



Part of the  
**RLT** RIVER  
LEARNING  
TRUST

# Wolvercote Primary School Teacher Application Pack





# Wolvercote Primary School



## Vision and Values

At Wolvercote, we will provide an academically and creatively rich education for every child. We will engage, nurture and inspire each child to aim high, excel and flourish.

### Values

Perseverance	Developing resilient learners with growth mindsets; encouraging curiosity and enquiry
Respect	Embracing differences, celebrating other cultures and beliefs, and demonstrating inclusivity
Responsibility	Building independence; valuing and caring for our world
Kindness	Appreciating each individual, showing compassion and looking out for the wellbeing of others
Co-operation	Learning collaboratively and developing excellent teamwork skills
Honesty	Speaking the truth, acting with integrity and building relationships of trust

March 2023

Dear Prospective Candidate,

**RE: Class Teacher Post**

Thank you for your interest in the Class teacher post at Wolvercote Primary School.

We encourage and welcome visits to the school from potential candidates. This provides us with a chance to talk more informally and also for you to get a sense of the atmosphere and values of the school. In a visit to the school, we would hope that the energy and excitement for learning would come across, the team spirit and supportive atmosphere of the staff, and the commitment to do the best we can for the children in our care. If you would like to ask questions and have a chat prior to deciding whether to apply, please call the school office and leave your name and number and I will get back to you.

We value teacher development and take care to provide opportunities for learning and leadership within the school and the Trust. We are committed to supporting teacher workload and are always looking at ways to help staff to maintain a healthy balance in their lives.

Wolvercote School is popular and oversubscribed; the school enjoys the unique mix of a vibrant village community whilst being situated in North Oxford with all the opportunities the city can offer. We value outdoor creative learning and regularly visit the local woods for Forest School, Port Meadow and the Oxford museums. We have a strong values-based ethos and aim to create a happy and supportive environment for all. Music and the Arts feature strongly in the school. The school choirs have performed in a number of venues and the 'School of Rock' has played in a recording studio.

In November 2015 the school converted to an Academy and joined the River Learning Trust. You can find out more information about the River Learning Trust by visiting <http://www.riverlearningtrust.org/> . Wolvercote School enjoys the opportunities of working more closely with a diverse range of schools which is of benefit to both our staff and children.

If you are an experienced teacher or just starting out on your teaching career we would love to hear from you. The school is committed to providing opportunities for staff development and we encourage staff to gain new training and experiences. Wolvercote School is an energetic and fun place to work; staff support each other and strive to provide the very best education we can for the children. Parents and governors are very involved and supportive of the school.

We are seeking candidates who are excited by, and relish the prospect of, working in a school such as ours.

Yours sincerely,



Mandy Hook (Headteacher)



## Wolvercote Primary School Job Description

### Teacher

<b>Job Title</b>	Class Teacher
<b>Reports To</b>	Key Stage Coordinator
<b>Salary</b>	MPS/UPS
<b>Non-Contact Time</b>	½ day Planning Preparation and Assessment Time per week ½ day NQT time if an NQT Leadership time if coordinating a curriculum area

#### Introduction

This job description should be read in conjunction with the current school teachers' pay and conditions document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, Deputy Headteacher and Key Stage Coordinator. They will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation.

#### Job Purpose

To be a class teacher in Reception, KS1 or KS2.

#### Key Areas of Responsibility

##### Teaching and Learning

- To carry out the professional duties of a main grade teacher under the teacher's contract (as defined in the most recent school teachers' pay and conditions document) ensuring the education and welfare of a class/group of pupils having due regard to the school's aims, values and curriculum.
- To be an excellent role model for the school community.
- To teach children within Reception, KS1 or 2.

##### Pastoral Care

- To help promote and safeguard the welfare of all children.
- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them.

- To ensure that a high standard of care for all children is maintained.
- To develop and implement equality of opportunity effectively throughout the school.

### **Communication and Community Links**

- To fully support the life and work of the school.
- To develop and maintain positive and effective professional relationships with colleagues, parents/carers, the local community and Governors.
- To provide information to the Governing Body to enable it to meet its responsibilities.
- To ensure that parents/carers and children are well informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement.

### **Safeguarding**

Wolvercote Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role.

### **Health and Safety**

- To take appropriate responsibility for one's own health, safety and welfare and the health and safety of children, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.
- To share in the corporate responsibility for the wellbeing and discipline of all pupils.

### **Subject Leader Duties and Responsibilities (for experienced teachers only)**

#### **Policy and Leadership**

- To support the raising of standards within the subject they are leading across the whole school with support from the Senior Leadership Team.
- To promote the highest standards of achievement in a subject area through effective leadership and management of the subject.
- With support from SLT, develop and review a curriculum subject and related action plans, policies, schemes of work, initiatives and training
- With support from SLT, lead school planning with regard to school and National Curriculum expectations.
- To work closely with SLT members to draw up, implement, monitor and evaluate the School Improvement Plan.
- To contribute to relevant sections of the SEF (Self-evaluation form)

#### **Management of Teaching and Learning**

- To act as a role model in planning for, delivery of, evaluation of and reflection on own teaching of the curriculum area.

- To brief and update colleagues on relevant policy and practice through meetings and workshops.
- To lead INSET.

### **Management of People**

- To lead and manage meetings.
- With support from the SLT, help identify and facilitate the training needs of colleagues.
- To delegate tasks to colleagues when appropriate.
- To encourage, support and develop effective working relationships with colleagues and parents to enhance pupil learning.
- To liaise with other subject leaders across the River Learning Trust.
- To liaise with outside agencies (particularly advisors and consultants).

### **Management of Resources**

- To manage a budget when required.
- To maintain a record of equipment and resources.
- To encourage and actively support the establishment and maintenance of a stimulating, purposeful working environment.
- To manage the allocation of equipment and resources.

### **Evaluation and Quality**

- To monitor and evaluate pupils' learning and, where appropriate, appraise colleagues' work in accordance with the school's monitoring schedule.
- To observe colleagues at work to inform and improve their practice.
- To create opportunities for colleagues to learn from each other.
- With support from SLT, ensure monitoring, assessment and review of pupil's work and recorded achievements inform future planning.
- To work with colleagues to establish a consistent view of school standards of achievement within a curriculum area.

## Person Specification for Teacher Post

	Essential	Desirable
<b>Teaching Qualification</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher</li> <li>• Evidence of continuing professional development</li> <li>• Current DBS</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further professional study</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Excellent classroom behaviour management</li> <li>• A clear understanding of primary education and the EYFS curriculum</li> <li>• A proven record of raising achievement</li> <li>• Experience of working with children with SEND</li> <li>• Excellent interpersonal skills</li> <li>• A commitment to outdoor learning</li> <li>• Ability to support parents/carers to improve outcomes for their children</li> <li>• Appropriate ICT skills to support learning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching across Key Stages</li> <li>• Extensive experience of working with children with SEND</li> <li>• Experience of working with children with EAL</li> </ul>
<b>Subject Leadership</b>	<p>For NQTs</p> <ul style="list-style-type: none"> <li>• Ability to support a subject leader in order to develop your own capacity to lead a subject in the future</li> </ul> <p>Teachers with more than one year's experience.</p> <ul style="list-style-type: none"> <li>• Experience of successful coordination of a curriculum subject area</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of effective working with Governors (e.g. as Teacher Governor)</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Ability to be flexible</li> <li>• Resilient</li> <li>• Calm under pressure</li> <li>• Proactive approach to resolving problems</li> <li>• Good organisational and time management skills</li> </ul>	