

The Raglan Schools
Wellington Road
Enfield
EN1 2NS
0208 360 5121
www.raglanschools.org
Headteacher: Mr M Kelsey



MPS/UPS
Permanent
September 2021 Start

Raglan is a 4-form Infant and Junior Federation with a positive outlook. We are looking for a class teacher to join our team and with no fixed year groups in mind, we welcome teachers from across the primary phase.

We are a busy and thriving school with specialist teachers in Music, PE and Art. From September 2021 this will be extended to include Computing. Our pupils are enthusiastic and keen to learn and they show a great interest in the curriculum and also the additional opportunities we offer after school.

Teachers are well supported in teams of four (three in Nursery) and led by a lead teacher. There is a shared workload and network of support for the different subjects. All teachers will join one of our eight curriculum teams where they can support the development of specific subjects across the primary phase. If you are going to be newly qualified in September, then there is a good package to help you develop and establish yourself with your first ever class.

The Person

- An excellent teacher with good organisational skills
- A teacher who is able to motivate and inspire
- A team player
- A teacher who is creative, flexible and committed.

The Raglan Schools offers

- A central location within Enfield with good transport links including rail;
- Two spacious and well-resourced schools;
- 930 keen and enthusiastic pupils from a range of backgrounds;
- 3hrs of PPA time plus middle leader time;
- A welcoming team of staff and governors;
- A supportive school leadership team;
- Professional development and opportunities to develop your skills at your level.

For further information about working at Raglan please visit www.raglanschools.org (community section). Here you will find more information on staff wellbeing, professional development and key staff.

Applications should be made online by Thursday 22nd April (12 Noon) This should also include a supporting statement or letter (maximum 2 sides) referring to the person specification.

You can also book a virtual/tour meeting or an in-school visit. Please visit the website for those dates and times. For any enquiries please contact Emma at jobs@raglanschools.org

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.

Job Description

Pay Spine: MPS/UPS

Responsible to: Assistant headteacher/Lead Teacher

Start Date: September 2021

The job description is made up of a standard Class teacher Job Description plus the specific role of the Computer Specialist Teacher

In accordance with the school's policies and under the direction of the Headteacher:

Teaching:

- To plan and prepare schemes of work and complete planning documentation;
- To teach, according to their educational needs, the pupils in your class, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- To promote the intellectual, physical and personal abilities and aptitudes of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters;
- To make records of and reports on the personal and social needs of pupils.

Assessment Recording and Reporting:

- To assess, record and report on the development, progress and attainment of the pupils in your class;
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Appraisal:

- To participate in arrangements for the appraisal of your own performance and that of other teachers.

Further Training and Professional Development:

- To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher.

Curriculum Development:

- To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements;
- To contribute to the development of a specific area of the curriculum across the federation.

Discipline, health and safety:

- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- To safeguard the welfare of children in accordance with the school's policy for Child Protection.

Staff meetings:

- To participate in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Communication

- To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils in your class;
- To communicate and co-operate with persons or bodies outside the school; and participate in meetings arranged for any of the purposes described above.

Management and Administration:

- To co-ordinate or manage the work of other staff;
- To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and
- To attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- To take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

Cover:

- To supervise, and so far as is practicable, teach any pupils, whose teacher is not available to teach them (this rarely happens but can in unavoidable cases).

Administration:

- To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils;
- To manage or supervise anyone providing support in your class;
- To order and monitor use of resources.

General Professional Duties

- To carry out particular duties as may reasonably be assigned to you by the head teacher;
- To contribute to the overall life and work of the school.

	Essential	Desirable
Knowledge/Qualifications		
Graduate with qualified teacher status	✓	
An awareness of current issues in specialist subject area	✓	
Knowledge of national curriculum requirements in one or more of the primary stages	✓	
Understanding of use of data to assess and inform teaching and learning	✓	
Teaching Range		
Proven ability in teaching one or more of the primary stages	✓	
Skills		
Good organisational skills	✓	
Effective planning and teaching	✓	
Effective behaviour/classroom management	✓	
An ability to enthuse and direct pupils and staff towards raising expectations and levels of achievement	✓	
Ability to work independently and be a team player	✓	
The ability to meet deadlines	✓	

Excellent IT Skills	✓	
Ability to manage others including appraisal	✓	
Other Characteristics and Requirements		
Can show initiative, be innovative and self-motivated	✓	
A commitment to the ethos and values of The Raglan Schools	✓	
Commitment to own personal development and learning	✓	
Enhanced DBS check before starting	✓	