

# CLASSTEACHER APPLICATION PACK



Southwold  
Primary School



THE VIRIDIS FEDERATION OF ORCHARD, SOUTHWOLD & HOXTON GARDEN PRIMARY SCHOOLS



## Contents

- Welcome!
- What are we looking for?
- What do we offer?
- How to apply
- Job description & person specification



Holcroft Road  
London E9 7BB  
Tel: 0208 985 7785



Ivy Street  
London N1 5JD



Detmold Road  
London E5 9NL  
Tel: 0208 806 5201

[recruitment@vs.hackney.sch.uk](mailto:recruitment@vs.hackney.sch.uk)

Dear Applicant,

Thank you for replying to our advertisement for the position of a Classteacher at Viridis Schools. I hope that you will find this information pack helpful. If you would like to learn more about our schools partnership we would be delighted to answer any questions you may have. Our contact details are in this pack and we can offer tours of all three school sites so that you can see first hand what we do.

Orchard, Southwold and Hoxton Garden Schools are in the vibrant and diverse community of Hackney, East London with easy transport links into and out of Central London. With a joint pupil roll of around 1300 pupils, we are a very successful organisation with a passion for making a difference. We provide a very rich and exciting curriculum and a no excuses culture for low standards. Because of this our pupils achieve well above national averages regardless of their starting points and Ofsted have been full of praise about our provision.

Orchard & Southwold have been in partnership since January 2012, with Hoxton Garden joining us in April 2014. We have a joint Governing Body and strong links to our Local Authority. Each school has its own leadership team who work together with the common aim of giving children the very best. We have set an ambitious vision for the future and have very high standards for what can be achieved with the benefits of a shared expertise. We have a very skilled team of highly committed and professional teachers and leaders who work incredibly hard and there is always much to do. Staff from all three schools meet weekly to share expertise with common systems and a shared curriculum. We take our role in raising the aspirations of our children and meeting the ambitions of our staff very seriously.

As our schools grow and develop, we are looking to recruit classteachers who are self reflective, professional and looking to further develop their skills, talents and experience including Newly Qualified Teachers who want to begin their career in a supportive environment. First and foremost we are looking for practitioners who have the passion to make a difference to all children regardless of their circumstances. We can offer opportunities for leadership roles for applicants with the right talents and experience. If you enjoy teaching, are hardworking, reflective and resilient then we would love to hear from you.

Kind Regards  
Stephen Hall  
Executive Headteacher

## Classteachers

We are a successful and happy partnership of three schools looking for class teachers to join our team in September 2018. NQT's and experienced teachers are welcome to apply



### We are looking for a teachers who:

- Are self-reflective and seeking to be the best at their profession.
- Have a professional outlook and thrive on challenge
- Have a passion for teaching, and are ambitious for children, and for making a difference.
- Genuinely enjoy the company of children and can see the fun as well as the serious side of teaching
- Understand that different children learn in different ways
- Enjoy being part of a team



### Why work with us?

- We are a professional, friendly and committed team of teachers and support staff.
- We offer a dynamic and exciting environment, with the chance to make a real difference.
- We are an organisation that is keen to nurture and develop the expertise of its staff.
- We have children who are shown how to learn from the very start.
- We serve communities that deserve the best.
- There are opportunities for subject leadership and leadership development for experienced teachers.

*Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.*





## HOW TO APPLY

1. Read the job description and person specification carefully.
2. Complete the application form either electronically or print it off and hand write it.
3. Ensure your supporting statement relates to the competencies outlined in the person specification.
4. Email your completed application to Ms Beverley Shore at **recruitment@vs.hackney.sch.uk** or send by post:  
**Recruitment**  
c/o **Orchard Primary School**  
**Holcroft Road**  
**London E9 7BB**
5. Please make sure that your application form indicates the name & address of the school where you have most recently taught and the age group that you currently working (if applicable).

Closing date for applications :  
**Wednesday 14th March at 12pm.**

Interview Dates:  
**Monday 19th March & Tuesday 20th March 2018**

References will be sought for short listed candidates prior to the interview dates. Our Schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be required to completed an enhanced DBS disclosure.

Should you have any queries or would like to arrange to visit our schools please contact Ms Beverley Shore at Orchard on:  
**0208 985 7785** or email her: **recruitment@vs.hackney.sch.uk**

**We look forward to receiving your application!**

## CLASS TEACHER JOB DESCRIPTION

**Grade: MPS/UPS/LP /TLR2A/C**

### Main activities & responsibilities:

The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

### Essential Qualifications

- Educated to degree level
- Qualified teacher status

### Experience

Will have had some experience of teaching in a multicultural inner city environment, ideally in more than one year group.

### Particular Specific Responsibilities

- The postholder is responsible to their line manager for his/her duties, responsibilities and teaching tasks.
- The postholder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- The postholder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
- The postholder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Headteacher.

### Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

## Person Specification

- To be flexible and versatile in attending to the needs and requirements of children.
- Excellent organisational skills, ability to meet time-related deadlines and ability to prioritise.
- Ability to work under pressure and on own initiative.
- Ability to develop interpersonal relationships with children and staff.
- Identify underperformance in pupils and take appropriate action to rectify.
- Supervision of children in an assertive but fair and reasonable manner.
- To be able to praise, encourage and develop potential of children to raise attainment.
- Teaching all pupils in your class according to their educational needs and acknowledging that every lesson counts.
- Creating a well ordered and secure environment that will ensure the educational well-being of individual children within the group.
- Making effective use of ICT to enhance learning and teaching.
- Undertaking careful planning and delivery of the curriculum.
- Ensuring careful and ongoing assessment of the pupils learning to inform further planning.
- Ensuring that the curriculum is differentiated to mean that tasks and activities are matched to the ability of the children and henceforth allowing them to make progress at the right pace and level.
- Completing all assessments and records as determined by school policy in a timely fashion.
- Working with school leaders to track the progress of individual children and intervene where pupils are not making progress.
- Working with school leaders to complete and teach individual pupil plans where pupils have specific needs. (IEPs)
- Ensuring that equal opportunities are implemented in the classroom and throughout the school.
- Developing and maintaining positive relationship with parents, which involve them actively in the classroom and in the learning process.
- Participating in planning and staff meetings.
- Contributing to the whole school ethos by taking a leading role in display particularly in own classroom and designated whole school areas as agreed with the headteacher.
- Contributing towards the development of the school and implementation of whole school policies.
- Contributing and co-operating with other staff and professional agencies as appropriate to the needs of the children.
- Undertaking in-service training for further development as a teacher.
- Undertaking other duties, which may be reasonably assigned by the Headteacher to ensure the smooth running of the school.