

Aspiration, Collaboration, Responsibility, Respect and Kindness



Orchard Primary
& PRE-SCHOOL

Recruitment Pack

October 2024

Head Teacher's Welcome

Thank you for your interest in the role of **Class Teacher** at Orchard Primary School. This is an exciting opportunity for an ambitious individual to join our thriving school.

Orchard Primary School opened on 1 September 2017, having previously been Cherry Orchard First School. We are part of Avonreach Academy Trust; a group of three thriving Primary Schools and one Secondary School within the heart of Worcestershire.

We believe Orchard Primary School is a special place where staff are dedicated to providing an exciting and challenging curriculum for all the children within a safe, stimulating and well-resourced environment. We have a shared vision throughout the school and the Trust that every child deserves to be successful and fulfil their true potential. We recognise that all children have talents and abilities to celebrate, and part of our role is to help them discover and develop these.

We encourage a strong community spirit where we show consideration and respect for each other; understand differences and uphold kind, well-mannered behaviour.

We are proud of our dedicated team of staff who work hard to develop the children's lively and enquiring minds by providing a rich, creative and varied curriculum, equipping the children with the personal and technological skills to enjoy learning and achieve success in all areas of their school life. In partnership with families, we develop the children's self-esteem and self-belief giving them confidence in themselves and aspirations for the future, enabling every child to flourish.

We hope this pack will give you an insight into and information regarding the School and Trust, the role itself as well as the qualities we are looking for in our new teacher and how to apply. If you have any further questions, please do not hesitate to contact us at office@orchardprimary.org.uk or visit our website <https://www.orchardprimary.org.uk/>

We look forward to receiving your application and meeting the successful applicants in due course.

Our Vision and Values

Vision

At Orchard Primary School, we have a shared vision that every child has the right to be successful. We want them to leave us having achieved high levels of success in all aspects of school life, including high academic achievement as well as high self-esteem and self-belief giving them confidence in themselves and aspirations for the future, and, above all, with a set of values that ensure they make a positive contribution to their community and society.

Ethos

We believe that if children are equipped with the skills that enable them to:

- Read well
- Work with others, listen and communicate their ideas
- Show respect for themselves, others and the wider world
- Be prepared to try their hardest

that they will find a love of learning and become happy, responsible and caring citizens.

To achieve this, we create a climate that is safe, ordered and inspiring, enabling our children's minds to develop. We provide a progressive curriculum that is rich, creative and varied, building on the children's knowledge and skills; developing fluency, accuracy and mastery.

Values

Aspiration, Collaboration, Respect, Responsibility and Kindness.

These values reflect the Trust's intention to promote close collaboration and mutual support whilst focusing on the educational and developmental goals of its pupils. Our overall aim is to be a successful educational enterprise that is firmly positioned within a developmental environment. This is encapsulated in our strap line "Small enough to care, Big enough to inspire".

How to Apply

To arrange a visit to our school, or for an initial informal discussion, please contact Mrs Sarah Bitcon, Head Teacher or Mrs Sarah Boulton, Administrator, via email office@orchardprimary.org.uk

We are providing visits for interested candidates where you will be able to meet some of the team and visit our school.

Please return the completed application form to:
Mrs Sarah Boulton office@orchardprimary.org.uk

Safeguarding

Our school is committed to rigorous safeguarding practices and to promoting the welfare of all children. We expect all staff to share this commitment. This post is subject to an enhanced DBS check, references and qualifications check and health screening.

Equalities

Avonreach Academy Trust is committed to equal opportunity and values diversity. The Trust will challenge prejudice and intolerance and will seek to eliminate discrimination in any form. Our Equal Opportunities Policy can be found on our website.

References

We will obtain references from your referees if you are invited for an interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data. Please click on the link below to view the Avonreach Academy Trust Privacy Notice for job applicants.

<https://www.avonreach.org/policies-and-statements/>

Criminal Convictions

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all shortlisted applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.

Key Dates

Item	Date	Notes
Closing date for applications	12 noon on Friday 8 November 2024	Applications received after this date and time will not be accepted.
School visit for applicants	4pm on Tuesday 5 November 2024	Arrangement via email: office@orchardprimary.org.uk
Short listing for interview	8 November 2024	Candidates who are invited for interview will receive more information about the interview process.
Interview dates	w/c 11 Nov 2024	
Start date	6 January 2025	Or earlier by agreement

Job Description

POST TITLE	Class Teacher
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Purpose/Context Statement:	Provide high quality, engaging teaching and learning to pupils of all ages and abilities. Maintain high expectations of pupils and encourage them to contribute to the wider life of the school and contribute to our shared vision and values. Take an active part in the extra-curricular life of the school.
Reporting to:	Head Teacher
Responsible for:	<ul style="list-style-type: none"> Assigned TAs and other support staff within lessons as appropriate Supporting and developing ITT pupils as and when required
Principal Contacts:	Students, colleagues and parents
Working Time:	Full Time (1265 hours directed time)
Salary/Grade:	Main Scale or UPS in line with experience
Disclosure level:	Enhanced
Key Responsibilities	
Teaching and Learning	<ul style="list-style-type: none"> Plan and adapt effective lessons to meet the needs of all pupils including vulnerable learners. Deliver 'Quality First Teaching' in line with the agreed school curriculum or Early Years Framework as appropriate. Motivate pupils to achieve their expected outcomes and exhibit high standards and engagement in their learning. Provide regular and timely feedback following school policy, and encourage pupils to reflect on their learning and become increasingly independent in taking responsibility for their own learning. Foster an atmosphere of mutual respect and equality for all. Ensure good behaviour for learning through consistent use of the school's behaviour policy. Develop and encourage cross-curricular links, learning beyond the classroom and personal development.
Curriculum Development	<ul style="list-style-type: none"> Contribute to the development of an engaging and challenging curriculum for all year groups. Ensure that communication, literacy, numeracy and SMSC and are reflected and promoted within the curriculum.
Leadership and Management:	<ul style="list-style-type: none"> Contribute to the School Development Plan as appropriate to subject leader responsibilities. Provide support and mentoring to new and less experienced colleagues.
Liaison:	<ul style="list-style-type: none"> Contribute to school staff, team, Trust and Key Stage meetings as required. Attend all relevant parents' meetings to provide face to face support for pupils and their parents.
Staff Development / Performance Management:	<ul style="list-style-type: none"> Engage fully in the school's Performance Management processes. Share good practice and promote collaboration to motivate and inspire colleagues within school and across the Trust.
Management Information:	<ul style="list-style-type: none"> Provide timely and accurate assessment of pupils' work in line with school calendars. Identify and take appropriate action on issues arising from analysis of pupil and whole school or year group data.
Communications:	<ul style="list-style-type: none"> Communicate effectively and positively with all stakeholders.
Management of Resources:	<ul style="list-style-type: none"> Maintain a high quality learning environment. Work collaboratively to conserve resources.
Student Welfare:	<ul style="list-style-type: none"> Encourage pupil wellbeing through positive interactions and use of praise and reward systems Record any safeguarding concerns regarding pupils on CPOMS
Safeguarding, confidentiality	<ul style="list-style-type: none"> Undertake Safeguarding training and briefings as required.

and data protection:	<ul style="list-style-type: none"> • Ensure that all pupils and staff are appropriately safeguarded. • Maintain appropriate levels of confidentiality when dealing with stakeholder data and information. • Adhere to the General Data Protection Regulations.
Quality Assurance:	<ul style="list-style-type: none"> • Ensure the maintenance of accurate records of progress, and contribute to moderation activities to ensure consistent application of assessment across the school, Trust, and Local Authority. • Fully engage with the school's monitoring programme including, for example, work scrutiny, professional discussion, learning walks and lesson observations. • Ensure that all communication follows school or Trust policies and branding guidelines.
Extra-Curricular:	<ul style="list-style-type: none"> • Support the school's extra-curricular programme through active participation.
Supervision:	<ul style="list-style-type: none"> • Supervise pupils outside the classroom in line with the staff duty rota.
Personal Development:	<ul style="list-style-type: none"> • Reflect on own practice and work collaboratively with your line manager to identify development needs and participate in annual performance review as part of an active programme of CPD. • Ensure subject knowledge is kept up to date. • Keep up to date with developments in teaching, learning and assessment.
Health and Safety:	<ul style="list-style-type: none"> • Promote safe working practices and take all reasonable steps to manage own safety. • Undertake Health and Safety duties commensurate with the post and/or as detailed in the school's Health and Safety Policy.
Additional Duties:	<ul style="list-style-type: none"> • Play a full part in the life of the school community, to support our vision and values and encourage staff and pupils to follow this example. • Attend meetings outside normal working pattern as required.
<p>Avonreach Academy Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. All teaching staff are expected to follow the staff code of conduct and meet the requirements of the Teachers Standards.</p> <p>The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and stakeholders and is consistent with the school's equal opportunities policy.</p>	

Person Specification

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
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Experience	Experience of teaching relevant Key Stage		Application Form Interview References
Education and Qualifications	Qualified Teacher Status Grade B or higher in both English and Maths GCSE		Certificates DfES Number
Training/ Development	Experience of working with children with SEND An understanding of data analysis at local and national level Commitment to CPD – show an ability to question and request the right training and development that links to the post; seek opportunities that add to skills and knowledge; respond positively to opportunities that arise and support others' learning and share learning with others	Completed additional training/ experience in autism and/or dyslexia First Aid trained Leadership and Management in a Core Subject Experience of RWI Knowledge of Thrive	Application Form Interview Certificates
Skills and Abilities	An ethos for success. An outstanding, innovative practitioner committed to raising academic achievement. An enthusiasm for the development of the new curriculum. A high level of behaviour management skills. An understanding of educational pedagogy. Experience of planning work to a high standard, using formative assessment to inform planning and Set pupil targets. A sense of humour. Smart appearance and punctuality. Able to build and maintain successful relationships with pupils. Able to work collaboratively with colleagues and carry out roles effectively, knowing when to seek help and advice. Able to communicate effectively and sensitively. Able to improve own practice through observations, evaluations and discussions with	Lead of an area of School Development Plan – Core Subject	Application Form Interview References

	colleagues.		
Other Factors	Range of out-of-school activities. A willingness to work beyond the classroom with children on extra- curricular activities.		Interview References

Orchard 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.
