



EASTERN MULTI-ACADEMY TRUST (EMAT)

TEACHER PART TIME (0.6)

WEST ROW ACADEMY, SUFFOLK

£16,800 - £26,211 | PART TIME PRO RATED (FTE £28,000 - £43,685) MPS/UPS





WELCOME TO EMAT AND WEST ROW ACADEMY



Dear Applicant,

Thank you for taking the time to consider progressing your career with West Row and EMAT; we are delighted to share the details for the vacancy of a Part time Teacher (0.6). I hope the information included in this pack helps to give you a sense of who we are and what we want for our children, their families and our staff.

West Row Academy is a one and a half form entry primary academy just outside Mildenhall in Suffolk which has high ambition. I joined the Academy in January 2022 and am committed to helping West Row Academy be the very best it can be. I am pleased that you are considering joining our team.

Following an Ofsted review in May 2022, the Trust and Academy's foci are: to continually improve the quality of education across the academy; to support pupils to become responsible, respectable and active citizens and to forge strong relationships with our families and communities. To achieve these aims, we are working to place the right people in the right roles within our team, so our pupils and staff are inspired and motivated to achieve their full potential.

Our school caters for children between the ages of 4 and 11 years old and has much on offer for all who attend. Our grounds are beautiful. As well as a large playground, we have an exceptional playing field, outdoor classroom, gardening area, and kitchen. We have high hopes for our children and carefully meet their learning and pastoral needs through targeted support and challenge.

I hope the information in this pack, and available online, gives you a detailed overview of West Row Academy and you choose to apply. Should you do so, I look forward to reading your application and welcome conversations with you and visits to our Academy, to discuss this opportunity further.

Elisabeth Close, West Row Academy Principal



OUR ACADEMY



About West Row Academy

We are an inclusive, family friendly school and welcome everyone, doing all we can to support and empower families. We encourage all of our families to be involved in all aspects of Academy life.



West Row Academy and Pupils

West Row currently has 220 wonderful children aged 4 to 11 (Reception to Year 6), who deserve the very best possible start to their time in education. Teaching Assistants are an essential part of our team: encouraging pupils, supporting and challenge them; inspiring our pupils and ultimately leading them to success. Some pupils may have additional needs and therefore require tailored support to overcome barriers to their learning. They will benefit from high expectations, well planned and engaging learning and a sense that they are part of a school that aims to be the very best it can be.

We have high ambitions for all of our pupils and aim to provide an inspirational, challenging and supportive environment where children can excel, no matter what their age, need or background. We implement the PiXL Primary Edge to support this. This is a programme of attributes and skills to develop key life skills we all need in order to be successful at home, primary school and secondary school. We call this programme LORIC (**L**eadership, **O**rganisation, **R**esilience, **I**nitiative, **C**ommunication).



West Row Academy in the Community

At West Row Academy we recognise our position within the local community and we strive to forge relationships with the vast array of people and places close to us in order to enrich the curriculum for pupils. We also aim to serve our local community by supporting local charities and events which benefit every stakeholder.



West Row and Eastern Multi-Academy Trust

We are proud to be a member of [Eastern Multi-Academy Trust \(EMAT\)](#). Being a part of Eastern Multi-Academy Trust means we have strong values that enable us to be **empowered**, **motivated** and develop our **aspirations** so that we can together **transform** our lives. We work closely with the other schools and experts in our trust to support our pupils to be the best they can



TEACHER AT WEST ROW

Main Purpose

To meet high professional standards in teaching and learning within the faculty in order to ensure that students' knowledge, understanding and achievement are of the highest levels within the specific subject. To develop, plan and deliver effective and high quality learning experiences for all students and carry accountability for the learning and achievement of all students taught, developing independent learners able to progress into adult life with the skills required.

The duties outlined in this job description are in addition to those outlined by the latest 'School Teachers Pay and Conditions' document. The job description will be reviewed regularly and at least annually to reflect or anticipate changes to the job, commensurate with the salary and areas of responsibility

What our Teaching staff say about working at West Row.....

Our children are eager to learn and are kind and respectful.

There is bespoke coaching and mentoring available for all teachers throughout all stages of their career. This provides a supportive environment for progression.

We have an inclusive environment where all staff and children are valued.

We are all part of a supportive team where everyone is valued and celebrated.



JOB DESCRIPTION: TEACHER – MAIN ACCOUNTABILITIES

Curriculum

- To contribute to schemes of work and curriculum materials for the appropriate subject.
- To plan effective lessons matching the design of the lesson to the ability of the students.
- Have high expectations of students, based on a sound knowledge of their prior and potential attainment.
- To take account of the need for progression in students' learning experience.
- To ensure effective whole class, group or individuals learning opportunities for students.
- To set high standards of expectations of students' behaviour through good classroom discipline, focused teaching and productive relationships.
- To set and assess homework as an integral part of students' learning.
- To use opportunities to reinforce literacy, ICT and numeracy skills within teaching.
- To use enterprising and innovative approaches to teaching and learning when appropriate and in accord with Subject, Key Stage and Academy Policy.
- To effectively deliver the tutorial programme.
- To contribute to the extra curricular activities programme for students.

Monitoring and Evaluation

- To give clear and constructive feedback to students on how to move towards the next level or grade.
- To implement all subject, Key Stage and Academy Policies regarding assessment, recording and reporting.

Personnel

- To work as a team member, identifying opportunities for working with colleagues and sharing good practice.
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance.
- To take responsibility for one's own professional development and keeping up to date in subject expertise and teaching skills.
- To maintain effective working relationships with teaching and support staff.
- To be a form tutor to a group of students and be responsible for the pastoral care as appropriate.
- To keep an accurate register of attendance and encourage excellent punctuality and attendance.
- To liaise with parents as appropriate.

General

- To be committed to the development and implementation of the Academy Ethos, Vision, Policies and Practice.
 - To comply with the requirements of the Data Protection Regulations and ensure confidentiality is maintained
- Ensure appropriate responses in respect of child protection and safeguarding issues.
- To ensure safe working practices, and insofar as is reasonably practicable, a hazard free environment in all areas.
 - Undertake such other duties as may be reasonable requested by the Principal and/or Chief Executive.

PERSON SPECIFICATION

The successful applicant will be able to demonstrate the following minimum requirements. Please note that candidates will be shortlisted for interview based on this specification and should, therefore bear this in mind when preparing their application and completing the application form. If you do not meet the essential criteria please do not apply. Criteria will be assessed at different points of the selection process as shown. The Assessment Stages are:-

A = Application I = Interview P = Presentation T = Test

	Essential	Desirable	Assessment Stage
QUALIFICATIONS – certificates will need to be produced			
Good degree	X		A
Teaching qualification	X		A/I
NQTS/QTS Status	X		A/I
KNOWLEDGE, UNDERSTANDING AND EXPERIENCE			
Classroom experience	X		A/I
Awareness of strategies available to improve the learning and achievement of all students	X		A/I
Good understanding of curriculum developments within subject area	X		I
Contribution to raising standards in teaching and learning to improve achievement		X	A/I
Ability to use a range of teaching and learning strategies	X		A/I
Knowledge of current issues and developments in education	X		A

Confident user of standard IT packages, particularly when used to enhance student learning	X		A/I
Interest and participation in extra-curricular activities		X	A/I
PERSONAL AND PROFESSIONAL QUALITIES			
Commitment to supporting learning	X		I
Organised and methodical approach	X		A/I
Ability to share knowledge/ skills with all ranges of abilities	X		A/I
Enthusiastic and engaging approach	X		A/I
Ability to work collaboratively as part of a team and on own initiative	X		A/I
Creative in problem solving and willing to take on and try new approaches and ideas	X		A/I
Able to relate to students in a pleasant and sympathetic manner and recognise potential child safeguarding issues	X		A/I
Able to communicate with students and their parents/ guardians both verbally and in writing	X		A/I
Capacity for hard work and the ability to overcome challenges pragmatically	X		A

OTHER REQUIREMENTS

Full driving licence/ability to travel (delete as appropriate)		X	A
Commitment to the safeguarding policy and principles of the Academy Trust	X		I

PERSON SPECIFICATION - CONTINUED

Person Specification Overview:

- We are looking for the following attributes and will assess the applicant's suitability through the application form, teaching task, interview and references.
- A sense of humour is essential to join our lively and fun team
- Must be a positive, passionate, caring and enthusiastic teacher who can inspire children to be the best they can be
- Will compliment and support our team in our journey towards outstanding
- Demonstrate that you take a positive and pro-active approach to challenges as they arise
- Successful experience of teaching
- Ability to plan and deliver good quality lessons which inspire and enthuse children
- Able to challenge all abilities
- Ability to manage teaching assistants to meet the needs of all children
- Demonstrate passion for an area of the curriculum and a willingness to take whole school responsibility for a subject/area of learning
- Ability to maintain confidentiality
- Understanding of safeguarding issues
- Ability to promote independent learning skills and behaviours for learning
- Have a range of behaviour management strategies
- Demonstrate a knowledge of how to move children on with their learning
- Experience of catering for children with special educational needs within the classroom
- Value the role of parents

WHAT HAPPENS NEXT? KEY DATES:

21 March 2023



Opportunity
Opens



meet the
team?

Monday 24 April 2023 noon



Closing
Date

Friday 05 May 2023



Interview



Appointment
Confirmation

Tuesday 09 May 2023



Pre Hire checks
and Onboarding



BEING PART OF THE EMAT GROUP

About EMAT

Being in our Trust helps us fulfil our desire of establishing a vibrant education system that enthuses young people and supports the economic development of the region, raising standards throughout and aiding transition through the system.

Our academies promote individual learning through inspirational teaching and challenging lessons, driving up academic standards and achievement rates well above national levels. This has been particularly recognised with strong Ofsted outcomes.

The Eastern Multi-Academy Trust seeks to offer mutual support from one academy to another, develop shared learning and understanding, collaborate to achieve better outcomes, recognise unique qualities and differences, be positive and aspirational, focus on the successes of individuals.

Benefits of joining EMAT

As a member of staff, you will receive benefits including:

- Teacher's Pension (TPS)
- NJC Pay and Employee terms and conditions
- Salary Sacrifice for Cycle to Work
- On campus parking
- Ability to purchase private health care insurance
- High Quality Employee Assistance Programme
- Winter Health Plan and Wellbeing options
- Access to online user friendly payroll and Employee Information systems, giving instant access to payslips, projections and the ability to submit claims electronically





EASTERN MULTI-ACADEMY TRUST (EMAT)

WE WOULD LIKE TO TELL YOU MORE ABOUT THIS ROLE AND OUR ACADEMY, TO ARRANGE A TOUR, OR FOR MORE INFORMATION PLEASE CONTACT THE SCHOOL OFFICE ON 01638 715680.

YOU CAN APPLY VIA OUR WEBSITE: WWW.EASTERN-MAT.CO.UK/VACANCIES

EASTERN MULTI ACADEMY TRUST (EMAT) IS AN EQUAL OPPORTUNITIES EMPLOYER AND EMPLOYS SUITABLY QUALIFIED PERSONS REGARDLESS OF THEIR RACE, SEX, DISABILITY, RELIGION / BELIEF, SEXUAL ORIENTATION OR AGE. WE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECT ALL STAFF TO SHARE THIS COMMITMENT. ANY APPOINTMENTS WILL BE SUBJECT TO SATISFACTORY MEDICAL CHECKS, REFERENCES AND AN ENHANCED DBS CHECK INCLUDING THE CHILDREN'S BARRED LIST.

EMAT IS COMMITTED TO PROMOTING A DIVERSE AND INCLUSIVE COMMUNITY A PLACE WHERE WE CAN ALL BE OURSELVES AND SUCCEED ON MERIT. WE OFFER A RANGE OF FAMILY FRIENDLY, INCLUSIVE EMPLOYMENT POLICIES, FLEXIBLE WORKING ARRANGEMENTS, STAFF ENGAGEMENT FORUMS, EMPLOYEE SUPPORT SERVICES TO WELCOME AND SUPPORT STAFF FROM DIFFERENT BACKGROUNDS. OUR AMBITION IS TO WORK TOGETHER TO PROMOTE A MORE INCLUSIVE ENVIRONMENT AND SIGNAL OUR COMMITMENT TO CELEBRATE AND PROMOTE DIVERSITY AND WELCOME PART TIME OR FLEXIBLE WORKING APPLICANTS.