



Candidate Pack

KS1 Class Teacher

MPS 1-6, UPS1

Part-Time (0.4 – 0.5: TBC with successful candidate).

Permanent Contract





Welcome

Dear Candidate,

Welcome to Keyworth Primary and Nursery School. I am delighted you have chosen to find out more about the vacancy at our school.

At Keyworth, we take great pride in the work we do; shaping lives and supporting every child to fulfil their potential and discover new talents. We are caring and tolerant; everyone is valued for their individuality, culture and heritage.



Keyworth Primary is at the heart of our community and provides essential support and guidance to the families we serve. A high proportion of children in our school are in receipt of the pupil premium grant – we are fiercely determined to ensure all children have the same opportunities and achieve positive outcomes. We want all our children to feel happy, safe and secure in school. Our aim is to create an environment that meets the needs of every child and celebrates and encourages success.

We deliver an exciting and engaging curriculum, one which makes links between subjects to motivate children and develop a passion for learning. Staff work tirelessly to ensure children, who often join with low starting points, make accelerated progress. Our curriculum provides experiences that open a wealth of opportunities for all children to explore and deepen their understanding of what they are studying. We want children to leave us with the skills and knowledge they need to be successful in every aspect of their lives. We want every child to develop the self-belief that they can be successful and achieve great things!

We know that we can only achieve the best for a child through close co-operation between home and school. Teachers at KPNS go the extra mile to nurture positive relationships with parents and carers. Parents are welcome in school, and we always try to make ourselves available to discuss any aspect of a child's development.

We would be delighted to show you around our wonderful school, so you experience the positive atmosphere and see the amazing children we have here and the wonderful work that they do.

Kind regards,

Peter Cresswell (Executive Headteacher)



The Position

The Governors of Keyworth Primary and Nursery School are looking to appoint a highly committed and passionate colleague to join our team. The successful candidate will demonstrate a commitment to team working and playing a full role in the wider life of the school. The position is in KS1; we are ideally looking for a teacher with at least 2 years' experience and the ability to lead a curriculum area.

At Keyworth Primary we pride ourselves on our positive ethos and enjoy fantastic backing from our school community. We can offer the successful candidate high levels of support and the opportunity to work within a skilled, motivated and friendly staff team. Further development opportunities and support are available through the other schools in our Trust, [Equals Trust](#). We also work in close collaboration with Crossdale Primary School.

Staff well-being is of paramount importance to us and we always remember that all team members are human beings first with their own families and situations outside of work.

We strongly encourage applicants to come for a visit. Visits can be arranged by email schooloffice@keyworth.notts.sch.uk or phone 01159748005.





Class Teacher

KS1, MPS 1-6; UPS 1

Part-Time (0.4 – 0.5; TBC with successful candidate). Permanent Contract

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter via email to – recruitment@equalstrust.org

Applications can also be submitted by post, for the attention of the HR Department, to the following address:

Equals Trust - HR Department
Keyworth Primary and Nursery School
Keyworth
NG12 5FB

Application forms can be [downloaded here](#). Please complete these forms digitally and please provide email addresses for your referees.

Covering Letter

Your covering letter should be 700-1000 words and should clearly state why you are the right person to join our team – this candidate pack will give you a strong idea of the type of teacher our children need. A visit to the school would give you further information to support your application.

Closing Date/Interviews

Please ensure your application arrives no later than 16th January.

- **We will interview when we have suitable candidates we would like to meet – please apply asap if you are interested in this position. We will contact successful applicants to agree interview dates.**
- **This position is available from February 20th 2023. However, an earlier or later start could potentially be arranged for the right candidate.**

If you do not hear from us within 2 weeks of submitting your application, please assume that unfortunately, on this occasion, your application has not been successful.

Referees will not be contacted without the express permission of candidates and only if you are shortlisted for an interview.

Please be aware that by contacting Equals Trust about this role, or applying, your data will be held in accordance with our Privacy Policy.

Safeguarding Commitment

Keyworth Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to satisfactory relevant safer recruitment and DBS checks and suitable references in



line with our safeguarding policy. All applicants must have the right to work in the UK. Please be aware that online searches will be conducted on all shortlisted candidates. Equals Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation for posts across the multi academy trust.

Values

At a recent INSET day, staff worked together to agree a set values. The brief asked them to consider what happens when the team is working together brilliantly and in the 'flow'. This what they came up with:

- We have a shared passion for our school and the pupils, families and community we serve.
- We have good communication between staff and the wider school community.
- We each have a voice and listen to, and respect, each other's opinions
- We are sensitive to each other's wellbeing and work life/ balance and support each other through the ups and downs of everyday life.
- We collaborate and share our knowledge; appreciating each other's responsibilities.
- We give time to each other and have fun together!
- We all have clarity around expectations and work together to achieve our goals.
- We all celebrate one another's successes!



Keyworth Primary and Nursery School



Job Description

CORE REQUIREMENTS OF THE POST:

- As a *Teacher*, you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.
- Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Head Teacher who may involve officers of the Education Department as appropriate. You may be accompanied at this meeting by a representative of your Trade Union if you so wish.
- In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.
- You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them. Your Head Teacher is responsible for maintaining a time budget on which you have been/will be consulted. You will be granted access to this at any reasonable time by arrangement with your Head Teacher.

PARTICULAR RESPONSIBILITIES:

- i) The post requires you to:-
 - teach pupils within the age range 3 -11 in accordance with the professional duties of a teacher.
 - take an equitable share of whole school curriculum care and management responsibilities.
 - carry out your duties in line with the key tasks and management procedures of the school.



Areas of responsibility and key tasks:

A. Planning, teaching and class management, to:

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

- 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;
- provide clear structures for lessons maintaining pace, motivation and challenge;
- make effective use of assessment and ensure coverage of programmes of study;
- ensure effective teaching and best use of available time;
- monitor and intervene to ensure sound learning and discipline
- use a variety of teaching methods to:
 - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate their own teaching critically to improve effectiveness;

Additional standards for nursery and early years -

- take 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;
- encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
- use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;
- manage parents and other adults in the classroom.



B. Monitoring, assessment, recording, reporting - to:

- 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;
- prepare and present informative reports to parents.

C. Other professional requirements - to:

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- 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 to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.





Person Specification

	Essential	Desirable
Qualifications	Qualified Teacher Status	Evidence of recent CPD. A commitment to further professional development.
Experience	The Class Teacher should have experience of good or outstanding teaching.	In addition, the Class Teacher might have experience of: <ul style="list-style-type: none"> - Teaching in Key Stage 1 - Teaching in EYFS - Teaching within more than one primary school phase. - Working in partnership with parents. - Leadership of a subject area. - Providing extra-curricular activity for children. - Contributing to the wider life of the school.
Knowledge and understanding	The Class Teacher should have knowledge and understanding of: <ul style="list-style-type: none"> - The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies). - National Curriculum - The monitoring, assessment, recording and reporting of pupils' progress. - The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection. - The positive links necessary within school and with all its stakeholders. - Effective teaching and learning styles. - The impact of deprivation on attainment and life outcomes. 	In addition, the Class Teacher might also have knowledge and understanding of: <ul style="list-style-type: none"> - The teaching of phonics. - Read, Write Inc phonics scheme - The importance of 'community' and 'community cohesion'. - Recent curriculum developments - Statutory assessment procedures - The latest 'science of learning' strategies to help children retain key knowledge. - The links between schools, especially partner schools
Skills	The Class Teacher will be able to: <ul style="list-style-type: none"> - Promote the school's aims positively. - Develop good personal relationships within a team. 	In addition, the Class Teacher might also be able to: <ul style="list-style-type: none"> - Show evidence of commitment to taking an active part in school life including out of school hours activities



	<ul style="list-style-type: none"> - Establish and develop close working relationships with parents, governors and the community. - Communicate effectively (both orally and in writing) to a variety of audiences. - Create an organised, tidy, happy, challenging and effective learning environment (within own classroom and the wider school). - Use ICT to enhance children's learning. Use ICT as a day-to-day tool for planning, developing the curriculum and communicating. 	
Personal characteristics	<ul style="list-style-type: none"> - Reflective over practice - Committed to our school community and passionate about providing the best for every individual child in your care - Honest with all stakeholders - Approachable and empathetic with all stakeholders - Resilient - Flexible approach to all aspects of school life - A team player, able to work within a close and supportive staff group - An excellent and proactive communicator - A positive and enthusiastic approach to all aspects of school life - Well-organised, able to independently plan schedule based on input from SLT - Creative problem solver 	<ul style="list-style-type: none"> - Sense of Humour - Sociable

















EQUALS TRUST

Equals Trust is a Multi-Academy Trust which is comprised of twelve primary schools. The Trust was founded in September 2016 with the aim of allowing member schools to **maintain their ethos and unique identities** within a tight local network, with strong **mutual accountability, shared support services** and a strong **collaborative approach** to staff development and school improvement. Equals Trust was established by headteachers who still work withing the Trust. For more information please visit our web site: www.equalstrust.org

Equals Trust passionately believes that collaborative working raises educational standards and improves life chances for students within the Trust partnership.

The twelve schools are:

 ABBNEY ROAD PRIMARY SCHOOL	 BROOKSIDE PRIMARY SCHOOL	 BURTON JOYCE PRIMARY SCHOOL	 CROPWELL BISHOP PRIMARY SCHOOL
 CROSSDALE PRIMARY SCHOOL	 FLINTHAM PRIMARY SCHOOL	 HEYMANN PRIMARY & NURSERY SCHOOL	 KEYWORTH PRIMARY & NURSERY SCHOOL
 RICHARD BONINGTON PRIMARY & NURSERY SCHOOL	 ROBERT MILES JUNIOR SCHOOL	 TOLLERTON PRIMARY SCHOOL	 WILLOW FARM PRIMARY SCHOOL