



Together, Everyone Achieves More

Emmbrook Infant School, Emmbrook Road, Wokingham, Berkshire, RG41 1JR
www.emmbrookinfantschool.co.uk

RECRUITMENT PACK:

KS1 Class Teacher

Emmbrook Infant School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 3381961 <http://www.thecircletrust.co.uk>



KS1 Class Teacher

0.6 FTE – Mon, Tues & Wed

Main/Upper Pay Range
Required for September 2024

Emmbrook Infant School focuses on providing the children with excellent educational opportunities in a happy, secure environment. The knowledgeable, hard working staff aim to meet the needs of every individual child, helping to develop each child's confidence and talents encouraging each to reach their potential.

'The school's core values are lived and breathed. Pupils behave extremely well, responding to high expectations modelled by the adults around them. They are respectful, courteous and thoughtful. The wider curriculum is extremely well developed and an established culture of high aspiration enables pupils to thrive' – *Ofsted Outstanding 2019*

We are looking for a 0.6 FTE teacher who:

- ◆ is highly motivated and would like to be part of our small, hardworking school family
- ◆ has excellent communication and organisational skills
- ◆ has a good understanding of the KS1 curriculum
- ◆ is committed to team work and maintaining high standards
- ◆ has high expectations for pupils' achievement, progress and behaviour
- ◆ embraces the school's core values

In return we offer:

- ◆ a welcoming and supportive school graded 'Outstanding' by OFSTED
- ◆ a supportive and friendly team of staff and local advisors
- ◆ a strong ethos based on our shared values, high expectations and challenge
- ◆ the chance to be part of an excellent team
- ◆ a commitment to your professional development

Visits to our school are warmly welcomed and encouraged. Please telephone the school office on 0118 978 4259 if you would like to arrange a visit.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.

How to Apply

To apply for this position, please complete the application form on our website and email it to admin@emmbrook-inf.wokingham.sch.uk

Closing date: 9am, Tuesday 30th April 2024



Job Description

Salary	MPR/UPR pro-rata	Reporting to	Head Teacher
Contract	Permanent	Start Date	September 2024

Main purpose

The fundamental responsibility to provide full general/financial administration support to the school and assist with resolving enquiries.

Duties and responsibilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.

All duties are to be carried out within the context of the “Teacher’s Pay and Conditions Act” and the regulations for the performance management of schoolteachers. All job descriptions will be subject to annual review.

Class Teacher: to take responsibility for the teaching of children in a named year group

RESPONSIBILITY:

CURRICULUM

- i. To plan, teach, mark, assess, record and report in accordance with the National Curriculum and agreed school policies.
- ii. To ensure differentiation in planning meets the individual learning needs of all pupils in the class.
- iii. To work within the ethos and agreed aims of the school, as set out in the Mission Statement.
- iv. To prepare children for life in a technological and multicultural society.

PASTORAL

- i. To liaise with staff and other colleagues within Foundation and Key Stage 1
- ii. To ensure the smooth transition of pupils to their new classes at the end of the school year.
- iii. To liaise with external support agencies and to manage IEPs for children in your class.
- iv. To promote the active involvement of parents in their children’s learning.
- v. To develop in children a sense of moral value, self-discipline and good behaviour.

STAFF

- i. To meet all the Teacher Standards (2012).
- ii. To attend and participate in all staff/team meetings as required.



- iii. To participate in appropriate training for personal and career development, maintaining an awareness of current educational practice.
- iv. To take part in the supervision and mentorship of student teachers as appropriate.
- v. To lead and direct support personnel.

RESOURCES

- i. To share responsibility for the careful organisation of school and classroom resources to enable effective teaching.

CO-ORDINATORS ROLE – SUBJECT/AREA

- i. To lead the development of subjects agreed with senior management team throughout the school.
- ii. To support colleagues and identify their training needs within the specified area of responsibility.
- iii. To purchase and organise resources for the teaching of (subject) to ensure that both staff and pupils have ready access to them.
- iv. To work co-operatively with staff, when appropriate attending and convening meetings for collective discussion, training and decision making.
- v. To liaise with junior school co-ordinator for (subject) as appropriate.
- vi. Monitor, review and update the implementation of the policy and schemes of work for (subject) throughout the school ensuring coverage and progression in all required skills.
- vii. To update and share the school (subject) assessment portfolio and to include in it samples of range of work.
- viii. To monitor the implementation of the whole-school Improvement plan for subject).

SPECIFIC TARGETS

- ◆ To plan and manage the budget for (subject).
- ◆ To keep up to date with current developments in (Subject) ensuring that staff, governors and parents are informed.
- ◆ To promote the use of (subject) as a cross –curricular activity through liaison with other co-ordinators.
- ◆ To Share in preparation of SIP plans or development plans related to (subject).

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Our School

Emmbrook Infant school is for children aged between 4 and 7 years old. The children are admitted to our foundation class at the start of Autumn term during the academic year in which they turn five years of age.

Emmbrook Infant School is an academy and part of The Circle Trust. We work closely with all the school in the trust for the benefit of all children.

We share a pleasant site with Emmbrook Junior School, and Redwood Early Years is situated in the Emmbrook Infant School building. The Emmbrook Secondary school is on the opposite side of the road. There are breakfast and after-school clubs situated within the school grounds, run by Funtastic Kids, which offer out of hours provision for our children before and after school.

Children are taught in classes of no more than 30, and we have 2 parallel classes in each year group. The Infant school teaches children in their foundation year, year 1 and year 2. Children transfer to Junior school at the age of 7 and to Secondary school at age 11.

Behaviour is outstanding, as reported in our last Ofsted report. If there are any behavioural difficulties they are dealt with by the Head Teacher and, where appropriate parents are contacted to discuss any problems.





Our Mission Statement

We deliver an outstanding educational environment which encourages happy, safe and inspired learning. Our children develop academic, social and personal skills, setting them up for life-long learning and independence.

Our vision is that we will:

- ✦ Continue to deliver outstanding education, so that all children achieve
- ✦ Share our best practice with other schools, and bring innovative ideas back
- ✦ Be the school of choice in our community

We want every child's time at Emmbrook Infant School to be the best experience they have in their educational life. A time when they learn to love learning and are well prepared for the next stage in their education.

Emmbrook Infant School will be a place where the adults take responsibility for making what they do better, all the time.





The Circle Trust is an educational charity, it exists to do one thing and that is to promote education for the public benefit. Our vision was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are available to them.

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils. We deliberately use the term “educational outcomes” to highlight that we value education in the widest sense whilst balancing our ambition for the highest academic performance.

The schools in the trust range from nursery to sixth form, and actively collaborate to create a unique network of cross phase learning and support.

A core value of our Trust is that we know all schools are unique and their essential ethos and values must remain unique in perpetuity. We believe it is important that schools are led by their Headteacher with the support of local governance.

In other words, The Circle Trust is **not a franchise model** where all schools look and sound the same. Equally, the opportunities afforded to a school, by being part of The Circle Trust are very significant.

We **share talent, resources, best educational research, training and practices**. Together we **celebrate our individuality**, share the **same values** and **support each other** to achieve our goals

By pooling resources, we capitalise on economies of scale and maximise funds available providing the best teachers, learning experience and wellbeing for all. More information can be found in our [Core Offer](#). You will find us really welcoming, warm and able to provide a great deal of professional development, support and fellowship

If you want to know a little more about The Circle Trust, some more information can be found in our [Family Circle guide](#).

Ginny Rhodes
Chief Executive Officer



About Wokingham

Wokingham has plenty to offer. Our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family.

We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. We have lots of other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events to celebrate living in Wokingham. There are also plenty of community events, concerts and performances throughout the year. We are lucky to benefit from transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford as well as being just 40 miles from the centre of London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and is the perfect blend of luxury and more affordable brands. Windsor is home to the world famous and official Royal residence Windsor Castle.



Photo taken by Stewart Turkington Photography

We love our town, and we look forward to welcoming you.



Safer Recruitment

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS and checks on references.

Application form

Please complete [The Circle Trust application form](#). This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal.

If you are short-listed, the school will contact your referees without further reference to you.

Closing date

The closing date for applications is **9am, Tuesday 30th April**. Please send your application to admin@emmbrook-inf.wokingham.sch.uk

Receipt of applications will be acknowledged by email on the next school day. If you do not receive such an acknowledgement, please contact Mel Knight as above.

Short-listing and interviews

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited for interviews.

Checks

If you attend for interview you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

In accordance with our statutory obligations under Keeping Children Safe in Education, the Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened, and are publicly available online, which The Circle Trust might want to explore with you.

We carry out these searches using a trusted third party Social Media Check.



Unsuccessful candidates

Unsuccessful candidates will be notified by either telephone, email or post.

Data protection

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.