



Committed to Excellence, Equality and Enjoyment

Wykeham Primary School

# Class Teacher – Reception Recruitment Pack

# Welcome to Wykeham Primary School

Thank you for your interest in the vacancy at our school.

At Wykeham Primary School, we pride ourselves on providing a safe, inclusive and stimulating environment where we encourage and celebrate excellence. The rich diversity within our multicultural school is reflected in the values we seek to promote and in our ambitious curriculum.

We aim to develop a positive learning philosophy. Our dedicated and committed staff incorporate research-based approaches to teaching that instil a passion for life-long learning for children. Our children are happy, inquisitive and inspired learners with good attitudes to their learning. They acquire and retain new knowledge; develop and learn new skills; explore learning and thrive to succeed. Our school ethos is one that encourages individuality, creativity and independence within a supportive environment.

We place great importance on developing children's social skills and in empowering them to build positive relationships, and develop awareness to the feelings, needs and circumstances of others.

We believe in strong partnerships with parents and the wider community. Together, we can support our children to achieve their full potential and prepare them for the next steps on their educational journey and, in time, ensure they are prepared to build the future for themselves and others.

We encourage you to explore our website and take the opportunity to visit. Please refer to contents of this pack for further information and we look forward to receiving your application.

Mrs Gurvinder Notay  
Acting Headteacher

**Class Teacher for Reception**  
**Full time position**  
**Main Pay Scale: M3 or above**  
**Required for April 2025**

**The governors of Wykeham Primary School are seeking to appoint an experienced and exceptional teacher to work with committed staff in our vibrant and dynamic school.**

**We are looking for a teacher:**

- who is passionate about teaching and learning.
- who has high expectations of themselves and all pupils.
- who puts pupils at the heart of everything that they do.
- who motivates, inspires and challenges pupils to achieve their very best.
- who works well as part of a team and is willing to take an active role within the school.

**We can offer you:**

- A friendly, good-humoured team.
- Leadership support at all phases and levels, including from the senior leadership team.
- An exceptional, well-organised and well-resourced learning environment.
- Excellent support and opportunities to develop professionally.
- A collaborative year group PPA slot each week
- Education Access Support Programme for confidential support.

### **Visits and Applications**

We welcome and encourage visits to our school from prospective candidates. Please call our Administration Officer on 0208 450 8425 or email at [admin@wykeham.brent.sch.uk](mailto:admin@wykeham.brent.sch.uk) to arrange an appointment.

Please visit our [website](#) for further information and to download an application form. Completed application forms should be submitted to [admin@wykeham.brent.sch.uk](mailto:admin@wykeham.brent.sch.uk).

**Closing date: Friday 21st March 2025**  
**Shortlisting and interviews: W/C 24th March 2025**

### **Safeguarding**

Safeguarding and promoting the welfare of children is integral to effective management in our school. Wykeham Primary School is committed to safeguarding children and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks where appropriate along with other relevant employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974. Accordingly, all convictions, whether spent or not spent, must be disclosed.

## **Personal Specification for the post of Class Teacher**

### **Qualifications**

1. Qualified teacher status or recognised equivalent.

### **Experience**

2. Teaching experience within the age range applying for.

### **Knowledge and skills**

The ability to effectively:

1. Create a stimulating and safe learning environment.
2. Establish and maintain a purposeful working atmosphere.
3. Plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own policies.
4. Assess and record the progress of pupils' learning to inform next steps and monitor progress.
5. Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.
6. Teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.
7. Encourage children in developing self-esteem and respect for others.
8. Deploy a wide range of effective behaviour management strategies, successfully.
9. Communicate to a range of audiences (verbal, written, using ICT as appropriate).
10. Use ICT to advance pupils' learning, and use common ICT tools for their own and pupils' benefit.

### **Commitment**

Demonstrate a commitment to:

- a) equalities
- b) promoting the school's vision and ethos
- c) high quality, stimulating learning environments
- d) relating positively to and showing respect for all members of the school and wider community
- e) on-going relevant professional self-development
- f) safeguarding and child protection

**N.B. Candidates who apply for this post will be asked to write a personal statement to show how they meet the selected criteria and how their examples demonstrate impact.**

## Job Description

<b>Job Title</b>	Class Teacher - Reception
<b>Position</b>	Full Time
<b>School</b>	Wykeham Primary School
<b>Location</b>	Aboyne Road, London NW10 0EX
<b>Grade</b>	Main Pay Scale 3 -6, depending on experience
<b>Reports to</b>	The headteacher, members of the senior leadership team and the governing body
<b>Staffing Responsibility</b>	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

### 1. Job Purpose

- 1.1 Be responsible for the learning and achievement of all pupils in the class and ensuring equality of opportunity for all
- 1.2 Be responsible and accountable for achieving the highest possible standards in work and conduct
- 1.3 Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- 1.4 Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of the pupils
- 1.5 Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards.
- 1.6 Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### 2. Principal Accountabilities and Responsibilities:

- 2.1 All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

### 3. Teaching

- 3.1 Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- 3.2 Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.

- 3.3 Be accountable for the attainment, progress and outcomes of pupils' you teach.
- 3.4 Be aware of pupils' capabilities, their prior knowledge and plan teaching and adapt appropriately to build on this demonstrating knowledge and understanding of how pupils learn.
- 3.5 Have a clear understanding of the needs of all pupils, including those with special educational needs/disabilities (SEND); English as an Additional Language (EAL); and be able to use and evaluate distinctive teaching approaches to engage and support them.
- 3.6 Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English.
- 3.7 If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
- 3.8 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.
- 3.9 Make accurate and productive use of assessment to secure pupils' progress.
- 3.10 Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- 3.11 Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- 3.12 Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- 3.13 Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

#### **4. Behaviour and Safety**

- 4.1 Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- 4.2 Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- 4.3 Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- 4.4 Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- 4.5 Have high expectations of behaviour, promoting self-control and independence of all learners.

- 4.6 Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.
- 4.7 Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

#### **4. Team working and collaboration**

- 4.1 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 assemblies.
- 4.2 Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- 4.3 Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- 4.4 Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- 4.5 Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- 4.6 Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document.

#### **5. Fulfil wider professional responsibilities**

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

#### **5. Administration**

- 6.1 Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- 6.2 Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

#### **7. Professional development**

- 7.1 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.
- 7.2 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.
- 7.3 Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

## **8. Other**

- 8.1 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.
- 8.2 Perform any reasonable duties as requested by the headteacher.

### **Note:**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.