



OAK LODGE

Candidate Pack



Compass
Academy Trust

Dear Applicant

I write to welcome you to the application process for a post at Oak Lodge. It gives me enormous pleasure to lead this wonderful school and I am extremely proud of our children and our staff.

Oak Lodge is a busy, highly respected three-form entry school and part of Compass Academy Trust. Our staff here are talented and dedicated: they work hard to ensure our children achieve their best in all sorts of ways. Our children, I would describe them as amazing: they are friendly, happy, keen to take part, they behave very well and they are eager to learn.

We want to make a real difference for our children and we seek to appoint teachers who can help to make this happen: teachers who are inspiring and warm, who possess the passion to help children be better than they thought they could be. We pride ourselves on encouraging a child's enthusiasm and nurturing a love of learning. At the heart of what we do, we want children to enjoy their learning and we work to achieve this in an environment which fosters the traditional values of respect, reliability and responsibility.

If you share our commitment to educational excellence and if you would like to work with colleagues in a school where we aim to learn from each other, we would like to hear from you. If you have any queries regarding the application process, please contact Mrs Clare Mackenzie, School Business Manager via sbm@oaklodge.bromley.sch.uk or 0208 819 6996.

We look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Apsley', with a stylized flourish underneath.

Matthew Apsley
Headteacher



JOB DESCRIPTION

Post Held:	Class teacher
Salary:	Main Scale or Upper Pay Scale
Responsible to:	Phase Leader, Senior Leadership Team

Purpose of Job

- To provide for the educational, social, moral, spiritual and cultural development for each individual child in the class
- To inspire pupils of all abilities in your class through highest possible quality of teaching and learning opportunities underpinned by excellent, thoughtfully differentiated and personalised curriculum planning
- To create and maintain an optimum classroom learning environment that reflects excellent quality of provision across the school
- To mark and respond to pupils' learning in a way that reflects highest quality provision, raises self-esteem and accelerates their progress

Professional Duties Teaching

- Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, methods of teaching and assessment and pastoral arrangements, including school trips, special assemblies, performances and special events.
- Planning, preparing and assessing lessons in line with school policies and schemes of work. Whilst teachers support each other through weekly Year Team planning, it is the responsibility of every individual teacher to ensure that planning is completed to a high standard and is personalised to pupils in the class.
- Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets for pupils of all abilities.
- Actively promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
- Marking work and providing highest quality feedback to pupils and parents in line with the School Marking and Feedback Policy
- Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policies

Other Activities

- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- Contribute to and support the overall ethos / work / aims of the school
- Comply with, support and promote all school policies and procedures, particularly those relating to Child Protection & Safeguarding; Prevent Strategy; Equal Opportunities; Racial Equality; Health, Safety & Security; Confidentiality; Acceptable Use of Internet & Social Media; Behaviour; and Data Protection, reporting concerns to the Headteacher
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- To promote the general progress and well-being of individual pupils

- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Headteacher
- Keep records and make reports on the personal and social needs of pupils
- Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils
- To inform the Headteacher immediately of any concerns regarding a pupil's welfare
- To communicate and consult with parents of pupils and provide an accurate written annual report for parents
- To maintain excellent behaviour among pupils throughout the school, in line with the School Behaviour Policy
- To safeguard every pupil's health, safety and well-being
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
- To lead assemblies and to attend assemblies, when requested by the Headteacher
- To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher

Management

- To plan, organise and manage the work Teaching Assistants assigned to the class, in order to have a positive impact on pupil progress, whilst understanding that the progress of every child in the class is the teacher's responsibility
- To ensure that Teaching Assistants assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner

Training and Development

- Review and evaluate the teaching methods and schemes of work
- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
- To participate in performance management and appraisal reviews in line with school policy
- To carry out any other duties reasonably requested by the Headteacher

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

