

# Downsbrook Primary School

Dominion Road, Worthing  
West Sussex BN14 8GD

Tel: (01903) 230467

[www.downsbrook.org](http://www.downsbrook.org)



## Teacher Information Pack

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w**o**rk**s**

Academy Trust  
*Building children's  
futures together*



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## **Appendices:**

Application form - can be downloaded from this advert as a word document, along with guidance notes.

## 1. Letter from Headteacher

Dear Applicant

I would like to thank you for your interest in the post here at Downsbrook.

As you will see from our advert, we are seeking an enthusiastic and inspirational teacher to join our lively and dynamic school. We are particularly looking for a teacher with experience of teaching Key Stage 2.

Following our recent 'Good' Ofsted grading, we believe this is exciting opportunity for someone who wishes to utilise their skills, knowledge and experience to positively in a school that is always striving to be better.

In return we can offer you:

- A supportive and friendly team of knowledgeable staff as colleagues
- Excellent career development opportunities in a school that celebrates all individuals
- The opportunity to be part of a thriving and energetic Academy Trust
- A chance to teach some of the loveliest children in Worthing

If you feel that you have the skills experience and enthusiasm that we are looking for we would very much welcome your application.

In your application form and cover letter please address the job profile and the person specification close within this pack and provide evidence of the impact of a current and past experience. Your letter should be no more than 1500 words when typed. The closing date for applications is **noon on Monday 27th March 2023** Please send your completed application to [dawn.charlton@schoolsworks.org](mailto:dawn.charlton@schoolsworks.org).

Visits to our school are very welcome please contact Mrs Charlton [dcharlton@downsbrook.org](mailto:dcharlton@downsbrook.org) if you would like to arrange a visit.

With very best wishes

Just Jeffrey  
Headteacher

## **2.Advert**

### **Post: Class Teacher**

**Ref: 100243**

**Required from September 2023**

**Contract: Temporary, 1 year, 0.5FTE (Mornings)**

**TMS 1 - 6**

**Salary £28000 - £38810 p.a. pro rata**

Downsbrook Primary, part of the Schoolsworks Academy Trust since 2018, is a vibrant and rapidly improving school with high ambitions and a clear and determined sense of purpose and vision.

Together the leadership and staff team are carving a new path for Downsbrook: we are moving from strength to strength and the impact is visible on the experiences of our pupils and staff. Joining Downsbrook at this time, gives an opportunity to contribute to our exciting journey of school improvement and to inspire and motivate pupils to reach their full potential and achieve high standards.

We are seeking to appoint an outstanding and effective Key Stage 2 teacher to join our friendly, caring and committed staff team. In return we can offer a supportive and friendly working environment with the possibility of professional development opportunities both within school and across our Trust.

For a list of essential and/or desirable criteria please see the personal specification and job description available to download alongside this advert. Applications should be sent to the Office, Downsbrook Primary School, email [dawn.charlton@schoolsworks.org](mailto:dawn.charlton@schoolsworks.org).

Visits to the school are warmly welcomed. If you are interested in applying and would like to visit the school, please contact the school office either via email [office@downsbrook.org](mailto:office@downsbrook.org) or phone 01903 230467.

The Schoolsworks Academy Trust and Downsbrook Primary School is committed to safeguarding and promoting the welfare of children. This post is subject to successful DBS, health and qualifications checks and satisfactory references.

**Closing date:** noon, Monday 27th March 2023

**Interview date:** W/c 17th April 2023

### 3. About our School



Downsbrook Primary School is a thriving, imaginative and forward-thinking school that is full of creativity, ambition and drive. Our aim is to provide all children with the best possible learning opportunities in order to develop into independent, confident and intellectually curious individuals.



Our school values are deeply rooted in the provision of an inclusive approach to education.

Simply put, our vision is to provide

*“Educational excellence delivered for everyone, everyday, through: equality, engagement and empowerment”.*

**To achieve this, we believe in:**

- **Equality - Opportunity, provision and access for all** - All members of our school community are of equal value.
- **Engagement – A voice for all** - Our school works best when everyone contributes.
- **Empowerment - Rights, responsibility and respect for all** - We passionately support our children to develop the confidence and vocal tools to enable them to speak up and be heard.

We are a small primary School with 311 pupils and we are part of the Schoolsworks Academy Trust. We work in partnership with our Trust schools as well as our locality group of schools. Since joining Schoolsworks Academy Trust in 2018, Downsbrook has transformed in every aspect and we are delighted to have been rated as a ‘Good’ school in our March 2022 Ofsted.

We are looking for open-minded and forward thinking staff to join us in the next stage of our ambitious journey forwards for the pupils here at Downsbrook.

## 4. Job Description

**Post: Class Teacher**

**Scale: TMS 1-6**

**Responsible to: Leadership Team, Headteacher & Schoolsworks Academy Trust**

This job description and allocation of particular responsibilities may be reviewed following consultation. Such a review will take place as part of the performance management cycle and at any other time on request.

### **MAIN PURPOSE OF THE JOB:**

To carry out the professional duties of a teacher, as circumstances may require, and in accordance with the school's policies under the direction of the Headteacher.

### **Areas of Responsibility and Key Tasks**

#### **a) Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Identifying SEN or very able pupils;
- Providing clear structures for lessons maintaining pace, motivation and challenge;
- Making effective use of assessment and ensure coverage of programmes of study;
- Ensuring effective teaching and best use of available time;
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- Using a variety of teaching methods to:
  - ◆ match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ◆ use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - ◆ select appropriate learning resources and develop study skills through library, IT and other sources;
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluating own teaching critically to improve effectiveness;
- Ensuring the effective and efficient deployment of classroom support
- Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
- Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;

#### **b) Monitoring, Assessment, Recording, Reporting**

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Mark and monitor pupils' work and set targets for progress;
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Undertake assessment of students as requested by examination bodies, departmental and school procedures;
- Prepare and present informative reports to parents.

## 4. Job Description

### c) Curriculum Development

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance
- Contribute to the whole school's planning activities

### d) Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school;
- Know subject(s) or specialism(s) to enable effective teaching;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Contribute positively and effectively to the Every Child Matters agenda;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- Take responsibility for own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents, School Community Council and Schoolsworks Academy Trust.

### e) Standards and quality assurance

- Support the aims and ethos of the School;
- Set a good example in terms of dress, punctuality and attendance;
- Attend and participate in open evenings and student performances;
- Uphold the school's behaviour code and uniform regulations;
- Participate in staff training;
- Attend team and staff meetings;
- Develop links with School Community Council members, the Trust and neighbouring schools.
- Post Threshold teachers will need to meet and maintain the criteria set out in the 'Upper Pay Range Criteria' document

### f) Maintenance of Professional Standards:

- Keep yourself fully apprised and aware of educational and other appropriate developments whether national or local, and assess their impact on the School and the Team for which you are responsible;
- Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the School;
- Ensure the development and maintenance of a team culture that enables all members of the team to be effective in their respective roles;
- Ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards school leaders.
- Undertake any other reasonable professional task as directed by the Headteacher

### Other Information:

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this post and, in addition, as a term of this employment the post holder may be required to undertake various other duties as may reasonably be required without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



## 5. Person Specification

### Class Teacher

	Essential Criteria	Desirable Criteria	
<b>Qualifications &amp; training</b>	Qualified Teacher Status Good honours degree		A
<b>Knowledge &amp; Experience</b>	Experience of teaching in Key Stage 1 or 2	Experience of teaching in another key stage	A
	Knowledge & understanding of safeguarding requirements in schools		A/I
	Sound knowledge of the National Curriculum for Key Stages 1 and 2	Specialist knowledge of a National Curriculum subject	A/L
	Secure subject knowledge of English and Maths suitable for teaching in KS 1 and KS2		L/I
<b>Teaching &amp; Learning</b>	Record of high-quality effective teaching in Key Stage 1 or 2	Up-to-date knowledge of current issues in primary education	L/R
	Successful experience of managing behaviour of pupils		L/I
	Sound understanding of effective use of assessment & feedback in class		L/I
	Understanding of how to meet the needs of pupils with a range of prior attainment		L/I
<b>Personal Attributes</b>	Relate well to pupils and colleagues		I
	Ability to work as part of a team for planning and teaching		I
	High expectations of self and others		I
	Drive, ambition and passion for education		I
	Willingness to be involved in the wider life of the school		L

Criteria to be assessed through:

Application (A), Supporting Letter (L), Interview (I) and References (R)



## 6. The Schoolsworks Academy Trust

Schoolsworks Academy Trust is a growing multi-academy trust based in Littlehampton, currently managing eight schools along the West Sussex coast :-

- Downsbrook Primary School
- East Preston Junior School
- Edward Bryant School
- Medmerry Primary School
- River Beach Primary School
- Rose Green Junior School
- Rustington Primary School
- Whytemead Primary School

We educate over 3000 pupils and employ over 440 brilliant staff.

In creating Schoolsworks, our aim has been to create a partnership of schools that work together to ensure all our schools deliver a high-quality education to our young people.

Our school leaders collaborate closely, combining their skills and knowledge to tackle challenges and find solutions. Sharing what works well and jointly developing good practice makes our schools stronger and more effective.

We have an excellent shared services team which supports our schools with school improvement, finance, HR, premises and legal issues. This enables school leaders to focus more on developing teaching and learning in their own schools.

For more information see the Schoolsworks website: [www.schoolsworks.org](http://www.schoolsworks.org)

