



# Chalgrove Community Primary School

## Class Teacher Recruitment Pack

### 2022



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# Headteacher's welcome

Dear applicant,

I am thrilled that you have chosen to enquire about a post at Chalgrove Community Primary School.

At Chalgrove Community Primary School, we want our children to be curious, to question and to challenge ideas. We want our children to engage, to be inquisitive and to be proactive learners. How do we achieve this? We do this through creating a curriculum that is exciting and never static. We facilitate learning opportunities beyond the classroom and we continually reflect in order to improve.

Our school is creative, vibrant and a great place to teach. As a school, we encourage individuality and independence. We love that we have a Forest School facility, we love that we facilitate exciting opportunities for our children and we love the freedom we give to our teachers and children – all of this makes us who we are.

We are fortunate to have developed strong links with several different organisations including: Mulberry Bush, Oxford Brookes University and Garsington Opera.

Our current development includes becoming a 'Talk For Writing' school. This project is currently in its second year and this year we were fortunate to commence our journey working with the Mulberry Bush and Oxford Brookes University to become a nurture school.

We are very proud of our Ofsted outcome in November 2019, which recognised our passion, dedication and importantly how we care for and nurture the children we teach.

We are part of the Acer Trust. Details of the trust's ethos can be found in this pack.

We welcome visits to our school, please contact the school office to arrange an appointment (email: [office.2452@chalgrove.oxon.sch.uk](mailto:office.2452@chalgrove.oxon.sch.uk) or call 01865 890385)

Alternatively, you can contact me directly by emailing [head.2452@chalgrove.oxon.sch.uk](mailto:head.2452@chalgrove.oxon.sch.uk) and I will be happy to schedule an appointment for an informal chat.

I would very much like to show you around our wonderfully creative and happy school, so please do make contact. I can guarantee the warmest of welcomes.

Kind regards,

Sam Gillion  
Headteacher

# Our 3R's underpin our ethos

## Ready, Respectful, Responsible

### Ready

- To try
- To work hard
- To learn
- To take risks
- To be focussed
- To make mistakes and learn from them
- To be on task
- To do as asked - first time, every time
- To help
- To be helped
- To listen

### Respectful

- Of everyone
- Of the thoughts and feelings of others
- Of difference
- Of individuality
- Of decisions
- Of school property
- Of the property of others

### Responsible

- For my actions
- For giving 100% effort
- For working together
- For not giving up
- For challenging myself
- For being organised
- For being honest
- For being caring and kind
- For always trying my very best
- For good manners
- For having a smart uniform
- For being considerate

At Chalgrove Community Primary School, we expect every member of our community - children, staff, governors, parents and visitors - to behave in an appropriate and courteous manner towards each other, to be polite, thoughtful and considerate. Our school is a learning community and nobody should prevent anyone else from being able to work, learn, play and enjoy being at school.

# What do our staff, pupils and parents say?

I love Chalgrove because we get loads of incredible educational opportunities such as; exploring in our forest; learning computing through games like Minecraft; and being part of a kind and caring community.

## **Pupil reflection**

I couldn't imagine starting my teaching career off with a more supportive, helpful, and encouraging school. The closeness of the team has led me to see Chalgrove Primary more as a family rather than a place of employment over these last few years. Leadership has been fantastic, allowing me to develop myself as a teacher in directions I want to, while providing advice and brilliant opportunities along the way. Chalgrove is simply a wonderful place to teach and to grow.

## **Year 5 Teacher. Joined our school as an ECT**

I like being a pupil at Chalgrove because it has amazing teachers and I have really good friends.

## **Pupil reflection**

'Engaging children to learn through fun activities in an environment where they feel cherished and respected'

## **Parent reflection**

The teachers explain things amazingly so that you think it's easy.

## **Pupil reflection**

Chalgrove is a community school, where pupils and families are put at the heart of the curriculum. As a class teacher, you have the flexibility to design the curriculum around your pupils needs and your creative strengths. Chalgrove is an honest and supportive place to work; staff enjoy sharing their experiences with each other and lean on each other when they need advice.'

## **Miss Hudson Year 5 class teacher and Deputy Headteacher**

'Chalgrove Primary is an amazing team, who recognise and continuously work to meet the individual needs of all its pupils, within a fabulous and supportive community. It is exciting to share our creative curriculum with the children and we always search for new and even more exciting ideas. The creativity enables our children to be keen, confident, and questioning learners. As they begin to reflect they are able to further develop their individual learning and it's incredibly rewarding to be part of that journey. We are fortunate to have our own Forest School, where the children can fish, build dens, cook, run and climb and then translate their learning experiences through various genres in the classroom.'

## **Mrs Hawkins Pastoral Teaching Assistant**



# Acer Trust

Formed in 2017 the Trust currently has 7 schools (3 secondary and 4 primary). The Acer Trust is a Multi-Academy Trust founded on collaborative partnership. We believe that by working together with a common collective purpose of improving learning for all, we can ensure a better education for all the learners in our trust.

## Trust Values

The values of the Acer Trust underpin everything we do. We are a learning organisation and our values are for all learners in the trust: pupils and students, staff, governors, trustees and parents. All the schools in the trust share a commitment to these values:

**Trust:** schools and individuals will collaborate in an open and honest manner, and will act in the best interests of all children educated in the partner schools

**Collaboration:** all partners have a contribution to make to the trust as well as a collective responsibility for the success of the trust. All partners play an active role in ensuring the success of all learners in the trust

**Opportunity:** all learners, both students and adults, will benefit from the range of opportunities provided by being a part of the Acer trust

# Job advert

**Closing Date:** Monday 16<sup>th</sup> May at 12 noon

**Shortlisting Date:** 17<sup>th</sup> May 2022

**Interview Date(s):** TBA

**Job Start Date:** 1<sup>st</sup> September 2022

**Contract/Hours:** Permanent and Temporary Full Time and Part Time positions available

**Key Stage:** KS1 or KS2

**Salary:** MPS

**Hours of Work:** Full Time and Part Time

**Location of Role:** Based in school

**Contact e-mail address:** [admin.2452@chalgrove.oxon.sch.uk](mailto:admin.2452@chalgrove.oxon.sch.uk)

## About our school

At Chalgrove Community Primary School, we want our children to be curious, to question and to challenge ideas. We want our children to engage, to be inquisitive and to be proactive learners. How do we achieve this? We do this through creating a curriculum that is exciting and never static. We facilitate learning opportunities beyond the classroom and we continually reflect in order to improve.

We are looking to recruit KS1 or KS2 teachers.

## Our successful candidate will:

- Be thoroughly committed to enabling all children to reach their full potential
- Ensure high standards of teaching and behaviour.
- Ensure the nurture and well-being of all children
- Be a creative, passionate and forward thinking individual who places high value on their own professional development in order to improve continuously as a practitioner
- Be someone who is motivated, flexible, resilient and a true team player
- Be committed to achieving a work/life balance and maintaining their own interests outside of teaching.

## We will offer our successful candidate a school that:

- Is dedicated to offering the very best for its children with a focus on enrichment
- Enjoys positive relationships between staff, children and families
- Is happy, vibrant and positive
- Is creative, open to ideas and seeks opportunities for its children and staff
- Really cares for its staff team
- Offers comprehensive ECT mentoring based on coaching
- Offers bespoke induction for experienced teachers new to our school
- Supports and encourages continuous professional development

**For further information including how to apply, please see the vacancy section on our school website. [www.chalgrove.oxon.sch.uk](http://www.chalgrove.oxon.sch.uk)**

*The School and Acer Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.*

## Job description

**Job Title: Class Teacher**

**Scale: MPS**

**Responsible to:** The Headteacher and the Governing Body of the school

**Relationships:** Liaison with the teaching and non-teaching staff of the school, governors, parents, children, advisers and other professionals

**Appraisal:** Annual appraisal documents detail working hours, salary scale and equivalent monetary value, appraisal objectives and support/training needs.

**Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below:**

- To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document.
- Undertake duties in line with the professional standards for qualified teachers and uphold school and academy policies and procedures.
- Adhere to all expectations and policies linked to maintaining a healthy and safe environment for adults and children.
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom.
- Promote the school's ethos statement:  
We foster a climate of mutual respect that values everyone  
We teach and model the positive behaviour we expect  
We use the language of choice
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.



**The Class Teacher will:**

- Implement agreed school policies and guidelines
- Support initiatives decided by the Headteacher and staff
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into planning
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress
- Report to parents on the development, progress and attainment of pupils
- 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
- Make effective use of ICT to enhance learning and teaching
- Lead, organise and direct support staff within the classroom
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers

# Person specification

## Chalgrove Community School Person Specification: MPS teacher

### Knowledge and skills – Essential:

1. Qualified teacher status
2. Teaching experience in KS1 or KS2
3. Excellent classroom practitioner
4. Highest expectations in terms of managing behaviour
5. Evidence of a creative approach to teaching
6. A commitment to and an understanding of what has the most positive impact on children's learning
7. Good oral and written communication skills
8. Evidence of professional development
9. Able to embrace change and the ability to be flexible
10. Good organisational skills and able to prioritise
11. Good IT skills (organisational and educational)
12. Able to work effectively with, and direct others
13. An understanding of statutory testing and continual assessment

### Desirable:

1. Broader knowledge of curriculum requirements across a range of phases
2. Working knowledge of assessment and tracking
3. Experience of analysing data and how it can be used to support progress
4. Subject leader experience

### Personal Qualities:

1. Passion for education, belief in the ability of all children
2. Good interpersonal skills with various stakeholders
3. Enthusiasm, energy and creativity
4. 'Can do' attitude and a 'hands on' approach
5. Accepting of responsibility

# ECT Mentoring & new staff

At Chalgrove Community Primary School, we understand the importance of a teacher's first year. It is an exciting yet challenging time and we strive to make it an enjoyable and highly successful first year.

At our school, we offer a coaching led approach. Our ECTs are allocated, two senior people within school to support them throughout the year. Each has a different role, and combined we offer newly qualified teachers a highly supportive first year.

## Professional tutor

- Supports ECT to meet teacher standards through:
  - Weekly coaching sessions – a reflective approach with ECT leading
  - Development of termly action plans linked to teacher standards
  - Termly observations with feedback (6 across the course of the year)
  - Support in seeking opportunities to enhance and enrich experience
  - Completion of termly reporting

## Mentor

- Supports ECT with day to day teaching and class management:
  - Induction
  - Planning
  - Behaviour
  - Classroom environment
  - Liaison with parents
  - Preparation of reports

## Responsibility of the ECT:

- Lead personal development through reflective practice
- Implement systems to gather evidence against teacher standards
- Support the reporting process in conjunction with Professional Tutor

## New staff induction

At Chalgrove Community Primary School, we offer a bespoke induction process for experienced teachers new to our school. Every new member of staff will be allocated a mentor who will support with the day to day aspects of teaching and learning. Initial meetings will determine the exact level of support required and an action plan devised.