



# Class teacher recruitment pack 20/21



# WELCOME TO WEST DRAYTON ACADEMY

Dear applicant,

Thank you for your interest in a role at West Drayton Academy. I hope you find this information pack a useful introduction to our school. West Drayton Academy is a large, three form school in Hillingdon, a short train ride from Ealing and London Paddington.

Our aim is for all pupils to be proud. We place values and skills at the core of our curriculum and empower families to support and learn with their child. Above all else, we share the belief that our young people are capable of excellence.

As a teacher at West Drayton Academy, you will be valued, feel challenged yet encouraged to have fun every day. Pupils behave exceptionally well because they are taught well and relationships are strong. Our pupils are energetic, respectful and grateful. Parents are supportive and recognize that we are a team around their child.

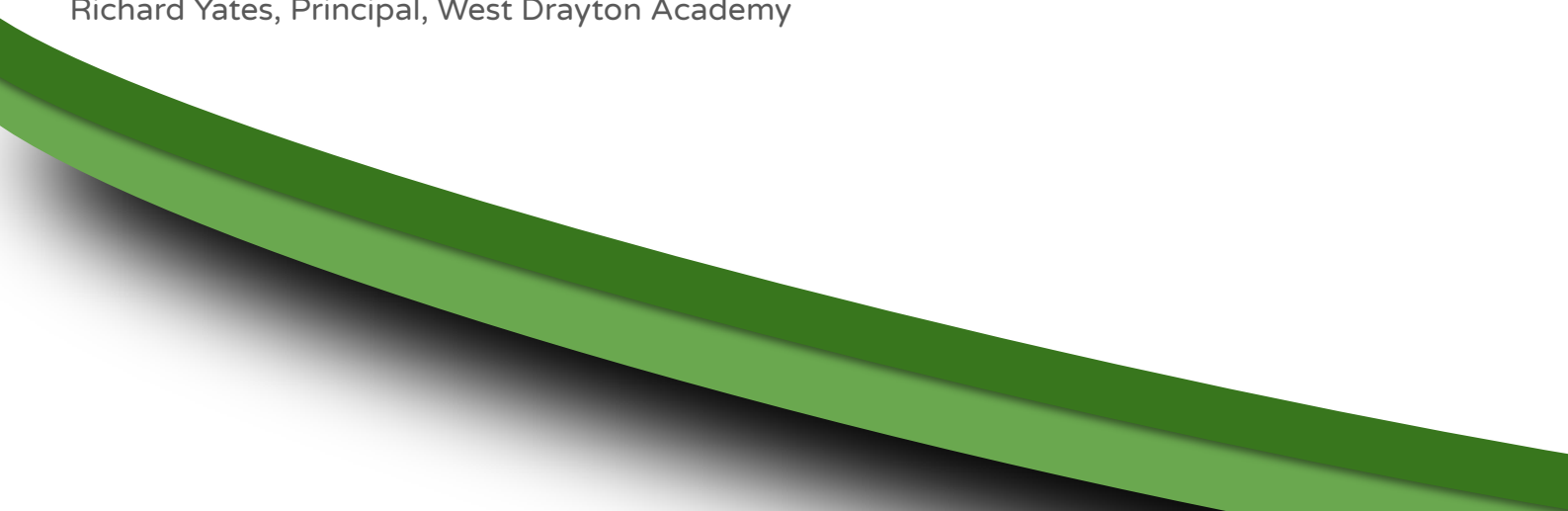
We aim for the highest academic standards for all our pupils and believe that all children are capable of excellence. In addition to a rigorous academic experience, the pupils at West Drayton Academy will receive opportunities and experiences to enrich their learning.

The successful candidate will have drive and enthusiasm to help get students and parents involved with their work and the flexibility to fit within a dedicated team. Outstanding teaching and learning is at the heart of school development.

The deadline for applications is 12pm on Monday April 19th 2021. Interviews will take place on Monday April 26th 2021. For further information about the Academy, please visit our website. If you have any queries or wish to discuss the role please contact Office Manager, Donna Nash on 01895 442904 or [wdaoffice@theparkfederation.org](mailto:wdaoffice@theparkfederation.org)

We wish you the best with your application and look forward to meeting you.

Yours faithfully,  
Richard Yates, Principal, West Drayton Academy



# SCHOOL INFORMATION

## FACTS AND FIGURES

TYPE OF SCHOOL: Primary

AGE RANGE: 3 - 11

DENOMINATION: None

AVERAGE CLASS SIZE: 30

NURSERY: Yes

LOCATION: Hillingdon

**630**

PUPILS ON ROLL

### Motto

Unlocking  
children's potential.

### Mission statement

Unlocking  
children's potential  
by knowing them,  
believing in them  
and making  
success possible.

### Vision Statement

Children love  
school. They are  
engrossed in  
learning,  
intrinsically want to  
improve and set  
high expectations  
for themselves.  
Children are kind,  
considerate and  
healthy.



31 FTE teaching  
staff

**NQT**

3 Newly qualified  
teachers

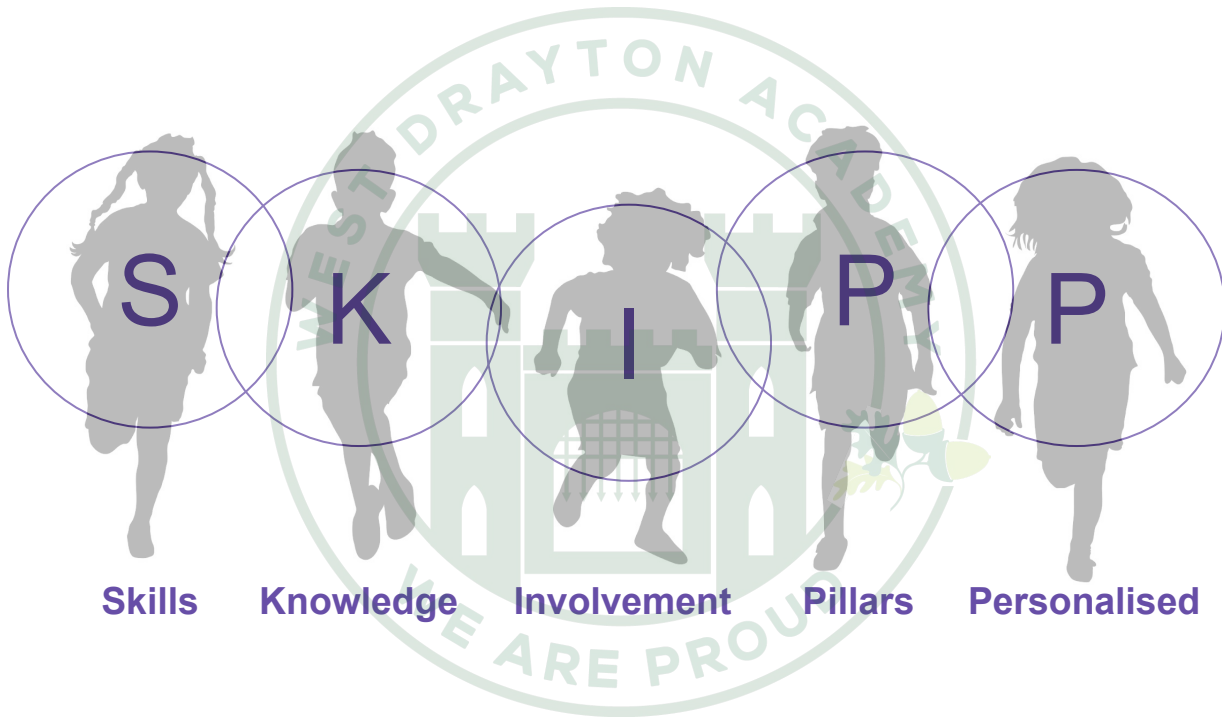
SEN  
**21%**

EAL  
**48%**

PP  
**18%**

# THE CURRICULUM

## Curriculum intent



*Our ambitious curriculum provides opportunity for every child to be a lifelong learner, achieve excellent outcomes, be healthy, happy and evolve into a good citizen.*

*The curriculum is logical, sequenced and encourages deeper learning. Learners think critically, communicate effectively and use learned knowledge, vocabulary and progressive skills across concepts. We want to grow thinkers, collaborators and leaders.*

**Skills:** For each subject, the National Curriculum sets out what skills should be taught in each year group or phase. Skills are arranged into 'progression grids' to map the learning journey across the school.

**Knowledge:** Content is in line with the National Curriculum and often pitched beyond age expectation. Medium term plans ensure all children have opportunity to be challenged and to succeed. Throughout the curriculum, carefully chosen concepts, or ideas, are revisited to allow pupils to grow their knowledge and understanding by building on prior learning.

**Involvement:** Preparing pupils for adolescence and adulthood. 100 non-academic experiences (the '100 Club') to equip children for their next stage of life. All experiences are linked to the 4 Pillars.

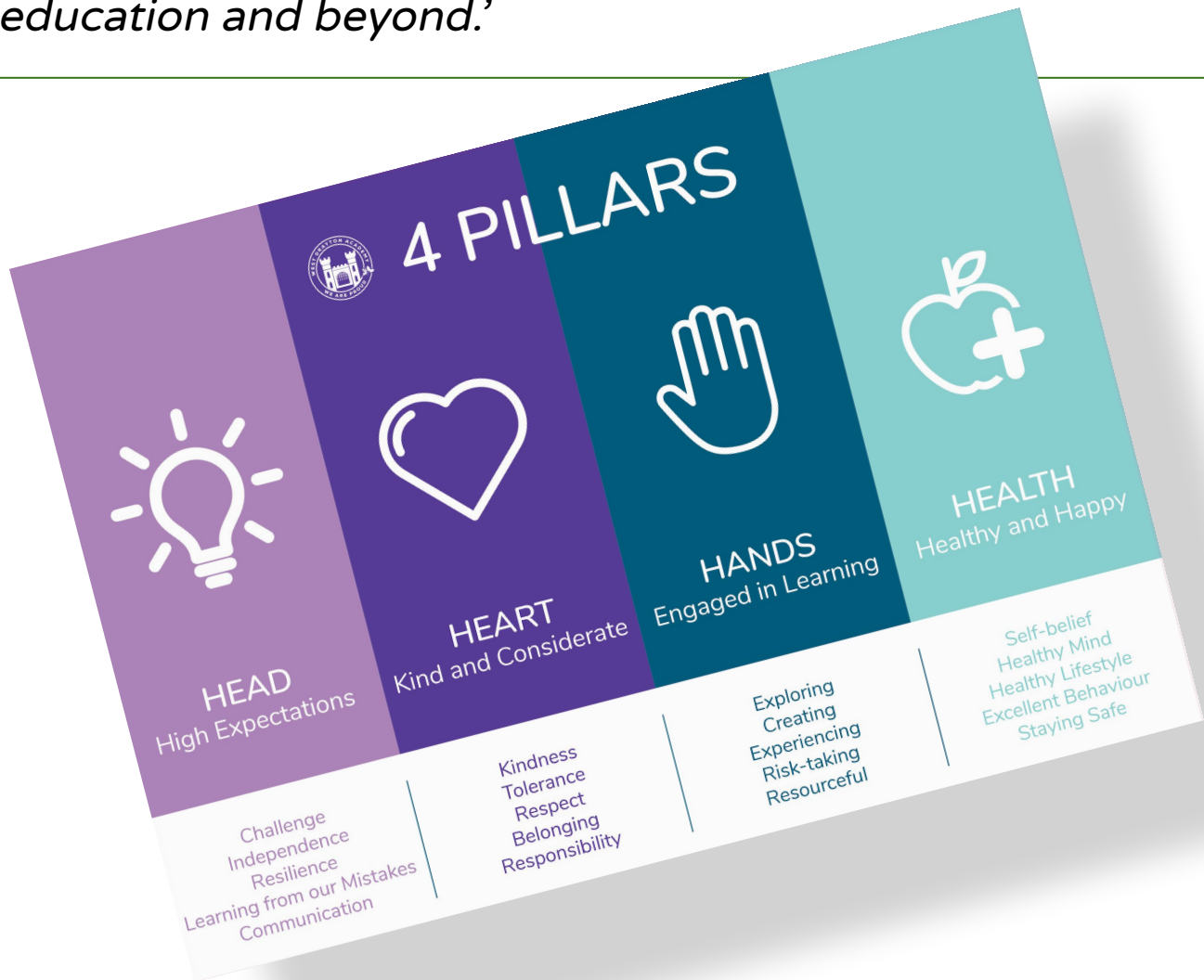
**Pillars:** A collective school promise that children will acquire the skills and values that will prepare them for today, for the next stage of their education and beyond.

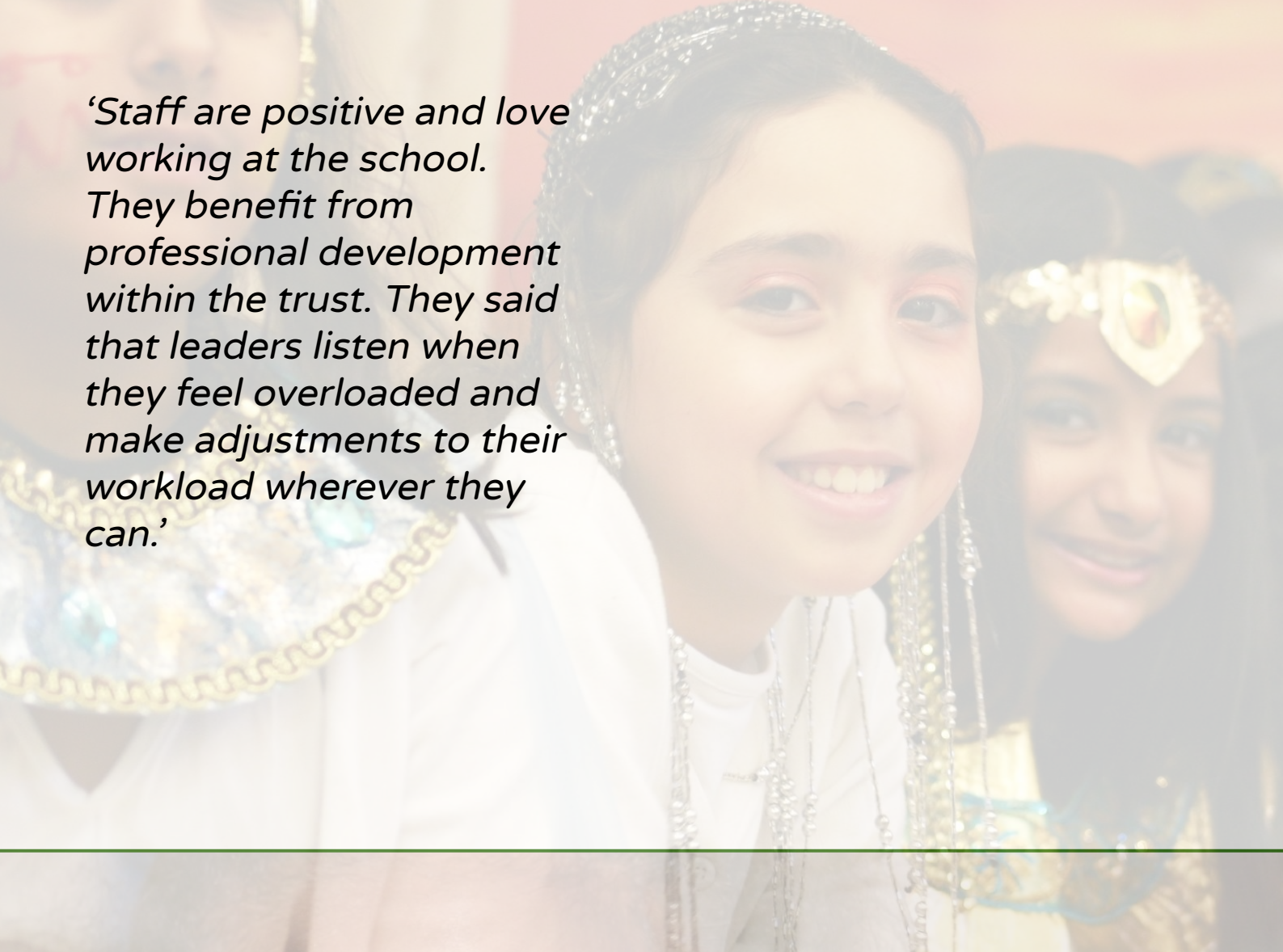
**Personalised learning:** Children knowing how they learn best. Learning is customised for each pupil's strengths, needs, skills and interests.

# THE FOUR PILLARS

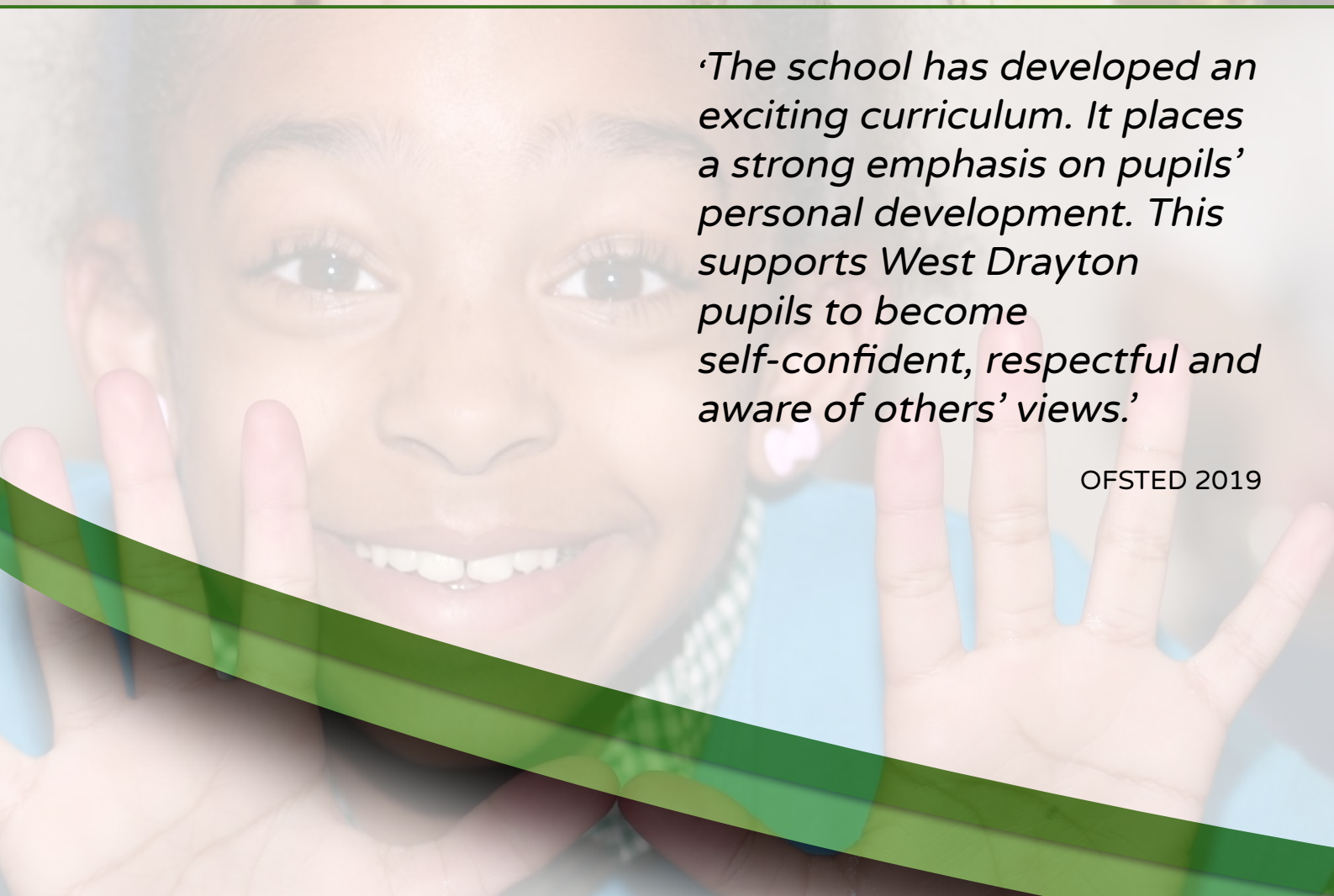
## Skills and values at West Drayton Academy

*'The Four Pillars is a collective promise that children at West Drayton Academy will acquire the knowledge, skills and values that prepare them for today, for the next stage of their education and beyond.'*





*‘Staff are positive and love working at the school. They benefit from professional development within the trust. They said that leaders listen when they feel overloaded and make adjustments to their workload wherever they can.’*



*‘The school has developed an exciting curriculum. It places a strong emphasis on pupils’ personal development. This supports West Drayton pupils to become self-confident, respectful and aware of others’ views.’*

OFSTED 2019

# WHY JOIN

## WEST DRAYTON ACADEMY



Enthusiastic children who are excited about learning

A committed and supportive staff

A diverse, supportive and high need community where you can make a real difference

Holistic, challenging and supportive CPD

Practical London transport links

Excellent learning environment

Opportunity to work alongside colleagues from seven partner schools within the Park Federation

# WHY JOIN

## THE PARK FEDERATION



**As a member of staff within the Federation you will have access to number of key benefits including :**

- High quality CPD both at academy level and at Trust level with a range of bespoke in house training opportunities for all staff. In addition, the Trust is licensed to deliver the NPQML and NPQSL courses, which are run annually.
- An employee support programme through the Education Support Partnership which offers wellbeing and counselling
- A fully staffed, experienced Trust team who are there solely to support each academy with finance, HR, operations and premises
- A commitment to collaboration across all eight schools with opportunities to share good practice and work together on shared projects and in cross federation teams

**The Federation has a very clear vision:**

*The Number One School of Choice for Local Families*

*Our schools are safe, happy places where creativity is prized. We value and nurture excellent behaviour, determination and ambitious academic standards. Professionalism, humility and service to the community guide everything we do.*

The Park Federation is committed to children and families and as such invests in two very special projects.

### The Childhood Promise

We believe that childhood is a very special gift that should be treated with the utmost care. As key adults in a child's life, we need to respect this unique gift and ensure that it is as perfect as possible for each boy and girl. We think that every child, without exception, is entitled to a set of experiences that they can deposit in a bank of childhood memories to remember and savour for a lifetime. Experiences like: a walk in the woods, a paddle in the sea, a picnic in the countryside, an outing to the theatre, a river boat journey, a trip on a train or a sightseeing tour of London! Each school year the federation arranges and funds one of these special experiences for every child.

### Global Park

The Federation's own charity fundraising project. Through Action Aid, every year group in every school within the federation sponsors an individual child. In 2019 we are sponsoring 60 children as well as funding other worthwhile global charity work.

Join us in making our federation a springboard to success!

Dr. Martin Young  
Chief Executive

“Leaders are ambitious for pupils to do the best they can.”

OFSTED 2019

“Good conduct in lessons is an important reason why pupils learn well at this school.”

‘Pupils show respect for their teachers and to each other.’

OFSTED 2019



# JOB DESCRIPTION

## West Drayton Academy Class Teacher

**Hours:** Term Time + 5 inset days (39 weeks per year)

**Reporting to:** Principal, Deputy & Vice Principal

### Job Purpose

To take responsibility for the day-to-day running of the class, ensuring all children have equal access to learning opportunities. To ensure all children are supported to make good progress and to be accountable for their achievement. To be responsible for the welfare and safety of all children.

### Key Accountabilities

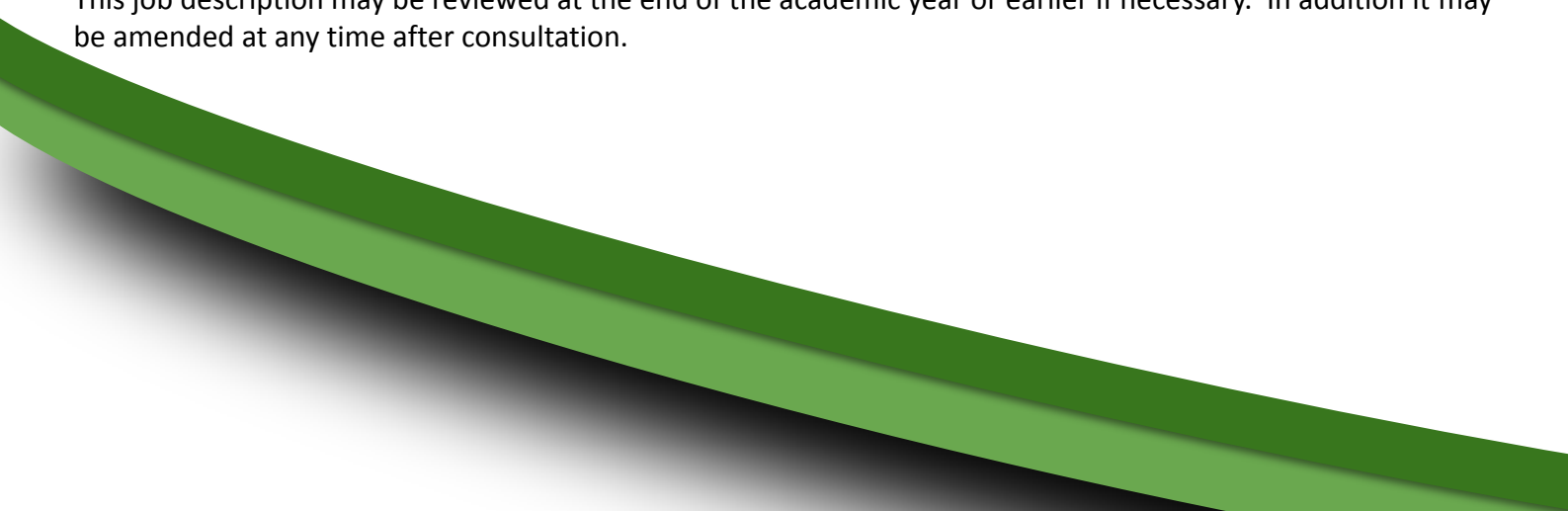
The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

- Be responsible for the day-to-day running of the class;
- Create an attractive and motivating learning environment;
- Implement appropriate classroom and behavior management strategies;
- Plan, teach and assess work appropriately in accordance with the schools agreed policies and systems;
- Set challenging targets of achievement for all children taught;
- Differentiate teaching and work appropriately so that all children may achieve;
- Monitor and record children's progress;
- Develop good relationships with parents, including reporting to parents formally and informally;
- Manage other adults in the classroom;
- Take part in Continuing Professional Development (CPD), including keeping up-to-date with current research on national and local initiatives;
- Take part in Performance Management reviews in accordance with the school's agreed policies.

### General

- Maintain confidentiality in and outside the workplace;
- Support the implementation of school policies, including the Behaviour Policy;
- Promote the social, moral, spiritual and cultural development of pupils, including the promotion of fundamental British values;
- Promote the inclusion and acceptance of all pupils within the classroom;
- Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action;
- Attend and participate in staff meetings and training opportunities;
- Carry out any other reasonable tasks/duties as required by the Principal in accordance with the needs of the school and the seniority of the post.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.



# JOB DESCRIPTION

## **Confidentiality**

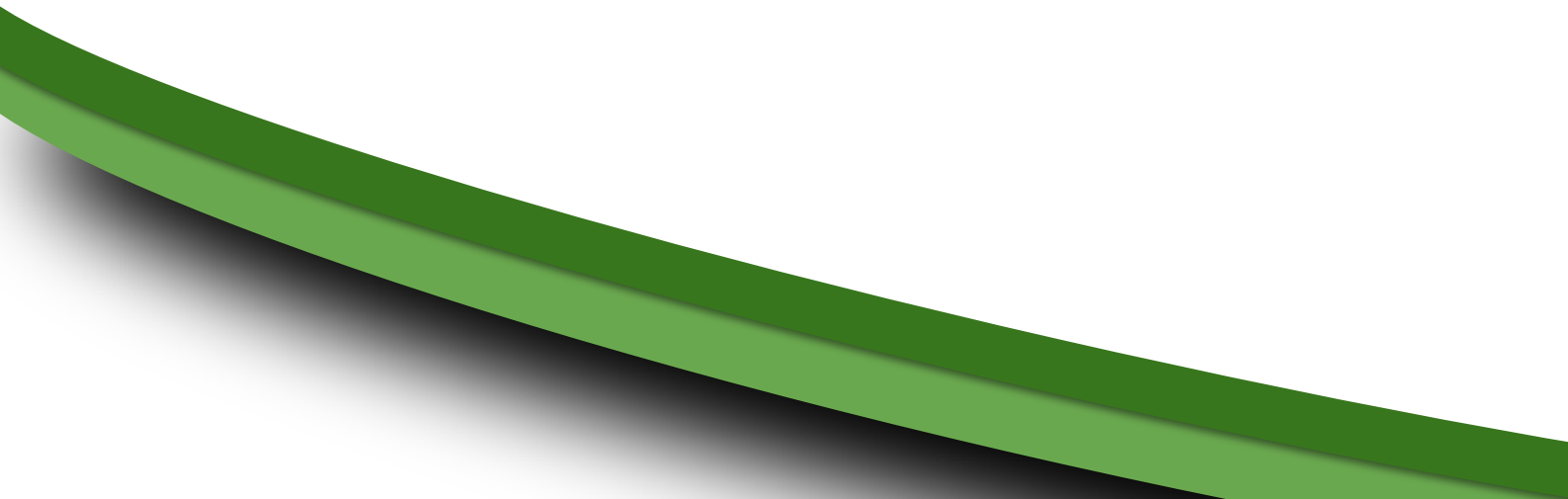
During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

## **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

## **Safeguarding**

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the school. Satisfactory DBS clearance is required for this post.



# PERSON SPECIFICATION

## Person Specification

Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status or equivalent;</li> <li>• Graduate status or equivalent;</li> <li>• Evidence of a commitment to continuing professional development;</li> <li>• Experience of working with children 3 -11 years old;</li> <li>• Experience as a highly effective class teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching in Key Stage 2</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to deal with challenging situations in an appropriate manner;</li> <li>• Work collaboratively within a team;</li> <li>• Deliver high quality teaching consistently;</li> <li>• Communicate effectively with staff, parents and other professionals;</li> <li>• Understanding of cultural diversity;</li> <li>• Ability to maintain confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to lead and manage the work of other staff;</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of the new national curriculum;</li> <li>• Awareness of Health and Safety standards;</li> <li>• Awareness of child protection and safeguarding procedures;</li> <li>• Ability to take responsibility for a curriculum area.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the beliefs and values of different religious groups.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Suitability to work with children;</li> <li>• Warmth and enthusiasm;</li> <li>• An ambitious approach to promoting children's learning;</li> <li>• A personal desire to learn and participate in appropriate training;</li> <li>• Ability to listen and act on advice;</li> <li>• Commitment to equal opportunities;</li> <li>• Good organisational skills;</li> <li>• Initiative and flexibility;</li> <li>• Being able to deal calmly with difficulties.</li> </ul>	

# IMPORTANT DATES

Pay range	Main Pay Scale or Upper Pay Scale
Leadership range	N/A
Start date	1st September 2021
Closing date	Monday 19th April 2021
Shortlisting date	Monday 19th April 2021
Interview dates	Monday 26th April 2021
Visit the school	Email for appointment
Visit the school website	<a href="http://www.westdraytonschool.com">www.westdraytonschool.com</a>
Visit the Park Federation website	<a href="http://www.theparkfederation.co.uk">www.theparkfederation.co.uk</a>