working |  |
| Working at height |  |
| Shift / night work |  |
| Working with hazardous substances |  |
| Using power tools |  |
| Exposure to noise and /or vibration |  |
| Food handling |  |
| Exposure to blood /body fluids | **X** |

Benefits of Working with Aquinas

## **Treating you as a professional...**

**Aquinas is committed to national and local agreements affecting employment** as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions.  This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

## **Helping you stay relaxed...**

**Working with us gives you discounted access to a range of leisure activities.** CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including…

* Free entry to 280 [English Heritage](https://www.cssc.co.uk/national-offers/english-heritage-free-entry/) sites for you and your family;
* Cinema tickets from £5 including all top chains;
* Reduced price days out, trips and theme parks;
* [Subsidised](https://www.cssc.co.uk/subsidies/) sports training and entry into select events;
* Special offers on new and used vehicles;
* Discounts in high street shops, on holidays, eating out and more.

## **Looking after your well-being…**

**We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care.** Provided by Health Assured, our ‘Employee Assistance Programme’ is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.