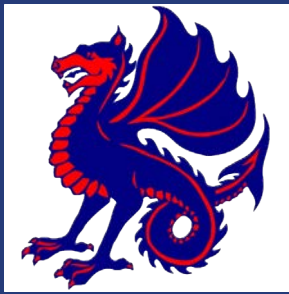


**Classteacher**  
Westlands Primary School  
Information



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# Welcome

Dear Applicant,

On behalf of all the children, staff and Governors I'd like to thank you for your interest in the vacancy at Westlands Primary School.

We are a school that likes to celebrate success at every level. We are an exciting, forward thinking and innovative school and our children are hard-working, enjoy a challenge and love to learn. We provide a huge array of activities for children to broaden their experiences which you will be able to see through our news and updates on our website and social media feeds.

We aim to engage our pupils in deep learning experiences across the curriculum, through a clear progression of skills and knowledge, coupled with strong links across curriculum subjects and varied learning experiences through enrichment opportunities. Working in partnership with parents, carers and other key members of the community, we work together on the school's journey to provide an outstanding provision for all.

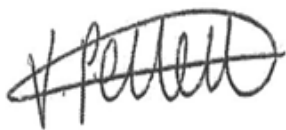
Westlands Primary School was judged 'Good' in its last Ofsted inspection in July 2019 and the school continues to improve and develop. The welfare and development of its pupils is at the heart of everything the school does.

Westlands Primary School is part of Swale Academies Trust, which is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. The Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London.

We aim to appoint an excellent practitioner with a proven track record of ensuring excellent pupil progress. The ideal candidate will thrive on challenge, be passionate about improving the life chances of pupils, enjoy working as part of a team and feel confident in trying new ways of doing things. The successful applicant will be well supported and we can offer you a school committed to your professional learning.

We look forward to receiving your application. In the meantime, you are warmly invited to visit or if you have any questions please do not hesitate to telephone me for an informal discussion. You will also find a lot of information on our school website, as well as a 360 virtual tour of the school that will give you a feel of what our school looks like.

Yours sincerely



**Victoria Pettett**  
Headteacher

# Job Description

**Job Title:** Classteacher  
**Grade:** MPS/UPS  
**Responsible to:** Headteacher

## **Purpose of the Job:**

### **GENERAL PROFESSIONAL DUTIES**

The current School Teachers' Pay and Conditions Document describes the general professional duties which teachers are expected to undertake in the course of their employment.

### **PARTICULAR DUTIES**

Teachers are also expected to perform particular duties as may reasonably be assigned to them by the Headteacher. For the purpose of this general job description these particular duties are:

#### **Curriculum:**

- To plan and prepare courses.
- To continuously review teaching methods, schemes of work and resources as necessary.
- To advise and co-operate with the line-manager, other teachers and the Senior Leadership Team on the preparation and development of courses of study, teaching materials and resources, teaching programmes, methods of teaching, assessment and pastoral arrangements.
- To participate in meetings of the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- To take part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

#### **Professional Development etc.**

- To participate in any arrangement within an agreed national framework for the performance management of performance and that of other teachers.
- To participate in arrangements for further training and professional development as a teacher.
- To contribute as appropriate to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and newly qualified teachers.
- To co-ordinate or manage the work of other teachers as appropriate.
- To manage or supervise support staff as necessary.

#### **Pupils:**

- To plan and prepare lessons.
- To teach pupils assigned, including setting and prompt marking of work carried out by pupils in school or elsewhere.
- To set relevant and sufficient homework, according to the homework timetable, and to ensure prompt marking of the homework.
- To assess, record and report on the development, progress and attainment of pupils, according to departmental and whole-school policies.
- To participate in the arrangements for preparing pupils for public examinations. To assess pupils for the examinations and record and report these assessments.
- • To promote the general progress and wellbeing of individual pupils and of any class or group assigned.

# Person Specification

Qualifications	ESSENTIAL/ DESIRABLE
Experience	
Knowledge and Skills	
Personal Qualities	



# Working at Westlands Primary School

## Benefits

- Teachers Pension Scheme – with a generous employer contribution
- Employee Referral Recruitment Incentive
- Enhanced Maternity Pay
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants
- On-site Parking

## Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

# Finding Us

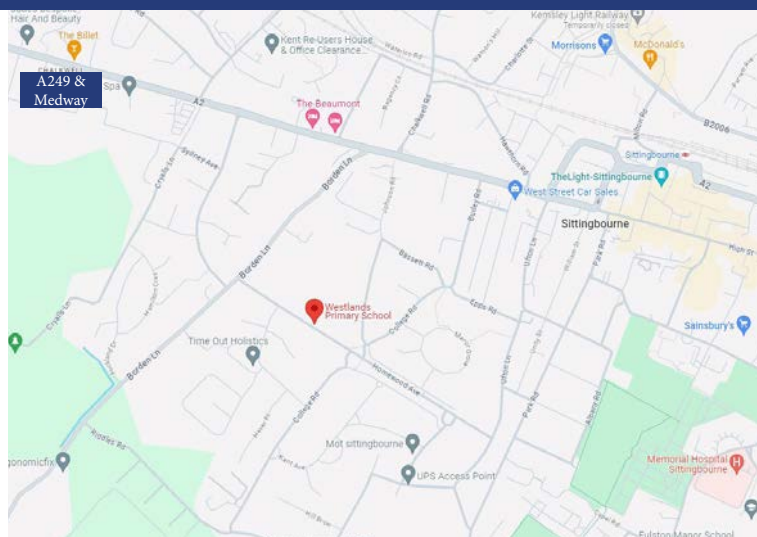
**Westlands Primary School**  
Homewood Ave, Sittingbourne ME10 1XN

01795470862  
wpsoffice@swale.at

**Closest Train Station: Sittingbourne Station**  
Approx. 18-minute walk

**Closest Bus stop:**  
**Westlands Primary School - 371R**  
**Barrow Grove - 370 buses**

**The Kings Head/The Coniston - 321, 326, 327, 328, 334, 370 Buses,**  
**371S, 372U, 647, IB2, X3**





## **The Application Process**

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to [caroline.powell@swale.at](mailto:caroline.powell@swale.at) or by post to the following address:

Mrs Caroline Powell  
Westlands Primary School  
Homewood Avenue  
Sittingbourne  
Kent  
ME10 1XN

## **The Shortlisting and Interview Process**

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. Westlands Primary School may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## **Conditional Offer**

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.





## **Safeguarding**

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## **Retention of information**

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## **Privacy Notice**

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.



# Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust - Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

## Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



