



Furzefield Primary School
Be kind, be respectful, be resilient. Aspiration and opportunity for all.

Kindness
Respect
Resilience
Aspiration
Inclusion



TEACHER INFORMATION PACK

Delabole Road, Merstham, Redhill, Surrey, RH1 3PA

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www.furzefield.surrey.sch.uk





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VACANCY:

POSITION: Part -Time PPA Teacher

SALARY: MPS 1-6 (Fringe) £33,075 - £45,037 FTE (Pro-rata for 0.6)

START DATE: ~~October 2024~~ November 2024

WORK PATTERN: Part - Time

CONTRACT TYPE: Permanent

CLOSING DATE: 4th October 2024 at 12 pm

INTERVIEWS: Dates will be agreed with candidates upon successful shortlisting and may occur before closing date.

We are seeking to appoint a committed and enthusiastic Part-Time PPA teacher, who has the passion and drive to inspire, nurture and provide a consistently high-quality education for our pupils at Furzeffield Primary School.

Joining Furzeffield means becoming part of a community and for the right candidate, this could be a brilliant opportunity to join an incredibly supportive and **caring** team of **professionals** where **creativity** and **individuality** are valued, teachers are given **autonomy** to make the right decisions for *their* pupils and where your **professional development** and ambitions are nurtured and encouraged.

We are looking for someone that can show commitment to not only our pupils but to our active school community and who can promote and embody our **core values**. Our job at Furzeffield is to prepare our children to achieve their full potential and lead happy and successful lives. We do this through promoting and embedding five simple values:





The successful applicant will:

- Be an effective class teacher who is committed to high quality teaching, learning, experiences and opportunities for *all* children.
- View inclusion as an integral element of all teaching practice.
- Be part of our team, be willing to pitch-in when needed and be there for pupils and colleagues when they need support.
- Have excellent communication skills and high levels of emotional intelligence, building positive relationships with children, staff and families.
- Inspire and motivate.
- Advocate for the well-being of our pupils, providing guidance and support.
- Understand the importance of evidence-informed practice in the classroom.

Furzeffield is a vibrant community school in Merstham, Surrey with excellent transport links to the Greater London area. We provide a broad and balanced education for pupils aged 3-11 years where pupil wellbeing and academic achievement are given *equal* importance.

The school was inspected by Ofsted in March 2023. We are proud to have received a **GOOD** rating overall with an **OUTSTANDING** judgement for our **Personal Development** offer. We offer a *creative* and *rich* curriculum that promotes learning outside the classroom, including Forest School. Staff are friendly and supportive; our classrooms are well resourced, and our pupils are well behaved and eager to learn. We are a two-form entry school with a maintained Nursery, Family Centre and a Specialist Resource Centre for 14 pupils with Moderate Learning Difficulties (MLD) on site.

If we sound like the type of school you would like to work for, please contact, Helen Mitchell, by calling the school on 01737 642842 or emailing HR@furzeffield.surrey.sch.uk. We are happy to arrange visits to the school.

Furzeffield Primary School is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As such this post is subject to a satisfactory Enhanced DBS check and pre-employment checks including an online search for shortlisted candidates.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible. We reserve to right to interview shortlisted candidates ahead of the closing date.



JOB DESCRIPTION:

Job title: PPA TEACHER

Main purpose

The teacher will:

- Fulfil the professional responsibilities and duties of a teacher, in accordance with the Teachers' Pay and Conditions Document, other relevant statutory provisions and school policies under the direction of the Headteacher.
- Continuously develop themselves in line with the Teachers' Standards in order to provide the highest possible quality of education to pupils at all times.
- Maintain the integrity and reputation of the profession through high standards of conduct in and out of the workplace.

Key duties and responsibilities

Teaching and learning

- Provide class cover for Teachers on PPA, continuing the teaching of the curriculum in line with Furzeffield Primary School's curriculum and the lessons prepared by the Class Teacher.
- Identify clear learning objectives and specify how they will be taught and assessed.
- Take account of pupils' prior levels of attainment and use them to set targets for future improvements.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of formative and summative assessment.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils through high quality provision.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for external tests.
- Marking pupils' work and providing them with necessary feedback, encouragement and support.
- Work collaboratively with support staff to achieve the best outcomes for pupils.
- Organising the classroom and learning resources and creating displays to create a positive and purposeful learning environment.
- Maintain good behaviours for learning through positive behaviour management and relationship building.



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- Providing feedback to parents and carers on pupil progress.
- Working with other teachers to plan and coordinate work.
- Assess how well learning objectives have been achieved and be responsible for evaluating and reflecting on own teaching to improve its effectiveness.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, including those promoting equality of opportunity and inclusivity.
- Promote and demonstrate the school's values and ethos.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and pupil development to secure coordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

Professional Standards

- Treat all members of the school community, colleagues and pupils, with respect and kindness.
- Treat all pupils fairly, consistently and without prejudice.
- Reflect on own practice as well as the practices of the school with aim of improving all that we do.
- Participate in the management of the school by effective participation in various team and staff meetings.
- Act as an ambassador for the school.

Health, safety and pastoral care

- Be proactive and take responsibility for matters relating to health and safety, for which all employees have a responsibility.
- Promote the safety and wellbeing of pupils.
- Responsibility for adhering to guidelines for the safeguarding of children.
- Maintain good behaviours for learning and a calm, safe environment through positive behaviour management and relationship building with clear boundaries and expectations.
- Conduct or contribute to risk assessments for pupils.

Professional development

- Take responsibility for own professional development and participate in staff training when provided.



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- Take part in further training and development in order to improve own teaching practice.
- Assist, where appropriate and necessary, with the training and development of colleagues.
- Take part in the school's appraisal procedures.
- Where appropriate, take part in the appraisal and professional development of others.

Communication

- Build positive relationships and communicate effectively with pupils, parents and carers.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

Other areas of responsibility

- Organising and taking part in school events, outings and activities.
- From time to time, you may also get the opportunity to take part in events and projects outside of the classroom, such as trips and sports days.
- Liaising with colleagues and working flexibly in the best interests of the pupils.

The job description outlines key accountabilities for the role and it may be necessary to ask the Classroom Teacher to undertake additional duties commensurate to the role as and when required.



PERSON SPECIFICATION:

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none">• Qualified teacher status (N/A for ECT applicants)• Degree• Successful primary teaching experience
Skills and knowledge	<ul style="list-style-type: none">• Knowledge of the National Curriculum• Knowledge of effective teaching and learning strategies• A good understanding of how children learn• Ability to adapt teaching to meet pupils' needs• Ability to build effective working relationships with pupils• Knowledge of guidance and requirements around safeguarding children• Knowledge of effective behaviour management strategies• Good ICT skills, particularly using ICT to support learning• Contribute to the discussions on assessment for core and foundation subjects• Have experience of working within a team of other adults, support staff, teachers and other professionals in the classroom.• Ability to make use of appropriate data to analyse the performance.• A solid understanding of Assessment for Learning and different forms of feedback and to use both to raise standards in the classroom.• Able to personalise learning to enable all children to achieve.• Able to effectively use different learning and teaching styles in order that all children make progress. Able to encourage independent learning.• To have knowledge of how to work with children on the special educational needs and disabilities register. Understand that you are a teacher for all children in your class.• An understanding of the role of parents in their child's education• To creatively use the curriculum and the outdoors to provide memorable learning experiences.• Ability to communicate effectively (both orally and in writing) to a variety of audiences.• Develop confidence and skills to present to parents, ie curriculum evenings.• Ability and skills to work in and lead a team.• To have the ability to contribute positively to curriculum development



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Personal qualities

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- High expectations for children's attainment and progress
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Ability to work in a team
- Commitment to safeguarding and equality
- Evidence of organisational skills, the ability to remain calm under pressure and to meet deadlines
- Energy, enthusiasm, adaptability and a sense of humour
- Motivation and ability to deliver high quality extra-curricular opportunities, ie clubs, residential, carol concert, staff panto,
- Able to use own initiative.

We are a **GOOD** school with **OUTSTANDING** features!

Personal Development: **OUTSTANDING**

Quality of Education: **GOOD**

Behaviour & Attitudes: **GOOD**

Leadership & Management : **GOOD**

Early Years Provision: **GOOD**

"Pupils are confident, happy and independent"

"Pupils quickly develop the knowledge and skills to become fluent readers"

"Leaders provide opportunities for pupils to develop their talents and interests"



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