#### GENERAL INFORMATION

##### The School

Dulverton School is located in New Eltham and was opened in 1970. It serves a mixed community of private and council home dwellers. The building is set within spacious grounds with ample hard playground areas and two large well maintained playing fields. We are a two-form entry school with the current school roll being 446, including 26 part-time nursery places. The school is extremely popular and successful, which is reflected in the ever-increasing number of applications for admissions. As in any school, the children we cater for have a wide variety of differing needs and abilities. Our number of children SAEN is currently low compared to schools of a similar size.

The school’s philosophy is based on the belief that education is a partnership between home and school where parents/guardians are encouraged to become involved in their children’s learning.

There is an active Friends of Dulverton Association which provides social and fund-raising activities, the proceeds of which are used to enhance the school’s resources and thus benefit all our children.

Our ultimate aim at Dulverton School is to ensure that children will develop into mature and responsible adults. We have high expectations of the children and the high standards of work and behaviour reflect this. The achievements of all pupils are strongly celebrated and a high priority is placed on the spiritual, moral, social and cultural education of the children.

The Governors are justly proud of Dulverton School and fully support the hard working and professional teaching and non-teaching team who together have built the reputation that the school enjoys.

The successful candidate will be joining an extremely friendly and hardworking staff who are totally committed to teamwork and co-operation and support the principles and philosophy of Dulverton School. Year groups plan together to provide mutual support and share expertise; the whole staff team collaborates to formulate and discuss policy.

##### The Staff

The teaching staff consists of the Head Teacher, Deputy Head Teacher and Assistant Head Teacher and sixteen teachers who are well-supported by Teaching Assistants, Nursery Nurses and Midday Supervisors.

A person specification and outline Job Description is attached. Job Descriptions will be negotiated on an annual basis, depending on each staff member’s knowledge and experience and the prominence of each curriculum area in the School Development / Improvement Plan. Linked professional development needs and opportunities will be addressed at the same annual meeting and through on-going appraisal structures.

We look forward to receiving your application.

**PROCEDURES FOR APPLICATION AND APPOINTMENT**

**Please refer to the information sheet enclosed in this pack, together with the application form.**

**Canvassing**

Reference is made on the application form that you must disclose whether you are related to any senior officer in the Borough Council’s service, to an elected or co-opted member of the Council or Education Committee or to a member of the Governing Body.

**Visits to the School**

Visits to the school are welcomed and encouraged and you are invited to contact the school office on 020 8302 3573.

**Application Form**

This is available on-line through the Bexley website on www.bexley.gov.uk. You are asked to tabulate your experience and additionally to submit a letter setting out the main points of your application.

**Referees**

Must be able to comment authoritatively on your personal and professional competence and must include your current employers or their authorised representative. **In order to speed up the application process please give email addresses of referees**.

**Closing Date**

 Application forms should be emailed to officemgr@dulverton.bexley.sch.uk or addressed to:

The Head Teacher,

Dulverton School,

Dulverton Road,

New Eltham,

LONDON,

SE9 3RH

**DULVERTON SCHOOL**

**JOB DESCRIPTION – PRIMARY CLASS TEACHER – MPS**

**Name:**

**Post Held: Qualified Teacher**

**Salary Scale: Main Pay Scale**

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, the current Education Act, the required standards for Qualified Teacher Status, other current educational legislation and the school’s articles of government.

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

**A. Strategic direction and development of National Curriculum provision in the school –** with the support of, and under the direction of the head and assistant head teacher(s) to:

* Contribute to a positive ethos in which **all pupils** have access to a broad, balanced and relevant curriculum.
* Analyse and interpret relevant school, local and national data relating to their own class and advise the head teacher on the level of resources required to maximise achievement.
* Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision within their class.
* Consider the views of both pupils and parents and to respond appropriately.

**B. Teaching and learning – to:**

* Develop a classroom environment and teaching practice which secures effective learning across the breadth of the National (*including Early Years Foundation Stage)* Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline.
* Support the identification of, and provision for pupils with additional educational needs.
* Regularly monitor progress of pupils within their class which is then reflected in teaching plans.
* Evaluate the effectiveness of their teaching and learning by work analysis and use these analyses to guide future improvements.
* Ensure setting of realistic and challenging expectations for pupils in their class.
* Liaise effectively with staff to ensure the successful transition of pupils through the school.
* Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.

### C. Relationships with staff – to:

* Achieve constructive working relationships with all staff.
* Direct, organise and manage the work of support staff within the classroom.
* Provide regular information to senior staff on class progress.

D. Effective deployment of staff and resources – to:

* Maintain and develop class resources, co-ordinate their deployment and monitor their effectiveness in meeting the class objectives.
1. **General**. – **to:**
* Promote equal opportunities within the school and to seek to ensure the implementation of the school’s equal opportunities policy.
* Take on any additional responsibilities which might, from time to time, be determined.

**F. School specific responsibilities and tasks:**

* To be agreed.

**Signed……………………………. Date……………………………..**

 **(Teacher)**

**Signed……………………………. Date……………………………..**

 **(Head Teacher)**

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| **PERSON SPECIFICATION: MPS TEACHER****Applicants will be shortlisted on meeting these requirements** |
|  | **Essential Requirements** | **Desirable Requirements** |
| **Qualifications** | Qualified teacher status fully recognised by DfEEvidence of on-going professional development | Further qualifications relevant to leading teaching and learning |
| **Experience** | Primary teaching experienceLeadership of curriculum areas or to demonstrate ability to undertake | Experience in more than one phase of primary educationTeam leadership and/or subject leadership including budgetary responsibility |
| **Personal Qualities** | A very strong classroom practitioner with clear understanding of class teacher responsibilitiesEvidence of clear thinking about leading a curriculum area/teamTo be willing to undertake responsibilities as reasonably required by the Head Teacher and in accordance with the changing needs of the school and childrenA reflective person committed to self-development and life-long learning | Evidence of personal development |
| **Curriculum** | Should possess up-to-date knowledge of curriculum development and Assessment for LearningAbility to analyse pupil performance data and set appropriate targetsEvidence of understanding of whole school responsibilities and issues and a commitment to raising pupil attainmentSound knowledge of the application of ICT across the curriculum | Should display knowledge and understanding of child development and its relevance to teaching and learning |
| **Leadership** | Clear ideas about promoting well-being, including disciplineAbility to lead a subject team and to work well as part of a teamExperience of working effectively with Teaching AssistantsAbility to foster good relationships with parents/guardians | Experience of working with parentsUnderstanding of leading support staffUnderstanding of effective communications with Governors |
| **School Ethos** | Ability to work within school aims and curriculum guidelinesEvidence of an understanding of the importance of relationships, the need for stimulating teaching and active participation in learning experiences | Willingness to lead extra curricular activities |

**The school is committed to Child Protection/Safeguarding and promoting the welfare of children; we expect all staff and volunteers to share this duty of care. Offers of employment are subject to an enhanced DBS (Disclosure and Barring Service) and other employment checks including a Disqualification Declaration.**

**The school is committed to Equality and Diversity in employment practice and service delivery.**