



Application Pack and Job Description  
Teacher  
Kenton Primary School



## Kenton Primary School

### Class Teacher

Maternity Cover 1<sup>st</sup> January 2025 – 31<sup>st</sup> December 2025

The Ivy Education Trust is looking for someone to complement the dedicated and passionate team at Kenton Primary School, to cover a maternity leave. Our lovely rural school sits in the heart of a thriving village, with Powderham Castle taking pride of place. We work hard to offer our pupils the best experiences in order to inspire them to become well-rounded and respectful individuals who have a lifelong love of learning.

Are you:

- an inspirational, dedicated and forward-thinking classroom practitioner
- able to assess, plan and deliver excellent lessons that ensure quality outcomes for pupils
- able to close any prior gaps in learning, whilst helping students to make significant progress in new learning
- committed to raising standards
- creative, enthusiastic and passionate about supporting every pupil, regardless of barrier

You will:

- demonstrate excellent planning, communication and organisational skills
- be able to enthuse and motivate all pupils
- have incredibly high expectations
- want to be part of a super team within our small village school
- believe that all students are capable of success
- be proactive in developing yourself as a practitioner through external CPD
- be proactive in collaborating with other subject leaders across our group of schools to share good practice, upskill and work together to increase capacity for improvement

If you think you can make a difference to our pupils and relish the idea of joining our successful, supportive and highly motivated team, then we want to hear from you!

Ivy Education Trust works closely with all schools within the Trust and beyond. The Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools, so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

For an informal discussion please contact Lorraine Curry, Executive Headteacher [lorraine.curry@ivyeducationtrust.co.uk](mailto:lorraine.curry@ivyeducationtrust.co.uk).

Application forms and further information are available from our website, [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk) or via email to [recruitment@ivyeducationtrust.co.uk](mailto:recruitment@ivyeducationtrust.co.uk).

Completed application forms should be sent to [recruitment@ivyeducationtrust.co.uk](mailto:recruitment@ivyeducationtrust.co.uk) before the closing date stated below.

Closing date for applications is Wednesday 9th October at 9:00am, Interviews will be arranged once applications have been reviewed.

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.

# Job Description

<b>Post Title:</b>	Class Teacher
<b>School:</b>	Kenton Primary School
<b>Working Hours:</b>	Full time
<b>Salary Grade:</b>	MPS
<b>Contract Type:</b>	Fixed-term Maternity Cover 1st January 2025 – 31st December 2025
<b>Responsible to:</b>	Executive Headteacher

## Context

All Teaching Staff are expected to meet and demonstrate the relevant National Standards for Teachers found on the following link:

<https://www.gov.uk/government/publications/teachers-standards>

MPS teachers are expected to contribute towards the creation of curriculum documents, schemes of work and assessment methodologies from the end of their NQT year (with some experience of doing this within the NQT year)

## Purpose

- To carry out the professional duties of a school teacher including those set out in the School Teachers' Pay and Conditions Document, having due regard to the requirements of the EYFS, national curriculum, school policies, procedures, systems and schemes of work
- To continue to meet the required standard for Qualified Teacher Status
- To provide an effective education for children by teaching within the frameworks provided by the governing body and with regard to all statutory requirements
- Undertake any other such duties as may be from time to time reasonably requested by the Head of School, Executive Headteacher or Senior Leadership Team

## Teaching & Learning

- Have knowledge of, and keep up to date with, the relevant curriculum and its requirements
- Prepare and deliver curriculum plans and programmes of work, in liaison with partner teacher and support staff, which are appropriate to the needs, experience and knowledge of the pupils

- Deliver each pupil's entitlement to a broad and balanced curriculum, according to their stage of development
- Provide appropriate levels of challenge, and set targets so that all pupils make good progress and achieve the best outcomes, and receive the best life chances
- Lead, guide and support teaching assistants and / or other support staff when working with pupils in your care
- Provide an interesting and stimulating environment for the children, using a variety of teaching and learning styles to keep all pupils challenged
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident
- Encourage a caring atmosphere in which children, support staff and teachers can work efficiently, effectively and in collaboration
- Develop and maintain good relationships with all stakeholders, including parents, other staff, children, governors, and peers from other teaching establishments
- Where necessary and appropriate, share good practice and take part in learning projects with other schools to promote collaboration and impact on the outcomes for the children and their families

### **Monitoring and Recording**

- Set and assess appropriate work and record results in accordance with the school's assessment and marking policies to provide regular constructive feedback and monitoring of progress to pupils and parents and to inform future learning
- Maintain records for SEND children in accordance with the SEND policy and framework at the school
- Use pupil data effectively to establish clear and challenging targets for pupil achievement and improvement, for all as appropriate and necessary

### **Ethos of school**

- Make pupils aware of their rights and responsibilities in respect of each other, the staff, the school community and their part in promoting global citizenship
- Support and promote the school's mission and aims and all school's policies as outlined and available. To contribute to their creation and communication to all stakeholders as appropriate and necessary
- Lead by example by setting a high standard in professional relationships with others and in following the staff code of conduct, including adherence to rules regarding the use of social media and e-safety
- Maintain an attractive, stimulating, safe, fun learning environment that supports, scaffolds, and engages learning for all children
- Take responsibility for resources allocated to their own classroom, their upkeep, maintenance, and ordering as necessary and appropriate in conjunction with teaching partners
- Contribute to displays in the school as a whole, that engage, inspire and promote the school's aims and values

- Liaise with outside agencies as necessary in order to ensure maximum benefit to the pupils and enhance the school's contribution and reputation in the community.
- To contribute to the wider life of the school, through the running of extra-curricular clubs, or assisting in the running thereof

### **CPD / Professional Development**

Participate in the school's appraisal procedure as appropriate, necessary and required; seek and engage in professional development activities to enhance personal and professional performance and development and to effectively implement the aims of the school, as laid out in the school development plan.

### **Other duties**

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the school/college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the school/college.
- To follow the school/college's ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To place the safeguarding of all children in the school/college as the highest priority
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the codes of conduct, regulations and policies of the school/college and its commitment to equal opportunities
- To comply with the college's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by the Executive Headteacher.

**This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.**

# Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Teaching Qualification	√	
Good Honours Degree	√	
Class of Degree 2:2 or higher	√	
Class of Degree 2:1 or higher		√
<b>Professional experience and knowledge</b>		
Knowledge and experience of EYFS/KS1 is desirable		√
Successful teaching experience in primary age range	√	
Has knowledge and understanding of development of children's learning in line with National curriculum and EYFS requirements		√
<b>Personal aptitudes, qualities and skills</b>		
High expectations of self	√	
Belief in students' ability to succeed	√	
Ability to act on advice and be open to coaching	√	
Dedication and commitment	√	
Openness to innovation and improving own practice	√	
Ability to collaborate and work co-operatively	√	
Ability to effectively use ICT to support students	√	
Commitment to extracurricular activities	√	
Understanding of diverse teaching and learning styles	√	
Ability to teach engaging, motivating lessons	√	
Understanding of assessment for learning	√	
Ability to set high levels of challenge for students	√	
Ability to relate well with students, staff and parents	√	
Understanding of behaviour management techniques and of the relationship between teaching and behaviour	√	
Understanding of safeguarding issues and promoting the welfare of children and young people	√	
Suitability to work with children	√	

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