

AVELEY



PRIMARY  
SCHOOL

**CLASSTEACHER**  
**APPOINTMENT PACK**  
January 2022

Aveley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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**RECRUITMENT PROCEDURES**  
**CLASSTEACHER**  
**Aveley Primary School**

**How to apply:**

- ❖ Please apply using the enclosed application form and a supporting statement (no longer than 2 sides of A4).
- ❖ The appointment will be made based on the match between the applicant and the person specification. Please make sure that you supply the necessary information on your form and write your statement based on our requirements.
- ❖ Please send your application to:

Mrs Sinéad Viner  
Head of School  
Aveley Primary School  
Stifford Road  
Aveley  
Essex  
RM15 4AA

Applications can also be emailed to [info.aps@catrust.org.uk](mailto:info.aps@catrust.org.uk)

**Selection Procedures:**

- ❖ Closing date: Monday 6<sup>th</sup> December 2021 at 9am
- ❖ Shortlisting: Monday 6<sup>th</sup> December 2021
- ❖ Interviews: Thursday 9<sup>th</sup> December 2021

Candidates will be advised as soon as possible after shortlisting of times and specific details.



Head of School – Mrs S. Viner  
Stifford Road, Aveley RM15 4AA  
Tel: 01708 865868  
Email: [info.aps@catrust.org.uk](mailto:info.aps@catrust.org.uk)  
Website: [www.aveleyprimary.org.uk](http://www.aveleyprimary.org.uk)

Dear Applicant,

We would like to take this opportunity to thank you for showing an interest in the Classteacher vacancy at Aveley Primary School.

The Head of School and Governing Body are looking for an energetic, enthusiastic and committed professional. Someone with the drive and determination to work with the Head of School, Staff, Governors and Parents to raise standards and build on the schools' achievements.

Aveley Primary is a happy, friendly school which believes in developing the whole person and encouraging each child to reach their full potential.

Please take the time to read the information within the application pack and see for yourself what an ideal opportunity this is for someone wishing to develop their career whilst being part of a hard working and dedicated team.

We look forward to receiving your application.

Yours sincerely

Mrs Sinéad Viner  
Head of School



Aveley Primary School is part of Catalyst Academies Trust, a company limited by guarantee, registered in England & Wales (Company Number 8407989)

Registered office: Catalyst Academies Trust c/o Dilkes Academy, Garron Lane, South Ockendon, Essex, RM15 5JQ

## **Aveley Primary School – November 2021**

Aveley Primary School is set in large and extensive grounds on the periphery of Aveley Village, in Thurrock Education Authority. It is within easy reach (5 minutes) of the A13 into London/Southend and the Dartford Crossing.

Housed in one building since 2005, our two form entry school is popular in the local area. The original village school building has been developed into the local Children's Centre. The school has close links with the Early Years providers based in the Centre. We currently have additional 'bulge class' provision for children in Year 5 & 6. The school also opened its own purpose built nursery class offering 15 hours a week for 3-4 year olds in 2016.

Staff are dedicated, hardworking and supportive of each other. The school has a Pastoral Manager to support the wellbeing of the children.

Aveley Primary joined Catalyst Academies Trust in February 2019. The Trust has a nationally recognised reputation for high achievement for all of its pupils. The school benefits from the collaborative working opportunities that being part of a Multi-Academy Trust brings.

All classes have some support to work alongside the classteacher. Children with Special Educational Needs are well catered for with adult support and a non-class based SENCo.

The catchment area of Aveley Primary School is in a mixed housing environment; the school has approximately 30% of children on free school meals. The school has positive links with the local community, notably with church groups and the secondary schools.

The school has achieved the 10 years Basic Skills Quality Mark award, Silver Science Quality Mark and Silver Artsmark. The school has a strong school ethos and values, followed by all members of our school community.

The Head of School, Governors, together with a dedicated and hard-working team of teachers, aim to provide the best education and a variety of opportunities for all of our children.

## **Aveley Primary School 2021/22**

### **Job Description**

**Title:-**    **Classteacher**

**Job Context:** This job profile recognises the requirements of the current Pay and Conditions Regulations (STPC 2020) and reflects the vision, aims and policies established by the governors of the school.

**Job Purpose:-** To take responsibility for class and set groups.

**Accountable to:-**    Head of School

**Key Accountabilities:-**

#### **Policy and Leadership**

To use and implement all school policies.

#### **Management of Teaching and Learning**

To provide for the learning experiences of pupils in my classroom and to work with a team of colleagues in developing teaching and learning strategies.

#### **Management of People/Health and Safety**

To lead, manage and work collaboratively with a group of pupils and, when appropriate, other adults and colleagues.

#### **Management of Financial and Physical Resources**

To develop, monitor and control financial and physical resources in my teaching area.

#### **Evaluation and Quality**

To monitor and evaluate pupils learning. To attend, and contribute to, Pupil Progress Meetings.

#### **Administration/Meetings**

To ensure that administrative requirements are fulfilled.

### **Key Tasks**

#### **Policy and Leadership**

- Plans and assesses pupils learning using knowledge of school policies, schemes of work and School curriculum requirements for the relevant curriculum areas.
- To work with colleagues in developing relevant policies, schemes of work and handbooks.
- To establish and maintain regular communication with headteacher and/or senior staff, governors and other schools where appropriate.

### **Management of Teaching and Learning**

- Using knowledge of school policy and School Curriculum requirements, plan differentiated work to meet the needs of individuals and groups promoting progression, continuity and quality of learning.
- Uses relevant classroom management strategies to ensure a purposeful environment for teaching and learning to take place.
- Uses a variety of suitable teaching and learning styles and communicates clear learning objectives and expectations.
- Marks and provides assessment of work carried out by the pupil both in the school and elsewhere.
- Assesses, records and reports on the development, progress and attainment of pupils.

### **Management of People/Health and Safety**

- Plans to manage pupil behaviour taking into account the personal, social and emotional needs of pupils.
- Safeguards the pupils' health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Works as a member of a team, planning co-operatively, sharing information, ideas and expertise.
- Establishes good relationships with parents to promote pupils learning and development.
- Establishes and maintains positive relationships with pupils.
- Promotes the general progress and well-being of individual pupils and of any class or group of pupils assigned to you.
- Consults and communicates with parents of pupils.
- Consults, plans, directs or supervises with learning support staff, non-teaching staff and outside agencies, as appropriate.

### **Management of Financial and Physical Resources**

- Organises and maintains a stimulating working environment appropriate for the range of activities taking place, including up to date and informative Learning Walls and resources to support children's learning.
- Teaches pupils to take responsibility for resources and the environment.
- Ensures that resources are organised and readily available to promote learning.

### **Evaluation and Quality**

- Monitors and assesses pupils work and uses assessment to inform planning and identifying individual needs.
- Keeps records of pupil's progress and report achievement in line with school policy and statutory requirements.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Review from time to time your methods of teaching and programmes of work.

- Participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements.

### **Performance Management**

- Participate in arrangements made in accordance with the 2012 regulations for the appraisal or review of your performance and that of other teachers.

### **Administration/Meetings**

- To keep records and carry out procedures to satisfy school policies.
- Establish and maintain regular communication flow (internal and external).
- To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Attends assemblies, registers the attendance of pupils and supervises pupils, whether these duties are to be performed before, during or after school sessions.
- You are not required to routinely undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.



**Aveley Primary School**  
**Class Teacher Person Specification**

	ESSENTIAL	DESIRABLE	EVIDENCE	SCORE (1-5 )
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Further /Continued CPD</li> </ul>	Application Form	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ability to deliver effective teaching and learning in the classroom</li> <li>• Proven record of 'Good' teaching and learning and good progress of all learners</li> <li>• Working effectively in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Proven record of subject leadership</li> <li>• Experience of teaching in KS2</li> </ul>	Application Form Interview References	
<b>Professional Knowledge, Understanding and Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrate what constitutes quality and high standards in learning and teaching</li> <li>• Commitment to inclusion and use strategies for engaging all learners</li> <li>• What constitutes appropriate and successful relationships with children</li> <li>• Understanding of child protection in a primary school</li> <li>• Achieving and sustaining high standards</li> <li>• Effective organisational skills</li> <li>• Ability to work well with parents and carers</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting and nurturing emotional literacy within the classroom</li> <li>• How the learning environment supports high standards</li> </ul>	Letter of application Interview Written task References	
<b>Specific knowledge, understanding and skills</b>	<ul style="list-style-type: none"> <li>• Using a positive approach to promote excellent learning behaviour</li> <li>• Sound subject knowledge</li> <li>• Confident and competent user of IT</li> <li>• Demonstrate knowledge and understanding of Assessment for Learning. (AfL)</li> </ul>	<ul style="list-style-type: none"> <li>• In-depth qualification/understanding in a particular area e.g. qualified sports coach; dyslexia; music etc.</li> </ul>	Application form Lesson observation Interview References	
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• The National Curriculum and assessment</li> <li>• Understanding of curriculum progression</li> </ul>	<ul style="list-style-type: none"> <li>• Cross curricular learning and teaching</li> <li>• How the curriculum supports the ethos and values of a school</li> </ul>	Letter of application Interview	

	<ul style="list-style-type: none"> <li>Principles underlying the promotion of British Values</li> <li>Promote and develop enjoyment of learning</li> <li>Understanding of how to ensure learning is accessible by all</li> </ul>			
<b>Professional Values</b>	<ul style="list-style-type: none"> <li>Commitment to continuing professional development</li> <li>High expectations of everyone</li> <li>Willingness to use variety of teaching strategies to engage all learners</li> <li>Commitment to the personal welfare and safeguarding of children</li> <li>Ability to work with all members of the community in a professional manner</li> </ul>	<ul style="list-style-type: none"> <li>Support for an enriched curriculum through out of hours learning and educational visits</li> </ul>	Letter of application Interview	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Open minded, self-evaluative and adaptable to changing circumstances and new ideas</li> <li>Passionate about learning and teaching</li> <li>Displays warmth, care and sensitivity in dealing with children</li> <li>Able to enthuse and reflect upon experience</li> <li>Willingness to be involved in the wider life of the school</li> <li>Ability to work flexibly</li> <li>Ability to prioritise</li> <li>Good interpersonal/ communication skills</li> <li>Insight into what is important in our school</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate a commitment to environmentally-friendly and sustainable working practices</li> <li>Willingness to engage with the opportunities for learning presented by the building</li> <li>Brings personal interests and enthusiasms to the school community</li> </ul>	Letter of application Interview Reference	

Above all, you need to like children and want the very best for them. You recognise the importance of educating the whole child, including all learners and achieving high standards, within a creative, broad and innovative curriculum.

## Aveley Primary School Policy Statement on the Recruitment of Ex-offenders

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the School complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the School is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

**Having a criminal record will not necessarily bar you from working at the School.** This will depend on the nature of the position and the circumstances and background of your offences.