



**Reception Class Teacher**  
**James Dixon Primary School**  
**Information**



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# Welcome

Dear Applicant,

The process of finding the right school for you can be a tricky one so thank you for taking the time to research our school. James Dixon Primary School is part of Swale Academies Trust, a multi academy trust which puts teaching and learning at the heart of everything they do.

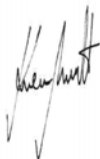
James Dixon Primary School is a vibrant, diverse, caring and happy community. We grow together by embracing the diversity of our school community and value the privilege which comes with being part of a multicultural school community.

A visitor to our school once described it as "...an oasis in the heart of Anerley." An appropriate description because of our beautiful grounds, the care that our team takes to ensure that every pupil is safe and has a memorable primary school experience. We do this through a genuinely creative curriculum enriched with face to face and digital teaching; Forest School and outdoor learning; a commitment to the arts and a commitment to the highest standards and outcomes for each and every one of our pupils.

We are on a journey of continuous reflection and improvement. If you are someone who believes in teachers as learners, prioritises children's wellbeing, enjoys being outside and can find something good in every day, then we may be the school for you.

If you would like to join this vibrant community of educators then please complete an application form.

Sincerely



Kevin Minnott  
Head of School



Michelle Aldred  
Executive Headteacher



# Job Description

**Job Title:** Class Teacher (Primary)  
**Grade:** MPS/UPS  
**Responsible to:** Headteacher

**Purpose of the Job:**

**GENERAL PROFESSIONAL DUTIES**

The current School Teachers' Pay and Conditions Document describes the general professional duties which teachers are expected to undertake in the course of their employment.

**PARTICULAR DUTIES**

Teachers are also expected to perform particular duties as may reasonably be assigned to them by the Headteacher. For the purpose of this general job description these particular duties are:

**Curriculum:**

- To plan and prepare courses.
- To continuously review teaching methods, schemes of work and resources as necessary.
- To advise and co-operate with the line-manager, other teachers and the Senior Leadership Team on the preparation and development of courses of study, teaching materials and resources, teaching programmes, methods of teaching, assessment and pastoral arrangements.
- To participate in meetings of the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- To take part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

**Professional Development etc.**

- To participate in any arrangement within an agreed national framework for the performance management of performance and that of other teachers.
- To participate in arrangements for further training and professional development as a teacher.
- To contribute as appropriate to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and newly qualified teachers.
- To co-ordinate or manage the work of other teachers as appropriate.
- To manage or supervise support staff as necessary.

**Pupils:**

- To plan and prepare lessons.
- To teach pupils assigned, including setting and prompt marking of work carried out by pupils in school or elsewhere.
- To set relevant and sufficient homework, according to the homework timetable, and to ensure prompt marking of the homework.
- To assess, record and report on the development, progress and attainment of pupils, according to departmental and whole-school policies.

# Job Description

- To participate in the arrangements for preparing pupils for public examinations. To assess pupils for the examinations and record and report these assessments.
- To promote the general progress and wellbeing of individual pupils and of any class or group assigned.
- To provide guidance and advice to pupils on educational and social matters and on their future education and careers, including information about the sources of more expert advice on specific questions.
- To make records of, and reports on, the personal and social needs of pupils.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and / or groups of pupils.
- To maintain good order and discipline among pupils and to safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- To attend assemblies and to supervise class while in assembly, unless the teacher wishes to opt out of any religious aspect of assembly where this is against their beliefs.
- To accurately register pupils at a.m. and p.m. registration and during lessons and at any other time necessary before, during or after school.
- To provide, as a Tutor, the individual contact, knowledge and support for pupils within the allocated tutor group and to liaise with parents and other staff accordingly, as appropriate.
- To contribute to the personal and social education of pupils generally and specifically through the teaching of the PSE programme to the tutor group.
- To support all colleagues in ensuring that high standards of uniform and behaviour are maintained within the school.
- To work with other colleagues to ensure that there is a consistent approach in ensuring pupils abide by the school's code of conduct and the same consistency in dealing with pupils who do not conform to school rules.
- To make relevant records and reports as necessary.

## **Parents and the wider community:**

- To communicate and consult with the parents of pupils when required.
- To communicate and co-operate with other persons and outside agencies as required.
- To participate in meetings arranged for any of the purposes described above.
- To foster good relationships with parents.

## **Resources and Accommodation**

- To take responsibility for the care of resources, accommodation and fabric of the school, particularly when pupils are present.
- To allocate, as appropriate, equipment and materials in connection with his/her teaching.

## **Policies and Staff Handbook**

- To ensure that all departmental and school policies are understood and complied with.
- To ensure that s/he has read and understands the contents of the Staff handbook and complies with all the requirements detailed in the handbook.

## **Administration**

- To participate in administrative and organisational tasks related to the above duties.

# Job Description

## **Health and Safety**

- To accept responsibility for your own safety – as well as that of the pupils and colleagues with whom you work.
- To undertake Health and Safety training offered.
- To be aware of Health and Safety issues and the hazards associated with manual handling tasks, including the cumulative effect of repeated manual handling operations.
- To follow any control measures and care plans required by the generic or individual risk assessments.
- To be familiar with and use available equipment safely.
- To be aware of your own limitations and inform your employer of any circumstances that may alter your ability to perform manual handling tasks.
- To report accidents and hazards.
- To report deficiencies in the employer's Health and Safety protection arrangements.

## **The Working Time Regulations 1998**

All teachers are subject to the EU Working Time Regulations which are described in paragraph 114 of DfEE Circular No. 12/99.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# Person Specification

Qualifications	Essential / Desirable
Qualified Teacher Status.	E
Skills and Abilities	
Ability to plan and prepare programmes of work, appropriately differentiated, for the delivery of the curriculum to children in the primary school age range.	E
Ability to assess the needs of individual pupils and maintain appropriate records for the purpose of continuity and progress in curriculum areas.	E
Ability to select appropriate resources to create a stimulating learning environment.	E
Ability to relate and communicate effectively with parents and encourage their participation in their child's education.	E
Ability to direct the work of a teaching assistant.	E
Ability to work closely with other members of staff in the development of the curriculum and pastoral work of the school.	E
Excellent inter-personal skills.	E
Excellent time and task management skills.	E
Ability to work under pressure and to deadlines.	E
Ability to use data effectively in setting targets and understanding pupil progress.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Personal Qualities	
Enthusiastic approach to teaching and learning.	E
Hardworking, reliable and trustworthy.	E
Ability to communicate positively with children.	E
Ability to work supportively within a team.	E
Friendly, with a sense of humour.	D
A drive for personal and professional improvement.	D



# Working at James Dixon Primary School

## Benefits

- Enhanced Maternity Pay
- Staff lunches for £1
- Discounts with local and national retailers, cinemas and restaurants
- Teachers Pension Scheme – with a generous employer contribution
- Employee Referral Recruitment Incentive
- Access to training and development
- On-site Parking

## Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

# Finding Us

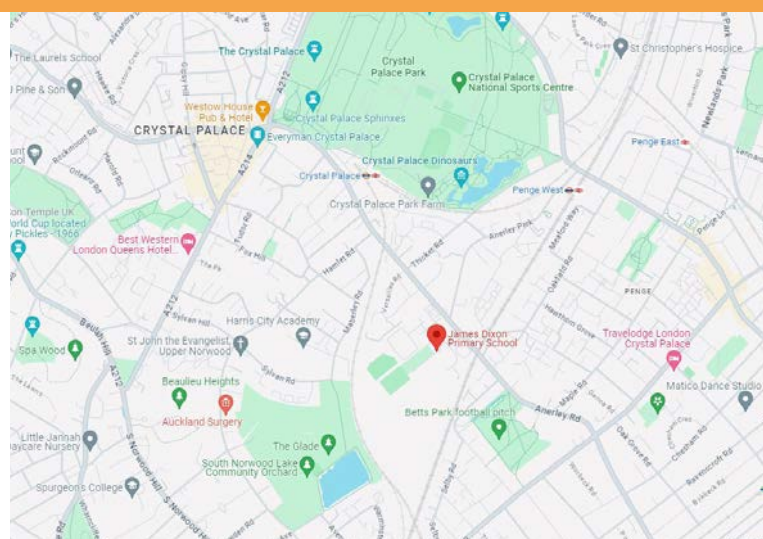
**James Dixon Primary School**  
William Booth Road, Anerley, London, SE20 8BW

020 8778 6101  
jdpoffice@swale.at

**Closest Train Station:**  
**Anerley - Southern Overground**  
Approx. 4-minute walk

**Crystal Palace Station - Southern Overground**  
Approx. 13-minute walk

**Closest Bus stop:**  
**Anerley Road/Anerley Station - 157, 249, 354, 358, 432**







## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on [swale.at](http://swale.at) website. Completed forms can be sent to [thanh.ly@swale.at](mailto:thanh.ly@swale.at) or by post to the following address:

Mrs Thanh Ly  
James Dixon Primary School  
William Booth Road  
Anerley  
London  
SE20 8BW

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. James Dixon Primary School may complete an Online Check of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



## **Safeguarding**

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## **Retention of information**

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## **Privacy Notice**

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

# Overview

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust - Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

## Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications





# Swale

## ACADEMIES

### TRUST