



A very warm welcome to prospective staff at Tadworth Primary School

'Enjoy and Achieve'

Dear Applicant,

Thank you for your interest in our vacancy. We believe that Tadworth Primary School is a very special place to be a part of.

We are a vibrant and welcoming two-form entry primary school set in the Surrey village of Tadworth and we are fortunate enough to have a well-resourced school with large and bright classrooms and a wonderful outdoor learning environment too.

Morale is high amongst staff. We support one another and work very effectively together in helping all children to achieve.

'Pupils enjoy coming to this school because it is a happy and friendly place to learn' - Ofsted – March 2024.

Class teachers

With two classes in each year group, teaching staff are able to share ideas and resources and plan together. This reduces the time spent on individual planning by a significant amount and benefits children and staff alike. Our senior leadership team helps to support and develop the work being carried out across the school.

Staffing and Continued Professional Development (CPD)

Our staff team have a wide range of skills and experiences, and we continually look to develop as professionals with a comprehensive training programme for teachers and support assistants.

Administrative and Operational Support

We have an efficient and supportive administrative team led by our School Business Manager who also manages our site manager and catering team.

Parents

Our partnership with parents is very important to us. Many parents are actively involved in school, helping in classrooms and on outings. We ask parents to support children with their homework and with reading at home. The parent view of our school is very positive, as reflected in our annual survey, and many members of our staff have chosen to send their children to our school.

Behaviour framework

We believe that children thrive on praise. Our Behaviour Management Policy is designed to enable us to focus on bringing out the best in children. We give the children a few simple rules to abide by (our whole school Golden Rules) and we expect them to be followed. All children are taught how to cope with the situations they find difficult. Ofsted recognised that *'All areas of the school are calm and purposeful...Pupils listen to their teachers and are eager to learn...Pupils behave very well.'*

Facilities

We have good ICT facilities with laptops and chrome books for flexible use, supported by an efficient, wireless network. Interactive whiteboards are in daily use in all classrooms. Outside, the surroundings are spacious and



attractive, with large playing fields and playgrounds and our own Forest School too. All our classrooms are of a good proportion, and we have a fantastic library at the heart of our school located in our air-conditioned new building. School dinners at Tadworth Primary are very popular and are produced independently by our own catering team known as 'Tadworth Treats'.

Curriculum

We feel that children in the primary age range need a varied, stimulating, well-paced curriculum which challenges them to think creatively. Where relevant, cross-curricular links are exploited and used to focus in depth on particular skills. We are always looking at our curriculum and endeavour to make it as motivating as possible. . In commenting on our curriculum, Ofsted recognised that it *'is carefully designed and ambitious for all pupils....deliberate actions enable pupils to learn the curriculum in a way that helps them achieve the highest standards.'*

Extra – curricular provision

We have a wide-range of after school and lunchtime clubs run by teachers, TAs, parent volunteers or outside specialists. Clubs on offer have recently included: Gymnastics, Tennis, Tag-rugby, Netball, Multi-skills, Chess, Taekwondo, Art, Cricket, Netball, Cookery, Choir and Warhammer. A number of our children also learn to play musical instruments with some receiving private lessons on site during the school day.

Resources

The school is well-resourced with regular discussion between all stakeholders. We aim to have a wide range of attractive books and art materials available to support the production of high quality pieces and learning across the curriculum. Areas for development are identified through our School Development Plan (SDP) and funds allocated accordingly.

Values and Support for Charities

We focus as a school on a different value each month which is important to everyone. Assemblies link to these values which contribute to children's spiritual, moral, social and cultural development. Every year group supports a designated charity which the children will learn about in depth and also raise funds for.

An Inclusive Community

Our aim is to provide a welcoming atmosphere for everyone who comes into contact with our school, whether they are visitors or are involved as staff, parents, governors or pupils. Our school community includes children from a range of backgrounds and nationalities. As a school, we work closely with external agencies to provide for any children who may have additional needs such as English as an Additional Language or Special Educational Needs.

Governors

We have a highly skilled and committed Governing body with a wealth of experience, many with a long-standing connection to the school. Our Governors give generously of their time to help ensure that Tadworth Primary School continues to succeed.

Parent Teacher Association (PTA)

Our PTA comprises of an active group of volunteers who organise fundraising events for the school in liaison with staff. Events in recent years have included: the Spring Fair, Quiz Night, Cinema Afternoons and the Summer Ball. They are a resourceful, creative, well-organised team who do a great job in supporting the school and building a sense of community.

I hope this information encourages you to consider applying to work at our school.

If you have any questions or would like to arrange a visit then please do not hesitate to contact our helpful and friendly school office team on 01737 354541 or by email at info@tadworthps.surrey.sch.uk

Justin Kelly (Headteacher)
October 2024



Job Description

Job Title	Reception Teacher (Temporary - Maternity Cover)	Job Reference	TPS-1023
Location	Tadworth Primary School	Travel Required	No
Core purpose			
<ul style="list-style-type: none"> To organise and manage the education of children aged 4-5 years in a Reception classroom 			
Key accountabilities			
Main duties			
<ul style="list-style-type: none"> to plan, organise and maintain a learning environment appropriate to the developmental needs and interests of children aged 4 and 5 years to develop and maintain effective communication links with parents of the children in the class to participate in the ordering of equipment and materials to resource the classroom from the allocated budget. to provide within the setting a balanced, structured curriculum paying due regard to current research on how children learn, and with reference to learning from first-hand experience, play and talk to motivate children in their learning and establish a consistent, stable relationship with them. There is an expectation of the teacher to present a model of clear communication and develop an enabling and helpful style to keep clear records of curriculum planning and to keep up to date profiles of children's development and progress, working in partnership with parents and other members of staff to have a clear commitment to equality of opportunity for all children to make provision for children with special educational needs, with reference to the SEN Code of Practice to make provision for children for whom English is an additional language to be aware of relevant health and safety issues to contribute to whole school policy making, curriculum and development planning in consultation with the headteacher and other colleagues, to organise the transition of children into and out of the class to manage the work of other staff and volunteers supporting children in the class to offer guidance and support in the professional development of the support staff to encourage and develop links within the wider community to liaise with appropriate support agencies such as health visitors or social workers to undertake some administrative duties by agreement with the headteacher to ensure the class maintains a positive profile and is an integral part of the school any other duties as may from time to time be require 			
Other professional requirements			
<ul style="list-style-type: none"> Have a working knowledge of teachers' professional duties and legal liabilities. To be aware of national developments in education and curriculum area. To abide by the teacher professional standards and carry out duties as required by STPCD. Operate at all times within the stated policies and practices of Tadworth Primary School. Establish effective working relationships and act as an exemplar role model. Endeavour to give every child the opportunity to reach their potential and meet high expectations. Contribute to the 'life' of Tadworth Primary School through effective participation in meetings and management systems necessary to coordinate the management of the school. 			



- Take responsibility for your own professional development and duties in relation to school policies and practices.
- Liaise effectively with parents, governors and external professionals.
- Take on any additional responsibilities which might from time to time be determined.
- Participating in INSET in order to keep abreast of development.

Accountable to

- Headteacher with direction from the Assistant Headteachers
- Tadworth Primary School expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Safeguarding

- Tadworth Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure.



Person Specification

Position: Reception Teacher (Maternity Cover)		
	Essential	Desirable
Qualifications		
Qualified Teacher Status	✓	
Good honours degree	✓	
Evidence of commitment to continuing professional development	✓	
Experience		
Experience of teaching EYFS	✓	
Experience of teaching Phonics	✓	
Developing and maintaining good relationships with colleagues and students	✓	
Involvement in extra-curricular activities	✓	
Commitment to raising the achievement of all students of all abilities	✓	
Using ICT to support learning and teaching	✓	
Supporting improvements in teaching and learning	✓	
Using data to inform planning and future developments	✓	
Monitoring, evaluation and review to support improvements/improved outcomes	✓	
A successful track record of improving performance outcomes	✓	
Personal attributes		
Values aligned with the school's mission statement core values	✓	
Positive, enthusiastic outlook, embracing risk and innovation	✓	
Self-motivated and well organised	✓	
Encourages ideas, initiative and innovation in others	✓	
Highly motivated showing resilience, stamina and reliability under pressure	✓	
Inspires respects and confidence	✓	
Reflective and keen to develop yourself and others	✓	
Ability to communicate effectively	✓	
Safeguarding		
Tadworth Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure.		



The Application Process



Making an application

Please apply by the closing date shown in the online advertisement. In the event of difficulty, please email Tara Cooke, School Business Manager at tcooke@tadworthps.surrey.sch.uk. It is important that you explain clearly in your supporting statement why you are applying for the role and how you have been equipped for it by your experience and qualifications. We sometimes shortlist upon receipt so we may contact you before the closing date if you have been selected for interview. Please ensure we have a daytime number or email address so that we can get in touch to make the necessary arrangements. If you do not hear from us, then you may assume that your application has been unsuccessful on this occasion, but we should like to thank you for your interest in working at Tadworth Primary School. We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a high level of response. Therefore, we would recommend that you submit your application as early as possible.



References

When providing details of referees, applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form.



Interviews

The interview process will include an interview, an activity and a school tour. Please note due to high numbers of interested candidates, we will only contact candidates whose applications are shortlisted to attend interview.



Safeguarding

Tadworth Primary School is fully committed to safeguarding. If you are invited for interview, you will be required to provide original documentation to prove your identity (e.g. passport, driving licence, P60/45) and original exam qualification certificates. Successful applicants will be required to complete a disclosure form to enable an enhanced DBS check to be undertaken. Information from the DBS check will be held in strict confidence. You will also need to provide proof of your eligibility to work in the UK and complete a Medical Declaration.



Data Protection

Should you be unsuccessful with your application we will confidentially destroy your application form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.



Equality and Diversity

Applications are welcome from all sectors of the community. No job applicant will be treated less favourably because of their sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.