



Southwood Primary School, Dagenham



Newly Qualified Teacher (NQT) Candidate Information Pack



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Dear Colleague,

Thank you for your enquiry about this exciting opportunity at Southwood Primary School. I am delighted to enclose our application pack, giving details of the role.

As we continue our journey to becoming a 'great' school, we are looking for the right individual to join our dynamic and forward thinking teaching team in Year 5 or 6. It could be you!

At Southwood Primary School we aim to create a happy and stimulating environment in which pupils are encouraged to develop their talents and qualities of character in a supportive community to be the very best they can be.

We aim to provide a broad and balanced curriculum which is relevant and meaningful to all our pupils and to ensure that they are supported, cared for and assisted in making the most of the opportunities that the school provides for them.

We believe that we can offer a friendly and supportive working environment in which your opinions will be welcome and your professional development encouraged.

Thank you for the interest you have already shown in this post. Applications must be received in school by Monday 10th May 2021 by 9am.

Shortlisting will take place on the same day and observations/interviews will take place during the week commencing 10th May 2021.

Visits to the school are strongly recommended so that you can see the potential here – please call our HR and Finance Assistant on 0208 270 8738 to arrange an appointment or email jobs@southwood.bardaglea.org.uk.

Please also take time to look at our school website www.southwoodprimary.co.uk.

We look forward to hearing from you.

Scott Halliwell- Headteacher



Working at **Southwood Primary School**

The school is located in the middle of the London Borough of Barking and Dagenham and the majority of pupils come from the surrounding local area. In the most recent Census of Population the percentage of households which are overcrowded was well above the national average in the wards in which our children live, and the percentage of adults who have higher education qualifications is significantly below the national and London averages. Adult basic skills in the Borough are almost the lowest in England. Our pupil premium figures are well above the national average.

Southwood Primary School is a larger than average primary school. There are currently over 620 pupils on roll. There is an increasing minority ethnic population within the school and a significant number of our pupils speak a language other than English at home. The proportion of pupils with Special Educational Needs and or Disabilities is around the national average. We have a number of Learning Mentors who provide additional support for those children who have Social, Emotional and Behavioural needs. Our Inclusion Team work as an integral part of the school to ensure the best possible start for all children including those children with a high level of special education needs.

Our pupils are taught in mixed ability groups with maximum of 30 children in each class. A programme of English and Mathematics group teaching currently operates in Year 6 and there is additional intervention/support deployed across the school where the need is greatest.

We provide training placements for both teaching and childcare students and pupils from the local secondary schools also undertake work experience projects within the school. We pride ourselves on offering a high level of professional development for staff, throughout their careers, and we would look to work with the successful candidate to ensure their own professional development needs are met. We have recently supported staff in completing the NPQML, NPQSL and NPQH qualifications as well as subject specific and other relevant professional development programmes.

We currently work within a cluster of 9 local Schools, called 'PACE', comprising of over 6500 children and over 300 teachers, which is opening up excellent opportunities for networking, collaboration and professional development.

Significant investment has been made in the school in recent years, allowing us to maintain a high level of resource provision and improve the fabric of the school. We believe passionately in ensuring our children have a broad and balanced curriculum. We have specialist teachers in P.E., Art, Spanish and Music, who lead and champion these curriculum areas within the school.

The school enjoys a good reputation in the area. Our parents and carers are supportive and they are keen for their children to enjoy school and do well.

NQT induction

At Southwood we greatly pride ourselves on the support we give NQT's. Our NQT's will be fully supported by and mentored by one of our Senior Middle Leaders over the first two years of their teaching career, and will also be supported by their other colleagues. We give NQT's a reduced timetable of 80% (equivalent of 1 day per week) to support you in settling into school life.

We are willing to take on NQT's in June or July, if your training has finished, to allow you time to settle into the school before the start of your first academic year; this also means that you will be paid throughout the Summer by ourselves.



Job Description:

Class Teacher (initially Newly Qualified Teacher)

Start Date: June/July 2021 or September 2021

Salary: Main Pay Scale

GENERAL DESCRIPTION OF THE POST

To carry out the following professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

- To implement and deliver an appropriately broad balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum, and in line with the curriculum policies of the school.
- To facilitate, support and monitor the overall progress and development of a designated group of pupils.
- To foster a learning environment and educational experience which provides pupils with the opportunity to fulfil their individual potential.
- To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- To support and contribute to the school's responsibility for safeguarding children.

The range of duties listed below amplify and extend the role of the teacher, but do not replace such other duties that may be required, as laid down by the School Teachers' Pay and Conditions Document.

All teachers will be expected to be competent in all aspects of the professional standards for teachers.

The TEACHER WILL BE EXPECTED TO:

TEACHING

- plan and prepare courses, schemes of work and individual lessons appropriate to the needs, interests, experience and existing knowledge of the children;
- teach a class, or classes, groups, or individual children, according to their educational needs;
- plan, set and mark work to be undertaken by children both at school and elsewhere;
- have high expectations of the children, value and recognise the diversity of their abilities, and ensure that each child achieves his or her full potential;
- ensure that proper account is taken of any specific needs children have by reason of their gender, language or ethnicity and that appropriate provision is made for them;
- make good and appropriate use of resources including time, ICT and available materials and approaches to ensure that pupils learn effectively;
- promote the social development and welfare of the pupils so that each child feels valued and enjoys learning;

MONITORING, ASSESSMENT AND RECORDING

- ensure pupils receive constructive and useful feedback on their progress and areas for improvement;
- monitor and assess pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- provide or contribute to oral and written assessments, reports and references relating to the development and learning of individual pupils and groups of pupils;

ETHOS OF THE SCHOOL

- maintain a safe, ordered and caring environment in the classroom and around the school so that children achieve their potential and feel secure and valued;
- make pupils aware of their rights and responsibilities in respect of each other;
- support the achievement of high standards of behaviour and conduct for all children through active implementation of the school's policies and systems for promoting good behaviour for all pupils, not just the teacher's allocated class;
- take part in the corporate life of the school by, for example, attending assemblies, meetings, registering the attendance of pupils and supervising pupils before and after school sessions;

PARENTS

- build and maintain a close partnership with parents and carers;
- communicate with parents and carers on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties;

RESOURCE MANAGEMENT

- maintain an attractive and stimulating classroom;
- take responsibility for resources allocated to their own classroom;
- contribute to displays in the school as a whole;
- comply with the requirements of Health and Safety and other related legislation;

WORKING WITH COLLEAGUES

- be a member of the Key Stage 2 Team, contributing positively towards achieving high standards of attainment, continuity and progression throughout the phase;
- as a team member, assist in developing, implementing and evaluating policies and practices that contribute to school improvement;
- lead, organise and direct support staff within the classroom;
- work with other adults including colleagues within school and from external agencies to ensure that children make the best possible progress, stay safe and healthy;
- cover for absent colleagues in line with government regulations.

PROFESSIONAL DEVELOPMENT

- evaluate, review and improve own teaching in order to improve its effectiveness;
- keep up-to-date with current education thinking and practice, both by reading and by attendance at courses, workshops and meetings;
- take part in the performance management programme for the appraisal of the teacher's own performance (following successful completion of induction);

EQUAL OPPORTUNITIES

- help ensure that subject matter and learning resources reflect LA and school policies relating to equal opportunities in respect of race, gender and special needs;
- help ensure that these policies are implemented within the tasks and duties listed above.



Person Specification: Newly Qualified Teacher

Qualifications

Qualifications needed:

- Currently completing a course leading to qualified teacher status; or
- Have recently been awarded qualified teacher status, but not yet completed induction

Experience

Experience needed:

- Teaching practice within the primary phase;
- Desirable: To be graded as at least 'Good' for teaching practice placements.

Knowledge and skills

Required knowledge and skills include:

- Understanding of theory or practice for age phase and/or subject you apply to teach
- Ability to establish strong learning environment (establish or maintain an effective working environment, plan, prepare deliver appropriate programmes of work, assess, record or track pupil learning and use to inform future planning)
- Ability to vary teaching approach as needed, for example one to one; small group; whole class
- Differentiate according to learners' needs
- Good handwriting, correct spelling and grammar

Other

Other criteria include:

- Understanding of inclusion (special needs, English as an additional language, equal opportunities, diversity)
- Ability to work as part of a team, both teaching and support staff
- Ability to communicate effectively with parents or carers
- Understanding of the importance of continuing professional development

Application Process:

For more information and an application form, visit our website www.southwoodprimary.co.uk.

Closing date for applications: Monday 10th May 2021 at 9am

Interviews: Week commencing 10th May 2021

"This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including a Disclosure Check, will be undertaken on all applicants."