



Hamsey Green
Primary School

Classroom Teacher (KS1)

from September 2023

London Fringe

Hamsey Green Primary School
is part of Tandridge Learning Trust.

Tandridge
Learning Trust

Excellent Teaching
Inspiring Leadership
Innovative Training

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Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.

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WELCOME



Dear Candidate

Thank you for your enquiry regarding the exciting opportunity to join our team of friendly, supportive and dedicated staff at Hamsey Green Primary School.

This candidate pack has been designed to give you, a potential applicant, essential information about our vacancy, the school and the Trust. The aim is for you to be able to decide if this will be the next step in your career and whether you have the right attributes to fulfil our expectations.

The job description shows the tasks which the holder of this post should expect to undertake during the course of his or her work and the person specification outlines the kind of person we are looking for. You should read this information carefully as it will give you the information you will need to decide whether this is a job for which you would be suited.

If you feel that this position is of interest and you have the right experience, skills and ambition to make a real impact, then I look forward to hearing from you.

Do telephone or email, if you wish to discuss any aspect of the post.

Yours sincerely

Nikki Mace

Nikki Mace
Headteacher



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JOB ADVERTISEMENT

We are seeking to appoint a full-time Classroom Teacher from September 2023 for KS1.

You will be joining a friendly, forward-thinking Trust at an exciting time in its development and will enjoy our many staff benefits which include: -

- Supportive, talented and forward-thinking colleagues within our school and the MAT as a whole
- A Trust-wide focus on staff wellbeing and support
- Excellent opportunities to further your career development
- Great facilities and outdoor spaces
- Strong partnerships with all stakeholders
- Lifestyle discounts and staff social clubs & events

You will demonstrate a commitment to:

- Promoting the school ethos and expectations at all times with passion and commitment
- Providing a model of 'excellence' as a teacher, inspiring and motivating all
- Sustaining high expectations and build consistent excellence practice in teaching, learning and assessment
- Building positive relationships/partnerships with staff, pupils and parents
- Striving to 'go the extra mile' for the benefit of children's outcomes

Situated on the Surrey/Croydon border, Hamsey Green Primary School is a two-form entry primary school within Tandridge Learning Trust and shares a beautiful large campus with Warlingham Secondary School and Sixth Form College. The nursery is situated on the campus and have bespoke facilities, including access to a lovely forest school area.

There is a strong sense of community and teamwork within the school and we believe that happy children achieve best. If you feel that you have the appropriate experience, skills, and enthusiasm, we would be really pleased to receive your application.

CLOSING TIME & DATE: 9am, 9th June 2023

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.



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JOB DESCRIPTION

Job Title Classroom Teacher

Phase Primary

Accountable To Headteacher

Responsible For N/A

Grade / Scale / TLR London Fringe

Date April 2023

Job Purpose

To carry out the professional duties of a Class Teacher.

To work in partnership with the Headteacher to create an achievement culture where all children receive high quality education.

To lead and support staff in developing good practice in all aspects of a curriculum subject in line with school assessment policy with a view to raising standards.

To support the success and continuous improvement of the School and the Trust, ensuring that visions and values are shared, promoted and pupils achieve excellent outcomes.

Key Accountabilities and Tasks

Key Responsibilities

- As a Class Teacher, being an exemplar of good practice in terms of your own teaching and organisation and to carry out the duties as laid out in The School Teachers' Pay and Conditions Document and professional standards for teachers.



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JOB DESCRIPTION

- To ensure and plan a high-quality learning experiences according to educational needs, meeting internal and external quality standards. Lessons to be planned using a variety of delivery methods which will stimulate learning and ensure progress appropriate to pupil needs and demands of the curriculum framework.
- To assess, record and report on the attendance, progress, development and attainment of pupils.
- To contribute to the discussion of the schools aims and policies and participate in the implementation of policies, plans, targets and practices.
- To maintain good relationships with all those involved in the life of the school – staff, parents and governors.
- To participate in the extra curricular programme
- To develop, monitor and control resources.
- To ensure effective liaison with parents and to attend Parents' Evenings, meetings and events as specified in the school's annual calendar.

Non-Contact Monitoring Time

- Review and draw up policies, schemes of work
- Monitor progress using appropriate data ensuring high expectations for achievement and attainment.
- Ensuring provision of an appropriate curriculum in accordance with the schools aims and policies
- Work alongside colleagues across the school
- Observe the implementation of a curriculum subject across the school
- Undertake activities linked to a curriculum subject when they form part of a target in the School Improvement Plan
- Prepare school-based In-Service Training (INSET) for colleagues when necessary

Professional Development

- To take principal responsibility for one's own professional development, attending courses if applicable.
- To participate in arrangements for effective performance management.
- To keep up to date with current developments in education.
- Lead INSET sessions in the curriculum subject you are responsible for.



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- To support colleagues in their professional development.
- Liaise as appropriate with colleagues, consultants and governors

School Improvement

- To support the development of the school within the Trust and the wider community, strengthening partnerships, promoting community cohesion and establishing a range of inclusive links with partners.
- Work with the Senior Leadership Team to monitor and review the progress made on any relevant targets in the school improvement plan and to develop the next stages of the plan.
- To identify opportunities for student engagement and enrichment in community activities
- Advise the Senior Leadership Team of any particular issues that should be included in the School Improvement Plan.

Safeguarding

- To communicate and consult with appropriate staff and others, regarding the welfare of individual students
- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	Qualified Teacher Status	Commitment to and evidence of CPD
KNOWLEDGE & EXPERIENCE	- Teaching practice in a primary school - Theory and practice of effective provision for all individuals (class organisation, management, use of learning strategies) - Statutory curriculum requirements at appropriate Key Stage - Monitoring, assessment, recording and reporting of pupil progress - Statutory requirements for Equalities, Health & safety, SEND and Safeguarding - Positive links necessary with all stakeholders - Effective teaching and learning styles	
SKILLS & APTITUDES	- Use effective strategies to promote school aims, ethos and values - Nurture and develop positive relationships with all stakeholders - Communicate effectively – orally and in writing - Create a positive and effective learning environment	Develop strategies to create community links
PERSONAL ATTRIBUTES	- Approachable - Committed - Enthusiastic & self-motivating - Calm under pressure - Well organised - Positive outlook - Team Player	A commitment to all aspects of school life e.g. after school clubs / community
SAFEGUARDING	Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the school Child Protection and Safeguarding policy and the Staff Behaviour Policy	

CONTACT DETAILS & HOW TO APPLY

Please complete the Trust's application form and return it electronically together with any supporting documentation requested to HR@TandridgeLearningTrust.co.uk.

CLOSING TIME & DATE: 9am, 9th June 2023

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

Designated Contact for this Vacancy

Name:	Nikki Mace
Job Title:	Headteacher
Phone Number:	01883 622000
Email Address:	Head@HamseyTLT.co.uk

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.



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Hamsey Green Primary School



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01883 622000



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