



# Trafalgar Schools' Federation

Believe, Inspire, Achieve

## Welcome letter from the Headteacher

Dear applicant,

Welcome, and we are delighted that you have shown an interest in the opportunities at Trafalgar Schools' Federation. This pack will help you with the application process and provide some information about our schools.

Applications are warmly invited from inspiring, talented and highly motivated staff to join our team, whether you are at the start of your career or have a wealth of experience. Our warm and friendly 3-form entry Infant and Junior schools are federated and work in close partnership, offering a wide range of career opportunities across two sites in the heart of Twickenham, in the leafy Richmond Borough.



We are currently seeking practitioners for September for a range of exciting opportunities across Trafalgar Federation (Reception, KS1 and KS2). Applicants should be able to demonstrate high standards and expectations and be confident in delivering inspiring, innovative and exciting learning opportunities, ensuring all children enjoy and achieve their learning potential.

In return we offer you enthusiastic and highly motivated children who love learning, supportive and engaged families, a warm and supportive team of staff and a leadership team who are committed to staff wellbeing and a wide range of professional development. We can offer:

- A competitive salary (Outer London);
- Kind and supportive colleagues;
- Staff benefits – cycle to work scheme, staff car park and access to a range of free Health & Wellbeing services including: 24/7 GP, Surgical Assistance, Nurse Support, Physiotherapy, Flu vaccine as well as Coaching and Counselling;
- Professional development (CPD program through Achieving for Children (AfC) Richmond);
- Variety of staff wellbeing initiatives;
- Partnerships with local schools;

As a young federation, this is an exciting time to join the team and to be part of shaping the future of Trafalgar Federation and regenerating the shared vision of our schools: Believe, Inspire, Achieve.

Please contact us if you have any pre-application questions and we encourage you to arrange a visit to our schools.





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Trafalgar Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check.

Warm wishes,

Sarah Keefe

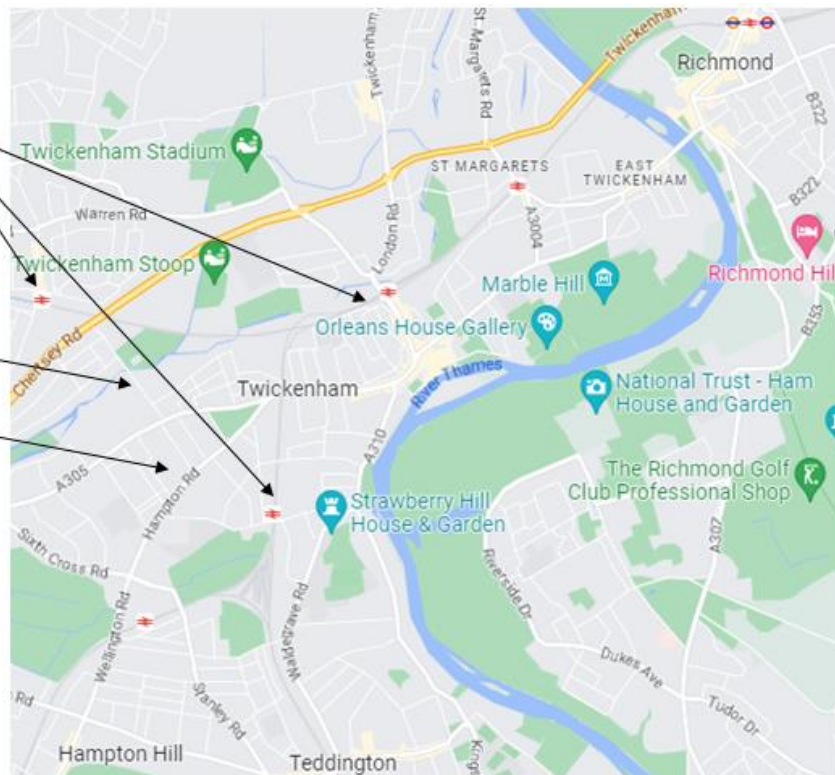
## Our location

Nearest railway stations: Twickenham, Whitton & Strawberry Hill

We have bus routes running past our schools serving Twickenham, Richmond and Kingston: 490, R70, 281, 267, H22 and 110

Trafalgar Early Years  
Meadway Site

Trafalgar Infant & Junior  
School



Further information can be found by visiting our two school websites or by contacting the Federation at either address.

Trafalgar Junior School  
Elmsleigh Road, Twickenham  
Middlesex, TW2 5EG  
Tel: 020 8894 1606  
[juniorinfo@trafalgarfederation.org.uk](mailto:juniorinfo@trafalgarfederation.org.uk)  
[www.trafalgar-jun.richmond.sch.uk](http://www.trafalgar-jun.richmond.sch.uk)  
twitter: @trafalgarjrs

Trafalgar Infant School  
Gothic Road, Twickenham  
Middlesex, TW2 5EH  
Tel: 020 8894 5729  
[infantinfo@trafalgarfederation.org.uk](mailto:infantinfo@trafalgarfederation.org.uk)  
[www.trafalgar-inf.richmond.sch.uk](http://www.trafalgar-inf.richmond.sch.uk)  
twitter: @trafinfants





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## Why join the Trafalgar Federation

Across two sites, the school offers a positive and innovative learning environment supported by pupils, staff, parents/carers and governors. We value our staff and the professionalism and experience they bring to the school and ensure that staff wellbeing is a priority.

Trafalgar's most recent KS2 SATS for Reading attainment and progress are in the top 20% nationally. The federation prides itself on outstanding curriculum enrichment activities and offers children an incredible number of clubs before, during and after school. We have several staff who have their own children at Trafalgar or who have been through the school.



The school is very well resourced, and the buildings and outdoor areas are well maintained. At the Infant Meadway site, the school has a forest school area and a small farm along with a football field and netball courts which are used by all children.

**Job Satisfaction and Progression:** Across the schools there are experienced teaching staff who have progressed in their career whilst at Trafalgar. We have successfully recruited teachers following their teaching practice at the school and have developed other teachers to take on subject leadership and senior leadership roles.

**ECT - Early Career Framework:** We have an established program of support for newly qualified teachers. This includes regular support meetings, a dedicated mentor, CPD sessions and ECT support network.

**CPD:** We have an excellent CPD program and many opportunities in school for staff to extend their professional knowledge and develop their skills. As a result, we have a very good record of staff gaining internal and external promotions and sharing good practice across the phases.

There is a warm convivial atmosphere among the staff in our schools and mutual support between all staff, to ensure effective teaching and learning and the best outcomes for our pupils. Staff have opportunities to work on cross-schools projects with pupils and colleagues, and this is actively encouraged.

**Secure School Finances:** In this time of uncertainty within education, the school is well placed to weather the storm including: robust school finances during a period of much financial uncertainty, opportunities to share resources and workload and experience across the schools and sites. STP pay rises have been approved each year to date for all teaching and support staff (Performance Related Pay outcomes fully funded.) The PTA are avid fundraisers; there is a wish list for teachers and over £10,000 has been raised for the school library.





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## Class Teacher Job Description

**Responsible to:** The Headteacher

### Duties as a Class Teacher

- To carry out the professional duties in line with Teachers' Standards (2012)
- Implement agreed school policies, guidelines and initiatives
- Plan appropriately with colleagues to meet the needs of all pupils, through differentiation of tasks;
- Be able to set clear targets, based on prior attainment, for pupils' learning;
- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
- Lead a subject across a key stage or the Federation, where appropriate;
- Report to parents on the development, progress and attainment of pupils;
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- Promote the Federation's Golden Rules and core values: 'Believe, Inspire, Achieve'
- Promote positive relationships in line with the Federation's behaviour policy;
- Participate in meetings which relate to the Federation's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies as necessary;
- Make effective use of IT to enhance learning and teaching;
- Lead, organise and direct support staff within the classroom;
- Participate in the appraisal system for their own performance or that of other staff;
- Liaise professionally with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals;
- Take an active role in professional development opportunities.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*





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## Class Teacher Person Specification

	Essential	Desirable
<b>Experience</b>	<p>Successful teaching of the National Curriculum in either Key Stage 1, Key Stage 2 or Early Years, either as a qualified teacher or student teacher.</p> <p>To have worked as a co-operative member of a teaching team.</p> <p>Experience of planning a varied, experience-led curriculum linking to class needs and interest.</p> <p>To have successfully organised a high-quality learning environment.</p>	<p>To have built successful working relationships with other professionals.</p> <p>To have taught children from a variety of social and cultural backgrounds.</p> <p>Knowledge of the 2014 SEND Code of Practice.</p> <p>To have managed an area of the curriculum or contributed to the wider life of the school, e.g. extra-curricular activities.</p>
<b>Qualifications</b>	<p>Qualified Teacher Status.</p>	<p>Any additional appropriate qualifications, e.g. First Aid or Safeguarding.</p>
<b>CPD</b>	<p>Willingness to share curriculum expertise and classroom practice with colleagues and the school community.</p>	<p>Participation in delivering CPD.</p> <p>To have used self-evaluation techniques to improve teaching skills.</p> <p>Professional development courses beyond initial training and school based CPD.</p>
<b>Skills &amp; Abilities</b>	<p>Excellent oral and written communication skills.</p> <p>Experience of successful teaching and learning using a range of technology.</p> <p>Clear understanding of how children learn and awareness of effective teaching strategies for personalised learning.</p> <p>Positive approach to behaviour management.</p> <p>Ability to display sensitivity, diplomacy and confidentiality.</p> <p>Ability to take initiative and assume responsibility.</p>	<p>Ability to lead initiatives that demonstrate a positive impact on children's learning.</p>



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<b>Personal Attributes</b>	<p>Enthusiasm, creativity and a passion for learning.</p> <p>A willingness to be flexible and take on new challenges</p> <p>High expectations for success with a commitment to seeing all children achieve their full potential.</p> <p>A commitment to our strong focus on citizenship and developing the whole child.</p>	
<b>Other Essential factors</b>	<p>Understanding of current safeguarding legislation and a commitment to implementing these in school.</p> <p>Commitment to policies of equal opportunities.</p> <p>Commitment to parental / community involvement.</p> <p>A good record of health and attendance.</p>	

