



# REDLANDS PRIMARY SCHOOL



## Part-time Class Teacher Application Pack

**For September 2022 Appointment**

# Contents

**Job description**

**Person specification**

**Information about our school**

**Key dates**

**Links to separate documents**

**Application Form**

<http://www.redlandsschool.co.uk/current-vacancies>

**School Brochure**

<http://www.redlandsschool.co.uk/our-school/school-brochure>

**School Development Plan**

<http://www.redlandsschool.co.uk/our-school/school-development-plan>

**Safeguarding Policy**

<http://www.redlandsschool.co.uk/policies-1/policies>

# Redlands Primary School

## Class Teacher Job Description

### JOB PURPOSE

- To teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and lead a designated curriculum area as appropriate (not applicable to ECTs);
- To monitor and support the overall progress and development of pupils;
- To contribute to raising standards of pupil attainment;
- To share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment;
- To maintain the positive ethos and core values of the school, both inside and outside the classroom;
- To contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The post holder is responsible to:

- the Headteacher;
- the relevant member of the school leadership team in respect of curriculum and pastoral matters.

### MAIN DUTIES AND RESPONSIBILITIES

The class teacher will:

- uphold the vision, values and aims of the school;
- implement agreed school policies and guidelines;
- ensure matters relating to the safeguarding of children are prioritised and raise any safeguarding concerns with the appropriate senior member of staff;
- support initiatives decided by the Headteacher/leadership team and contribute to the achievement of the school development plan and its implementation;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- promote the global dimension in delivery of the curriculum and in school life;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep relevant and efficient records, integrating formative assessment and summative assessment into weekly and termly planning;
- report to the Headteacher, leadership team and parents on the development, progress and attainment of pupils;
- maintain a calm and focused learning atmosphere and good discipline amongst pupils, in accordance with the school's behaviour policy;
- promote equal opportunities and maintain a learning environment free from bullying and racism;
- take part in and contribute to staff training and meetings;
- lead a curriculum area throughout school (not NQTs);
- communicate and co-operate with specialists from outside agencies;
- plan for, organise and direct the work of support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers and/or teaching assistants;
- form and maintain close links with parents through discussion, parents' meetings and annual reports;

- work with any relevant external agencies to ensure pupils' needs are fully met;
- organise and contribute to class and whole school assemblies;
- supervise playtimes;
- attend and support events in the life of the school;
- meet the national standards for Qualified Teacher Status and/or Teachers' Standards;
- be subject to the national conditions of employment for schoolteachers as set out in the current copy of the School Teachers' Pay and Conditions Document.

Subject leader responsibilities (not applicable for NQTs):

- assist in the development of curriculum, policies, schemes of work, resources and teaching strategies in the agreed curriculum areas;
- develop own expertise in the agreed curriculum areas;
- keep abreast of the agreed curriculum areas through research, CPD etc;
- act as a consultant to colleagues;
- provide and deliver relevant training for staff in the agreed curriculum areas;
- cooperate with and, where appropriate, advise colleagues in the review, development and management of the agreed curriculum areas in the school;
- produce, in consultation with colleagues, written policies and guidance and lead staff in the discussion of policy and guidance;
- oversee the effective use of curriculum resources in the agreed curriculum areas;
- ensure 'Best Value' in the procurement of resources in the agreed curriculum areas;
- ensure legal compliance with statutory curriculum guidance;
- coach colleagues to ensure good practice in the agreed curriculum areas;
- monitor and assist in the evaluation of the delivery of the agreed curriculum areas across the school;
- network and liaise with colleagues in other schools to ensure equity and continuity in the agreed curriculum areas.

#### SCOPE OF JOB (Budgetary/Resource control, Impact)

- Manage and monitor budgets and resources associated with subject leadership

#### SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

**What level of DBS check is required for this post ?** ENHANCED

**Does the post require a Protection of Vulnerable Adults (POVA) check?** NO

**Does the post require a Protection of Children Act (POCA) check ?** NO

**What other security/safer recruitment clearances are required for this post (excluding standard identity/work permit/education qualification checks)?** – Childcare Disqualification Regulations Declaration

**Is this post 'politically restricted'?** NO

**What Level H&S Responsibilities are applicable to this post?** LEVEL 1

#### Risk Assessment

Be aware of and contribute to general risk assessment procedures.

#### Other responsibilities in line with the post

May be added to by mutual agreement in discussion with the Headteacher

*This document should be read in conjunction with the School Teachers' Pay and Conditions Document. Reference should also be made to the Teachers' Standards (School Teachers' Pay & Conditions) including the Personal and Professional Code of Conduct.*

## Redlands Primary School

### Class Teacher Person Specification

| Qualifications/Education/Training:   |
|--|
| <ul style="list-style-type: none"><li>• Qualified teacher status (including skills tests if applicable)</li><li>• Other evidence of relevant qualifications, e.g. BAEd, PGCE, GTP, Schools Direct, sports coaching, first aid etc</li></ul>  |
| Experience:  |
| <ul style="list-style-type: none"><li>• Recent successful teaching/practice at primary level (4+ to 11 years)</li></ul>  |
| Skills, Abilities and Competencies:  |
| <ul style="list-style-type: none"><li>• Awareness of teaching and learning styles</li><li>• Knowledge of how to cater for a range of children's needs including the more able, SEND and other groups</li><li>• Understanding of assessment procedures and assessment for learning to support pupil progress</li><li>• Evidence of recent professional development or training</li><li>• Evidence of successful current performance management or NQT induction</li><li>• Ability to demonstrate high quality teaching and learning</li><li>• Evidence of planning to meet a range of pupils' needs</li><li>• Good classroom management and behaviour management</li><li>• Effective use of IT to support teaching and learning, including experience of using interactive whiteboards</li><li>• Proven ability to ensure pupils make progress and achieve</li><li>• Ability to analyse data to assess pupils' progress</li><li>• Ability/willingness to lead a curriculum area (not NQTs)</li><li>• Ability to work as part of a team</li><li>• Ability to maintain positive relationships at all levels</li><li>• Willingness to contribute to the wider school community, eg school clubs, leading assemblies etc</li><li>• High expectations of self and others</li></ul> |
| Specific Working Requirements:   |
| <ul style="list-style-type: none"><li>• High standard of personal presentation and professionalism</li></ul>   |

## Information about our school

Redlands primary school is a values-based community school where everyone learns to grow. Our values underpin our vision and are our driver for everything we do are as follows: Creativity, communication, community and kindness. We are situated in the heart of Reading, close to the University and Royal Berkshire Hospital. We have a nursery which offers a 25 place morning only provision and our school provides full time tuition for children from the age of 4 to 11 years. We currently have 233 pupils on roll and over 40 languages spoken in school, which we consider to be a wonderful learning opportunity for our children.

At Redlands we are convinced that the emotional wellbeing of all members of our school community forms the basis of success. We are a therapeutic thinking school and for this reason we give high priority to the personal, social, moral and ethical education of our children. With this strong foundation they are able to develop into active, engaged learners and responsible global citizens.

We foster a 'growth mindset' culture at Redlands. The children understand that, in order to learn, they must be brave and make mistakes, and this allows them to tackle challenges they wouldn't have attempted before. We truly believe a fixed mindset is a huge barrier to learning. Those with a 'fixed' mindset will only tackle tasks that they know, in advance, they will succeed at. Those with a 'growth' mindset will not only willingly tackle difficult tasks, but will actively thrive on them. We nurture our children to become life-long learners enabling them to believe there are learners and can create their own successes. Our aim therefore must be to develop a growth mindset for all our pupils, for ourselves and for all adults involved in working with the children.

Our school provides a stimulating, creative, enriched curriculum that challenges all children to achieve both academically and socially. We benefit from strong partnerships with parents and members of our community and we aim, in return, to play our part in local life. We pride ourselves in being a community which helps one another and stand united together.

Our Ofsted inspection judged us as continuing to be a good school. The report says that we have *"a strong and caring ethos, where diversity is celebrated. The values that underpin this are shared by the whole community. One parent commented, 'There is such a wonderful sense of belonging and inclusion.' Relationships are warm and supportive. Staff feel valued and work effectively together. Pupils told me how much they enjoy coming to Redlands Primary School. They say that everyone is kind and friendly. They spoke passionately about, 'respecting everyone, whoever you are'. My classroom visits confirmed how much pupils enjoy their learning and how strong their work ethic is."*



## Key Dates

**School visits:** Please contact Mrs Gulzar to arrange an appointment – see contact details below

**Applications close:** Applications will be considered on receipt

**Interviews:** Week commencing 28<sup>th</sup> June 2021 or sooner for a suitable candidate.

### School contact details

Redlands Primary School, Lydford Road, Reading RG1 5QH

Tel: 0118 9375527

Email: [admin@redlands.reading.sch.uk](mailto:admin@redlands.reading.sch.uk)

Website: [www.redlandsschool.co.uk](http://www.redlandsschool.co.uk)



**We look forward to hearing from you!**