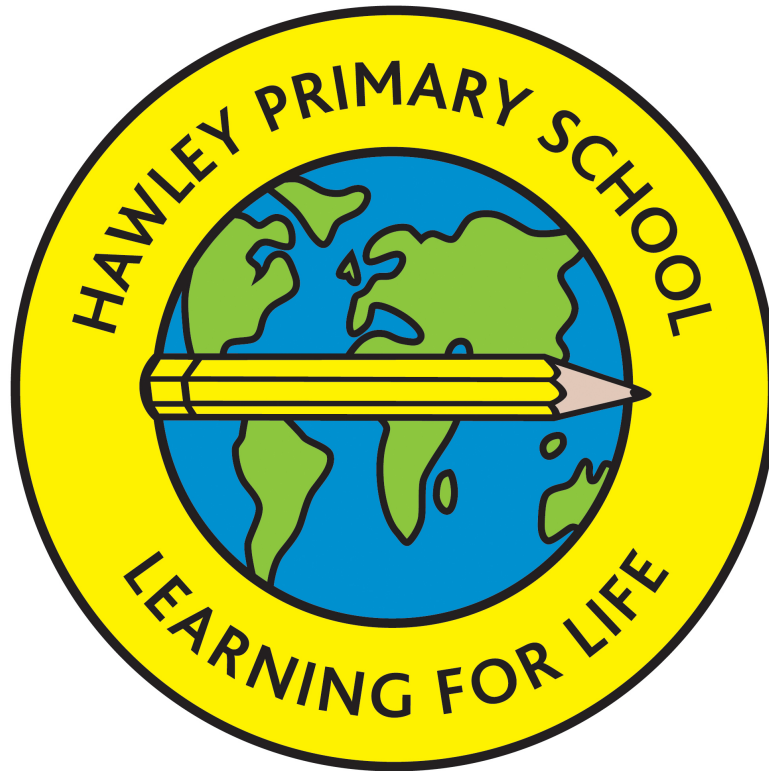
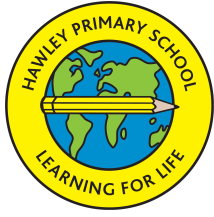


HAWLEY PRIMARY SCHOOL



KS1 TEACHER
May 2025



May 2025

Dear Applicant

Thank you for your interest in the KS1 Teacher vacancy at Hawley Primary School.

Hawley Primary School is a inclusive, happy school, where our staff promote independence, creativity and enthusiasm for learning. We are looking forward to welcoming an excellent teacher to play an active part in the ongoing development of our school, with a key focus on school improvement.

We wish to appoint an excellent primary practitioner, who is able to demonstrate excellent teaching skills, have high standards and expectations of our children. Most importantly, we are keen to find someone who is committed to making learning challenging, inspring and fun.

I look forward to hearing from you and would be delighted to show you around our wonderful school.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jane Baker', with a large, stylized initial 'J'.

Jane Baker
Headteacher

Hawley Primary School

The School – Its Environment and Location

Hawley Primary School was founded in 1854, is maintained by Hampshire Education Authority and serves the area of Blackwater and Hawley. The school is situated in the region of Farnborough, Frimley and Camberley and within easy access of the A30 and the M3.

The school has seen many changes since its foundation and now comprises eleven classroom bases, a food technology area, our Fiction Factory Library areas, an ICT suite and developing a range of engaging outside learning spaces such as a science-enquiry pond, the imaginary playzone and trim trail.

School Address

Hawley Primary School
Hawley Road,
Blackwater,
Camberley,
Surrey
GU17 9BH

Tel: 01276 31048

Email: j.lody@hawley.hants.sch.uk

Local Authority

Hampshire Children's Services Department maintain our school. Further information about the Education Department can be obtained from:

The Assistant Education Officer
Local Children's Services Office
Birch House,
Barley Way,
Fleet,
Hampshire,
GU13 8YB

Tel: 01252 812333

Values and Principles

We aspire to provide an environment in which pupils feel happy, safe and valued, enabling them to develop confidence, resilience and high self-esteem. Expectations of behaviour and academic standards are high and children are helped to realise their potential through a broad, balanced and creative curriculum. We aim to encourage independence, develop a life-long enthusiasm for learning and an awareness of pupils' rights and responsibilities as citizens.

School Ethos

The Hawley Primary School ethos is embedded in the work we do with the children promoting the school's values throughout – Learning for Life! We reward excellent work, outstanding effort, smart appearance and exemplary manners in our weekly Golden Awards Assembly as well as through a comprehensive range of rewards in the classroom and around the school.

Our children thrive on engaging in additional responsibilities as well as a wide range of creative and physical experiences. Alongside the statutory curriculum, our staff voluntarily offer a number of

enrichment activities such as the Hawley Choir, dance, basketball, football, chess, French, art and crafts, times tables rockstars and music tuition.

School Organisation and Staffing

At Hawley Primary School the staff are the most important resource. In order to play an effective part, we believe the staff need to know what is expected of them and have access to on-going training and professional development. All staff are valued and supported, and information is clearly communicated.

The current staff structure is as follows:

- Headteacher
- Assistant Headteacher (KS2)
- 5 x KS2 Teachers
- 3 x KS1 Teachers
- Assistant Headteacher (KS1), SENCO
- Y2 Lead Teacher
- Y1 Lead Teacher
- EYFS Lead Teacher
- 1 x EYFS Teacher
- 2 x ELSA
- Teaching Assistant support in every class
- 1:1 Learning Support Assistants (where necessary)

Curriculum Organisation

Children join our Reception classes and are able to enjoy all the experiential learning opportunities of an early years' setting based on the Early Years Foundation Stage curriculum. They work creatively through structured play and are supported in the early acquisition of basic skills in Literacy and Numeracy, working towards the Early Learning Goals.

In KS1 and KS2 our creative curriculum is organised around the key themes, encompassing the National Curriculum for English, Maths, Science and all Foundation Subjects. We continue to develop and create an exciting, relevant and rich topic based curriculum which will engage and motivate all our learners, whilst ensuring rigour and challenge. This is in pursuit of high standards across all areas of learning.

Our Inclusive Provision

At Hawley Primary School we believe that we should treat everybody equally regardless of their race, faith, gender, age or ability. We welcome all children to learn and play together, support them as they develop into open minded, tolerant young people who are prepared to live in a multicultural, multi-faith and cohesive society.

The Governing Body

The Governors of Hawley Primary School are passionate and committed to working in close liaison with the Headteacher and staff. Governors are provided with the relevant information to enable them to fulfil their roles and they are encouraged to play an active part in the life of the school through regular visits to classes, participation in school activities and providing challenge.

The Parents – PTA and beyond

Hawley Primary School aims to work in partnership with parents through a sharing of relevant information and mutual respect. Our parents support school policies and foster a sense of pride in their children.

The PTA is a collaboration between staff, Governors and parents aimed at fundraising for the school, fostering relationships between staff, parents and the wider school community. The funds raised help to enhance resources and school facilities for the children.

We are also grateful to all other parents and volunteer helpers who offer their time to help in school.

Application Procedure

If you would like to apply please fully complete the application form and return it to Hawley Primary School **by 12.00 noon on Friday 23rd May 2025**

You should provide a full statement in support of your application although please ensure you do not restate the factual details included elsewhere in your application form. **CVs cannot be accepted.**

Selection Procedure

Shortlisting will take place after the closing date and candidates selected will be invited to attend for interview on **Thursday 6th June 2025**

Safer Recruitment

Hawley Primary School is committed to safeguarding all children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

We look forward to hearing from you.

Hawley Primary School

JOB DESCRIPTION - CLASS TEACHER IN KEY STAGE TWO

Job Title: Main Scale Teacher

Purpose: To carry out the professional duties of a class teacher, based on the Teaching Standards.

Duties and Responsibilities:

As Class Teacher in Key Stage Two you will be required to:

- ❖ Teach a class of children in the age range 7-11 years. The class may be chronologically organised or vertically grouped and will be of mixed ability.
- ❖ Create a safe, disciplined, secure and stimulating classroom environment where the personal welfare of every child is considered.
- ❖ Plan, prepare and deliver the National Curriculum to all the children with due consideration to Special Needs.
- ❖ Follow the school's policy on Teaching and Learning alongside the individual curriculum area policies. This includes participation in the evaluation of all Teaching and Learning programmes within the school.
- ❖ Monitor, assess and record children's achievements using the school's, the LA and government documents and keeping evidence of achievement in line with the school's policies.
- ❖ Maintain regular communication with Parents through Parent Consultations and day to day interaction.
- ❖ Create displays that are stimulating and relevant and be responsible for maintaining agreed areas around the school.
- ❖ Be a participating member of the staff team, attending Staff meetings within school and other relevant meetings outside the school.
- ❖ Implement the standards of managing behaviour within the school and establish the basis for children to follow the school rules throughout the school day through the implementation of the school's Behaviour Management Policy.
- ❖ Share in a variety of assemblies by attending, leading and organising class participation as appropriate.
- ❖ Be professional in working with members of staff, Parents, Governors, outside agencies and visitors in school. This includes liaison with outside agencies to meet the individual needs of children in the class.
- ❖ Participate in Performance Management objective setting and reviews.
- ❖ Additional responsibilities for UPR candidates will be discussed at interview

Hawley Primary School

Person Specification – KS2 Teacher MPS

	ESSENTIAL	DESIRABLE
Professional Qualifications	<ul style="list-style-type: none"> • Qualified Teacher • T cert, Cert Ed, PGCE, B Ed 	
Teaching Competencies and Experience	<ul style="list-style-type: none"> • Successful experience of teaching/teaching practice at KS2 • Inspirational classroom practice including a good sense of fun • Secure knowledge and understanding of all aspects of the primary curriculum • Evidence of the effective use of assessment for learning • Clear understanding of how children learn • Experience of effective behaviour management strategies • High expectations of all pupils • Understanding of assessment techniques and pupil target setting • Ability to direct a Learning Support Assistant for daily classroom support for the children in the class 	<ul style="list-style-type: none"> • Development of cross-curricular links to ensure an enriched curriculum • Ability to lead a specific subject area according to need – IT and Computing
Skills and Attributes	<ul style="list-style-type: none"> • Sensitive, approachable, caring personality • Resourceful, energetic and enthusiastic • High level of commitment and persistence • Ability to explain ideas clearly • Ability to use IT for effective teaching and learning • Willingness to ask for support and advice • Commitment to whole child 	
School Specific Needs	<ul style="list-style-type: none"> • Willingness to be involved in extra-curricular activities to enhance learning 	<ul style="list-style-type: none"> • Leading IT extracurricular activities across the whole of KS2