Applicants’ Welcome Pack



Summerlea Community Primary School

Class Teacher Application Pack

for January 2022

**Summerlea Community Primary School**

**Application Pack**



**Contents**

1. Letter
2. Advert
3. Our school
4. What we can offer you at Summerlea
5. The setting and context of Summerlea
6. A summary of strengths of our school
7. Job description and person specification
8. Application comment reply slip

**WEST SUSSEX COUNTY COUNCIL**

**SUMMERLEA C.P. SCHOOL**

**windsor Drive, Rustington,**

**West sussex, bn16 3sw**

**Headteacher: mrs h. morris**

**tEL. 01903 856783 - fAX 01903 856784**

**e-mail:** **office@summerleaschool.co.uk**

***'Growing thoughtful learners and independent thinkers'***

September 2021

Dear applicant

Thank you for showing an interest in working at Summerlea School.

I hope you will come to visit our school; we are very proud of our children, parents, staff and governors and I am sure that once you have visited you will want to join our team.

We are currently in need of an experienced Year 6 Class Teacher to join our team in January 2022. This is a full time and permanent post. Cherry Class are a class of 30 children who are very well behaved and keen to learn.

The successful candidate will also be responsible for leading Computing across the school.

You would be well supported by the Leadership Team and the rest of the school.

We underwent our most recent Ofsted inspection in February 2019 and received an overall judgement of ‘requires improvement’. The Quality of teaching, learning and assessment, Personal development, behaviour and welfare and Early years provision were recognised as being strengths of our school and all received a ‘good’ judgement.

We are on an exciting journey of school improvement and I am sure that if you visit us, you will want to be part of our school. So please come and see for yourself. I look forward to hearing from you.

Yours faithfully

Helen Morris



Summerlea Community Primary School (NOR 450)

Windsor Drive

Rustington

BN16 3SW

**Year 6 Class Teacher**

**Full-time, permanent**

TMS 2 to TMS 6

**To start:** 01 January 2022

We are looking to appoint an excellent, experienced and committed teacher to join our wonderful school.

**The Candidate:**

* Will be someone who can demonstrate a love for teaching and learning
* Will be an enthusiastic, creative and aspirational practitioner
* Will have high expectations of all children, inspiring and engaging them in the learning process
* Will have the mindset and ability to achieve very high standards
* Will be flexible, hard-working and well organised
* Will be able to nurture all children to achieve both personally and academically
* Will build strong relationships with children, parents and carers, staff and governors
* Will take an active role in school life and being part of the team

**In return:**

* + On-going professional development
	+ Excellent learning environment and resources
	+ Good medical insurance
	+ Highly motivated and well behaved children

If this sounds like you, then please contact us for more details and arrange a visit to our friendly school.

Summerlea School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and this post is subject to DBS and pre-employment checks.

West Sussex County Council meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. Please note, because of the nature of this job, if you are successful in your application you will be subject to an Enhanced Disclosure and Barring Service check. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Relevant criminal convictions and other associated information will be discussed at the interview in order to assess job-related risks. This information would only be used to assess suitability for employment in so far as it is relevant to the job to which they have applied. Having a criminal conviction will not necessarily bar someone from employment, this will depend on the circumstances and background to the offence. Candidates selected for interview will be expected to bring the completed Shortlisted Candidate Information Form. Candidates will also be expected to bring Proof of Right to Work in the UK and their certificates for any qualifications listed as essential or desirable.

Please contact the school office on 01903 856783 for school visits or enquiries and download the application pack and complete an application and safer recruitment form apply and email them to sbm@summerleaschool.co.uk or post to Summerlea CP School, Windsor Drive, Rustington, West Sussex BN16 3SW. Further information about our school is also available via our school website. Please visit: [www.summerlea.w-sussex.sch.uk](http://www.summerlea.w-sussex.sch.uk)

**Closing date:** Thursday 30th September at midday

**Interview date:** 7th October

**SUMMERLEA COMMUNITY PRIMARY SCHOOL**



**Our school**

Summerlea is a community primary school for pupils between the ages of 4 and 11 (Early Years Foundation Stage, Key Stage 1 and Key Stage 2).

The school is situated in attractive grounds to the north of Rustington village. It was built in 1998 and has been extended to accommodate 15 classrooms (each class has a tree name), a hall, a library, a practical workroom, a music studio, and a computer suite, as well as several offices and meeting rooms.

The school building is light, bright and airy, and very well equipped. There are two hard surfaced playgrounds each containing activity trails and an extensive outdoor area for EYFS. We also have a large field, garden and wooded area.

The school currently accommodates 450 pupils. We are a two-form entry school and pupils are grouped according to age. Due to West Sussex County Council needing to accommodate additional places due to a large (and growing) number of children in the local area and parents who have expressed a preference for our school, we currently have three classes in Year 5.

At Summerlea, the Governors and Staff strive to create a safe, caring and happy school where everybody is respected and valued. We all work together as one team to ensure that an inspiring learning environment is provided for our pupils.

We continually pursue high standards of academic and personal achievement. We carefully assess pupils’ progress and use this information to personalise learning to meet individual needs. Our strong relationships with pupils and parents/carers are essential to our children’s wellbeing, safety and achievement. We are extremely proud of our nurturing, inclusive and creative school.

**Our mission**

**We encourage all children to be…**

* ***successful learners* who enjoy learning, make progress and achieve**
* ***confident individuals* who are able to live safe, happy, healthy and fulfilling lives**
* ***responsible citizens* who make a positive contribution to society locally, nationally and globally**

**Our vision**

**A community that…**

* ***is values driven***
* ***embraces change and challenge***
* ***has exciting and inspiring environments***
* ***is inclusive and nurturing***
* ***communicates, collaborates and celebrates***
* ***learns and grows together***
* ***offers an engaging and active curriculum***
* ***is child-centred and creative***

**Our values**

Our values are known as 'The Summerlea Seven' and are:

**H**onesty, **E**quality, **A**spiration, **R**espect, **R**esilience, **R**esponsibility and **T**rust

(Three Rs within 'HEART').

Our children are taught to:

* Be **H**onest
* Understand the importance of **E**quality and equal opportunities
* **A**spire to the highest of standards by making the most of their strengths, gifts and talents
* Show **R**espect for themselves and others
* Demonstrate **R**esilience when faced with challenges
* Take **R**esponsibility for their behaviour
* Build **T**rust in their relationships and friendships

**Our motto** ‘Growing thoughtful learners and independent thinkers’.



**What can we offer you at Summerlea?**

* Very supportive governors and staff at all levels, with good team spirit, who always go over and above for our school
* Very well behaved and well-motivated children
* Clear Induction into our school
* Professional development which is ongoing at all stages of your career
* A good insurance scheme with access to free medical advice and support
* Employee Assistance Programme
* Employee Benefits Platform and pension
* Efficient and friendly office staff
* An excellent Premises Manager
* Very good Computing resources and a skilled IT technician
* A newly refurbished Library
* Lovely school environment; that is all well decorated, maintained and presented
* Beautiful environment for learning with a dedicated and extensive outdoor area for Early Years Foundation Stage, access to outdoor space for each class, garden, two playgrounds and activity trails, a large field and grassed amphitheatre, wooded area, music studio and practical workroom. This is always developing and you could add your mark.
* Good road and rail links, free onsite parking and cycle to work scheme
* Wavered After School Care Club fees



**The setting and context of Summerlea Community Primary School**

Summerlea Community Primary School is situated in the village of Rustington, near Littlehampton in the Arun District of West Sussex. Rustington is approximately at the midpoint of the West Sussex coast and midway between Chichester and Brighton. With a population of over 14,000 and continuing to grow, it has the size and facilities of a small town, including a shopping area with a mix of independent and chain stores.

Summerlea is a happy school where staff and children enjoy coming to school and where parents are proud to send their children. There is a real commitment to continuous improvement and a genuine motivation to seek the best for our children. Visitors, supply teachers and prospective parents often comment on the positive, calm and caring ethos of our school.

Summerlea is a through primary school from reception to year six. Currently we have 450 children on roll within fifteen classes.

Approximately 50% of our pupils come from outside of the catchment area and we are often over-subscribed. The proportion of pupils supported through Pupil Premium and those with Special Educational Needs is below average but increasing over time.

Parental status and support is very good. We welcome parent volunteers to help in class, to read with children and to go on school trips. We also have an active Parent Teacher Association (FOSS – Friends of Summerlea School) and have strong community links with local churches, services and businesses.

Our professional development record is excellent. We are proud that we promote professional development for all staff and are pleased of our recent record. Many former members of staff have moved into Headships, or other senior leader positions, across West and East Sussex.

We like to work with students from other educational establishments. Therefore, we work with local secondary schools and sixth form colleges in the area to provide placements for work experience students, as well as placements for NVQ students from the Higher Education College and teaching students from Brighton, Chichester and other Universities.

The school has a strong team of Senior and Middle Leaders, Learning Support Assistants, an Inclusion Team, Lunchtime Supervisors, Office staff and Premises staff who are totally committed to the life and work of the school, as well as the education and personal development of the pupils.

We are looking forward to our continuing improvements over the next few years as we all strive to live our vision, values and mission statement.

**Summary of Summerlea Community Primary School’s Strengths**

**Curriculum**

* An exciting creative curriculum
* A commitment and belief by all staff to our Summerlea Seven Values: Honesty, Equality, Aspiration, Responsibility, Resilience, Respect, Trust
* A commitment to achieving children’s work of real quality
* A stimulating, orderly and welcoming environment
* A commitment to increase our outside areas as a learning resource
* A commitment to high standards in teaching and learning
* High quality provision for SEND, Pupil Premium and Gifted and Talented from the Inclusion Team and Learning Support Assistants
* A clear Whole School Curriculum Plan
* Continued development of school planning procedures
* A commitment to monitoring, assessment and school review
* Good provision of resources for curriculum which are well organised
* Good use of first-hand and real experiences to enhance learning
* Excellent IT resources and support
* Excellent Library and support
* Excellent sporting, music, art and DT opportunities
* Very good transition through the Key Stages

**Organisation and Management**

* Good whole school procedures
* Our Behaviour Management Policy and the process of development
* Positive and well established rewards and sanctions
* Planned in-service training which incorporates all staff
* Established system of performance development, monitoring and review for all staff
* Coaching culture
* Established meetings for professional development for Learning Support Assistants and lunchtime staff
* The whole school being aware of where we need to go to develop and all staff and governors being invited to contribute to the school’s development and decision-making process
* Good transition between Early Years Foundation Stage and Key Stage1, Key Stage 1 and Key Stage 2
* A commitment to transition between Key Stage 2 and entering secondary school

**Staff**

• Dedicated and caring staff

* Supportive, effective and efficient office staff
* Well trained and qualified teaching and support staff, with at least one Learning Support Assistant in each year group and Higher Level Teaching Assistants
* Learning Support Assistants targeted at 1:1 support and intervention work
* Dedicated Inclusion Team
* IT Technician
* Librarian
* Shared sense of teamwork
* Commitment to learning from each other (LSAs and teachers)
* Dispersed leadership at all levels
* Sharing of ideas, subject knowledge and pedagogical expertise between staff at all stages of career

**Community**

* Community spirit in the school and its relationship with the community
* Good relationships and communication between school stakeholders
* Parental presentations/workshops and focus groups
* Assemblies, performances and productions to parents
* Parents seen as partners in the pupils’ learning
* Involvement of the governing body in the life of the school
* Proactive governors’ meetings
* Proactive Parent Teacher Association who are very supportive
* Liaison between locality schools and alliances
* Extensive after-school activities available
* A large number of volunteers who support across the school

**Environment**

* Happy children in a warm, loving climate
* Good opportunities for child voice: School Council, Eco Council, Healthy Army, Sports Council, playground buddy system, nurture programme, interactive displays, pupil interviews and questionnaires of their views, play therapy
* Welcoming and attractive environment
* Stimulating display and whole school environment
* Well organised and cared for environment
* Very good care-taking staff who take pride in their school
* Celebrations of our children’s successes through displays from classes, charity money raised, articles in the local paper and All About Rustington magazine, Star Pupils Assembly, Values Certificates, Desk Award, Headteacher’s Award and the House Cup
* Development of outside areas
* Well-behaved children. We have developed a good, positive and clear Behaviour Policy with Key Rules established with the whole school for the whole school.

**Summerlea Community Primary School**

**SUMMERLEA COMMUNITY PRIMARY SCHOOL**

**Class Teacher – Job Description**

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

# Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school’s policies under the direction of the head teacher.

**Areas of Responsibility and Key Tasks**

**a) Planning, Teaching and Class Management**

 Teach allocated pupils by planning their teaching to achieve progression of learning through:

* identifying clear teaching objectives and specifying how they will be taught and assessed
* setting tasks which challenge pupils and ensure high levels of interest
* setting appropriate and demanding expectations
* setting clear targets, building on prior attainment
* identifying SEND, disadvantaged or very able pupils;
* providing clear structures for lessons maintaining pace, motivation and challenge;
* making effective use of assessment and ensure coverage of programmes of study;
* ensuring effective teaching and best use of available time;
* maintaining discipline in accordance with the school’s procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
* using a variety of teaching methods to:
1. match approach to content, structure information, present a

 set of key ideas and use appropriate vocabulary

1. use effective questioning, listen carefully to pupils, give

 attention to errors and misconceptions

1. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
* ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
* evaluating own teaching critically to improve effectiveness;
* ensuring the effective and efficient deployment of classroom support
* taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
* encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
* using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;

**b) Monitoring, Assessment, Recording, Reporting**

* assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
* mark and monitor pupils' work and set targets for progress;
* assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
* undertake assessment of students as requested by examination bodies, departmental and school procedures;
* prepare and present informative reports to parents.
1. **Curriculum Development**
* develop plans which identify clear targets and success criteria for its development and / or maintenance
* contribute to the whole school’s planning activities
* lead a subject area and/or area of learning across the school

 **d) Other Professional Requirements**

* have a working knowledge of teachers' professional duties and legal liabilities;
* operate at all times within the stated policies and practices of the school;
* know subject(s) or specialism(s) to enable effective teaching;
* establish effective working relationships and set a good example through their presentation and personal and professional conduct;
* endeavour to give every child the opportunity to reach their potential and meet high expectations;
* co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
* take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
* take part in marketing and liaison activities such as Open Evenings, Parent Evenings, Review days and events with partner schools;
* contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
* take responsibility for own professional development and duties in relation to school policies and practices;
* liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**SUMMERLEA COMMUNITY PRIMARY SCHOOL**

**PERSON SPECIFICATION: Class Teacher**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential**  | **Desirable** | **To be evidenced by**  |
| **Qualifications** |  |  |  |
| Education to degree levelQualified Teacher Status | X |  | Application form and certificates |
| A commitment to continuing professional development | X |  | Application form and interview  |
| Further professional qualifications linked to teaching and learning |  | X | Application form and certificates |
| **Experience & Knowledge** |  |  |  |
| Evidence of consistently good teaching and learning  | X |  | Application form, reference and interview |
| Evidence of good pupil progress and an understanding of assessment for learning | X |  | Application form, reference and interview |
| A thorough understanding of teaching in the primary phase and of how to support and extend pupils | X |  | Application form, reference and interview |
| Knowledge and understanding of what constitutes a broad, balanced and relevant curriculum | X |  | Application form, reference and interview |
| Ability to create a classroom environment that is organised and accessible to all children | X |  | Application form, reference and interview |
| A willingness to lead extra-curricular activities | X |  | Application form and interview  |
| Evidence of outstanding teaching and learning  |  | X | Application form, reference and interview |
| Evidence of outstanding pupil progress as a result of the above |  | X | Application form, reference and interview |
| Evidence of your ability to bring subject specific knowledge to Summerlea and how you might use this to inspire learners | X |  | Application form, reference and interview |
| Awareness and understanding of the current National Education Agenda | X |  | Application form, reference and interview |
| **Professional skills** |  |  |  |
| Be extremely well organised and able to complete all school planning, preparation and assessment to a high standard | X |  | Application form, reference and interview |
| Have high expectations of what all pupils can achieve  | X |  | Application form, reference and interview |
| Work with others, to plan and deliver positive outcomes for pupils | X |  | Application form, reference and interview |
| Present and communicate effectively to parents, both orally and in writing | X |  | Application form and interview |
| Have good IT skills and understand how IT can be used to support learning | X |  | Application form |
| A willingness to teach across the primary age range | X |  | Interview |
| A willingness to lead a subject area/aspect of the curriculum across the school  | X |  | Application form and interview |
| Evidence of involvement in the wider school community | X |  | Application form, reference and interview |
| **Personal Attributes** |  |  |  |
| Adaptability to embrace change | X |  | Application form, reference and interview |
| Ability to motivate and inspire confidence in pupils, colleagues and parents | X |  | Application form, reference and interview |
| Enthusiasm | X |  | Interview  |
| Reliability and integrity | X |  | Reference |
| Self-motivation, initiative and the ability to set personal goals | X |  | Application form, reference and interview |
| Able to build positive relationships  | X |  | Application form, reference and interview |
| Able to motivate a team  | X |  | Application form and reference  |
| Resilience  | X |  | Application form, reference and interview |

Please ensure that you address the Person Specification in your application. Please also cover the following in your Personal Statement:

* Why do you want to teach at Summerlea CP School?
* What added value would you bring to our school?
* What makes you a reflective practitioner?

**Application Comment Reply Slip**

As part of our self-evaluation we would like to know your honest view of our application pack and response to your request for an application pack. We hope you decide to apply for the position, however even if you don’t we would still like your opinion.

* Where did you see the advert or come to hear of this post?
* Which post were you interested in?
* What attracted you to this advert?
* Was your enquiry dealt with in a polite and effective manner? Yes/No (Please expand if not)
* Did you decide to apply for the post? Yes/No
* Why?
* What were the best parts of the application pack?
* Is there anything we could do to improve our advert or application pack?