

# Welcome



Thank you for your interest in a teaching position at Kingham Primary School. Our children are seeking a passionate and enthusiastic teacher to join our hard working and friendly school. The position is for a Key Stage 1 or 2 teacher depending on candidate's strengths and preferences.

Tucked away off the corner of the village green, Kingham Primary School looks out over woods and open fields in the countryside of the Cotswolds. Kingham Primary School has an outstanding reputation for its creative and innovative approach to teaching and learning and for its high standards. We are passionate about ensuring children are at the heart of all that we do. Parents choose to send their children to our school because it is a friendly place where learning is fun and exciting; because our environment is inspirational where we take pride in our achievements and because everyone here is personally valued and respected as an individual.

We are looking for a teacher:

- with exceptional knowledge and understanding of learning and teaching
- with an excellent track record of successful teaching and learning
- with respect for every individual
- who can make learning fun, exciting and inspirational.

All our staff are provided with opportunities to grow and develop in their roles and we actively ensure clear career progression for all. Well-being is also something we are deeply committed to, and we constantly aim to ensure all our personnel are valued and looked after.

I have recently taken on the role as Headteacher at Kingham. Previously, I have successful experience of leading world class schools and am now keen to make Kingham the leading Primary School in the Cotswolds area!

I really hope that you are able to share this passion and consider applying for a role within our school. If you wish to discuss this position further, please call me on 01608 658366. Early applications are encouraged. Please email completed applications to [recruitment@kingham.oxon.sch.uk](mailto:recruitment@kingham.oxon.sch.uk) by Monday 14 June 10am – earlier applications are encouraged. On your supporting statement, you will need to match your qualities and experience to our Person Specification at the back of this pack.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service check.

I wish you the best of luck with your application.

Yours sincerely

*NProckter*

Nicholas Prockter  
Headteacher

# School

## Kingham Primary School

The Green  
Kingham  
Chipping Norton  
OX7 6YD

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Email: [contact@kingham.oxon.sch.uk](mailto:contact@kingham.oxon.sch.uk)  
Web: [www.kingham.oxon.sch.uk](http://www.kingham.oxon.sch.uk)

Type: Maintained community school  
Local authority: Oxfordshire County Council  
Age range: 3 to 11  
Standard Admission Number: 30  
Number of pupils: 225, including nursery  
Ofsted rating: Outstanding

### **Tucked away off the corner of the village green, Kingham Primary School looks out over woods and open fields in the countryside of the Cotswolds.**

As well as Kingham, Churchill and other local villages in West Oxfordshire within its catchment, the school serves a wider area, including the nearby town of Chipping Norton and parts of neighbouring Gloucestershire and Warwickshire, subject to the availability of places.

Kingham Primary School has around 200 children in seven year groups. There is also a nursery class offering pre-school places to children from the age of three. The school is highly regarded by parents and is rated as outstanding by Ofsted. Although secular in outlook, it has links to the local church and welcomes children of any faith.

The main school building is about a hundred years old and has been subsequently extended to provide seven classrooms, a modern school hall, kitchen, library area, and a purpose-built early years building, which accommodates the nursery and reception class.

Situated in leafy grounds, there is a large playground, forest area, school garden, and a large playing field.

### **Location**

Kingham in West Oxfordshire is four miles from the market town of Chipping Norton. It is 25 miles northwest of Oxford and has a direct train service to Oxford and London Paddington.

A traditional English village, Kingham has a 14th-century church, two pubs with restaurants of national reputation, a village shop and post office. It has been recognised by *The Sunday Times* as the best place to live in the southeast of England.

*"Kingham, in Oxfordshire, also boasts an outstanding primary school, houses of Cotswold stone, direct trains to London... It is identified as the best place to live in the southeast."*

*The Sunday Times, 13 March 2016*

The school is within a couple of miles of neighbouring Gloucestershire and Warwickshire. It is an easy drive from numerous nearby villages and towns, which offer a range of housing and amenities.

The surrounding Cotswolds countryside is a designated area of outstanding natural beauty, the second largest protected landscape in England. The low rolling hills provide the honey-coloured limestone that characterises the stone buildings that are typical of the region.

### **Provision**

Kingham Primary School provides a nursery class for children from the age of three. The Nursery was previously run by the community and has successfully transferred to the school to form part of the purpose-built Early Years Foundation Stage Unit.

The Reception class has an annual intake of 30 children, subject to availability and the local authority admissions policy. School admissions are generally oversubscribed and any places that become available in later years are generally filled through a register of continuing interest.

The school has a relatively small number of children with special educational needs or receiving free school meals, compared to the national average. The children are well-behaved and eager to learn. They consistently achieve well above the national average at the end of the Foundation Stage, Key Stage One and Key Stage Two. We would expect them to do so, and we are committed to continuously improving and extending our curriculum.

The school offers a wide range of extra-curricular activities, including clubs covering a range of activities, such as art, archery, coding, construction, cookery, French, football, gardening, golf, hockey, and tennis.

A Breakfast Club and afternoon Kidz Club provide optional wraparound care wraparound care from 7.45am to 5.00pm to support working parents and carers.

The supportive community of parents has high expectations for their children and appreciate the happy, hard-working and harmonious atmosphere the school provides. Parents play a key part in the life of the school and this is greatly encouraged.

The Kingham Primary School Association, or KPSA, is a charitable organisation run by parents, which is very successful at raising funds for enrichment resources and activities for the children, while providing a social focus for the school community.

The children go on to a range of excellent secondary schools in the area, including The Chipping Norton School, Burford School, The Cotswold Academy, and the nearby independent Kingham Hill School.

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# Vision

## *Always learning to be our best*

Kingham Primary School provides a safe, supportive and stimulating environment, which inspires our children to be composed, confident, and considerate, responding positively to every opportunity to develop their full potential. We encourage children to explore, expand and express their skills and talents through a carefully crafted creative curriculum tailored to the needs of every individual.

### **Our values**

*We all love to play, explore and discover, to look, listen, learn and understand.*

*We have fun together as one friendly family, always ready to help one another, making sure that everyone is safe and secure, and has the choices and chances they deserve.*

*We enjoy creating, competing and performing as well as we can, respecting our differences as individuals and strengths as a team.*

*We want our small school to be the best it can be, for us and those that follow.*

*We look beyond our playground, field and forest, to the wider world and realise we all have an important part to play in the future.*

*There are no limits to what we can achieve, and we will work hard to show and share our success.*





# Job Description

## Class Teacher

### Purpose of the post

- To plan, implement and deliver an appropriate and differentiated curriculum for all pupils in their class/group.
- To contribute to raising standards of pupil attainment.
- To promote the progress and well-being of every child in the class/group assigned to them.
- To undertake the professional duties and responsibilities of a Teacher as set out in the current School Teachers' Pay and Conditions document.

**Responsible to:** The Headteacher

### Class teacher duties

#### Teaching and learning

1. Teach a broad-based curriculum to the class that will ensure all children can achieve their full educational potential.
2. Provide a challenging and supportive learning environment that introduces new ideas and concepts clearly.
3. Be responsible for the designated classroom/teaching area and associated resources.
4. Direct the use of any support staff or class helpers.
5. Use the allocated PPA time to assess pupil performance, maintain records and plan lessons that have clear teaching aims, objectives and structured subject matter that meets the needs of both pupils and the curriculum.
6. Plan for progression across the age and ability range taught, designing effective learning sequences within lessons and across series of lessons to aid development.
7. Set clear targets that are both realistic, measurable and build upon prior knowledge or attainment, in order to bring about sustained progress and learning outcomes.
8. Have a good working knowledge of a range of teaching and learning strategies that are appropriate for a range of contexts and will allow all children to fulfil their educational potential.
9. Use an appropriate range of teaching strategies and resources, including use of ICT, to meet learners' needs and take practical account of diversity.
10. Maintain good order and discipline in the classroom in accordance with the school's behaviour policy.
11. Utilise homework to consolidate and extend learning, where possible identifying other opportunities to extend learning through out of school contexts.
12. Contribute to the identification of pupils with additional educational needs, seeking the appropriate specialist support and advice in order to give positive and targeted support.
13. Implement and keep records on school systems.
14. Develop in pupils a positive attitude towards themselves and others, with a strong sense of respect for other people's property, ideas and beliefs.

15. Understand how children and young people develop and know how to make effective personalised provision for pupils, including those who:
  - a. have additional educational needs
  - b. are gifted and talented
  - c. have sensory or physical needs

### **Monitoring, assessment, recording and reporting**

1. Be responsible for the processes of identification, assessment, recording and reporting for the allocated group of pupils.
2. Know the assessment requirements and arrangements for the specified subject or curriculum including those related to public examinations.
3. Compile reports to provide learners and their parents with accurate and constructive feedback on their strengths, weakness and areas for development.
4. Have a good understanding of a range of approaches to assessment and how to apply it, including formative assessment techniques.
5. Use a range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and diagnosing need.
6. Use local and national statistical information to evaluate the effectiveness of teaching, monitor the progress of those they teach and raise levels of attainment.
7. Communicate effectively with parents and carers about attainment, objectives, progress and well-being, and encourage their participation in the communication process.
8. Update relevant schools systems for recording planning, targets, actions and outcomes.
9. Assess pupils' work systematically and use the results to inform future planning teaching and curricular development.

### **Curricular knowledge and understanding**

1. Have a secure knowledge and understanding of the National Curriculum and specifications for all relevant areas of the curriculum and a good knowledge of other statutory requirements related to pupils' education or welfare.
2. Keep up to date with research and developments in pedagogy and curriculum content.
3. Support the ongoing developments in English, Maths and computing skills.

### **Professional standards and development**

1. Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work.
2. Contribute to the development, implementation and evaluation of policies and practice, including those designed to promote equality and opportunity.
3. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children.
4. Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice.
5. Establish effective working relationships with colleagues within school, especially those who have specific responsibilities for learners with specific needs, and from outside agencies.
6. Assist in the maintenance of good discipline in and around the school, and set a good example in personal conduct and appearance.
7. Cover for absent colleagues as is reasonable and in line with government regulations.
8. Attend meetings within the constraints of directed time.

**Health and safety**

1. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues related to health, safety and welfare.

**Continuing professional development**

1. In conjunction with the head teacher, participate in performance management and improve practice through appropriate professional development and relevant training and development opportunities.
2. Take a creative and constructive response to innovation, coaching and mentoring, and adapt practice where benefits and improvements are identified.
3. Review the effectiveness of own teaching practice and the impact of feedback upon the process of learners.

**Pastoral duties****Support, guidance, monitoring and reporting**

1. Consider pupils' welfare as paramount, and take action in accordance with the duty of care for pupils.
2. Know the current legal requirements, national policies and guidance on the safeguarding and the promotion of the well-being of children and young people.
3. Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances.
4. Monitor the progress of pupils across all subjects.
5. Support the progress of pupils through the target setting process as applied to both academic and behavioural progress.

**Rewards and sanctions**

1. Inform, reinforce and implement the school Behaviour Policy,
2. Clarify to pupils the consequences of breaking the rules and regulations of the school.
3. Collate records of all rewards and incidents of inappropriate behaviours that relate to pupils in their class.
4. Check that correct uniform is worn each day and take action when necessary.

**Liaising with others**

1. Recognise and respect the contribution that colleagues, parents and carers can make to the development and well-being of children and young people.
2. Encourage parents and carers to participate in discussions about the progress, development and well-being of their children.
3. Consider carefully who is the most appropriate person to help in a specific situation, and determine who should make contact, when and how and in what manner.
4. Be aware of issues that relate to child protection and notify the 'designated person' of any concerns about a child.

**General tasks**

1. Attend the relevant assemblies as requested by the headteacher
2. Organise class participation in school events.

3. To undertake such reasonable activities as the Headteacher and Governors may, from time to time, require.

**Administration: (registration, absences, lateness)**

1. Mark the register fully and accurately. Unexplained absences or patterns of absence should be reported immediately in accordance with the school policy on attendance.
2. Collect absence letters and pass these on to the appropriate colleague for recording and filing.
3. Contribute to the monitoring of pupils' attendance, absence and lateness records.

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; it is intended to set out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

**Post holder**

**Signed:** \_\_\_\_\_ **Print name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Line Manager / Head teacher**

**Signed:** \_\_\_\_\_ **Designation:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Person Specification

**The following criteria will be used for shortlisting purposes:**

## **Qualifications**

1. Educated to Degree level
2. Qualified Teacher Status

## **Knowledge & Experience**

3. Recent experience managing a whole class as a teacher or student teacher
4. Ability to deliver high standards of teaching in English and mathematics with successful outcomes
5. Excellent classroom management
6. Highly competent in using technology across the curriculum and knowledge of the Computing curriculum
7. Ability to make accurate use of assessment, feedback and data to secure pupil progress
8. Ability to adapt and differentiate teaching to meet the needs of all pupil groups e.g. SEND, EAL, HA
9. Evidence of helping to create a stimulating classroom environment for children
10. Ability to promote a love of learning

## **Personal Qualities**

11. Commitment to extra-curricular activities
12. Good oral & written communication skills
13. Commitment to personal professional development
14. Development of good personal relationships within a school team
15. Contribution to the wider life of the school
16. Ability to demonstrate a commitment to equal opportunities and the use of variety of strategies to promote inclusion
17. Understanding of safeguarding requirements and measures that promote the welfare of children

# Application

**We welcome applications from newly qualified and experienced candidates.**

## **Process**

Please complete the official Oxfordshire County Council application form, which is also available from the school web site at:

[www.kingham.oxon.sch.uk/vacancies](http://www.kingham.oxon.sch.uk/vacancies)

**On your supporting statement, you will need to match your qualities and experience to our Person Specification on page 10 of this pack.**

To ensure consistency for all candidates, we are unable to accept a curriculum vitae without a completed official application form.

Suitable references will be required from your current and previous employer and most recent placement if NQT.

Further information about interview arrangements will be provided to shortlisted candidates.

Our selection process will further assess the suitability of candidates and their commitment to safeguarding children. Appointment to this post will be subject to an enhanced Disclosure and Barring Service check.

We look forward to receiving your completed application.

**Deadline: Monday 14 June 10am email to [recruitment@kingham.oxon.sch.uk](mailto:recruitment@kingham.oxon.sch.uk)**