



# Parlaunt Park Primary Academy

## Langley, Berkshire

### Class Teacher Application Pack

# Contents

Thank you for your interest in the post of Class Teacher at Parlaunt Park Primary Academy.

## This pack contains:

- Letter to candidates
- Details about the Sponsor and The Annabel Arbib Foundation
- Information about Parlaunt Park Primary Academy
- The job description and person specification

We hope that you find the pack informative and useful. If you do have any further questions, then please contact The Parlaunt Park Primary Academy Headteacher via the details below:

**Polly Bennett**

[admin@parlaunt.slough.sch.uk](mailto:admin@parlaunt.slough.sch.uk)

01753 542269

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Dear Applicant

I am delighted that you are showing an interest in the Class Teacher position at Parlaunt Park Primary Academy. I want to set out the reasons why we think it is so exciting.

The Multi-Academy Trust (MAT) encompassing The Langley Academy Secondary, the proposed Langley Academy Primary and Parlaunt Park Primary Academy will ensure an outstanding education for many young people in Langley and the surrounding area.

Parlaunt Park Primary Academy is looking to appoint an outstanding Class Teacher and the ideal candidate will be an exceptional and innovative Class Teacher, who has excellent knowledge and understanding of outstanding teaching and learning.

**As a strategically important member of the teaching team we are looking for the following qualities and skills:**

- has inspirational leadership skills with a clear vision of excellent practice
- is able to lead, inspire, encourage and empower
- has excellent and extensive primary practice, who has a proven track record of raising academic standards across a school
- is committed to raising standards of attainment of all pupils and is committed to the development of the whole child
- has excellent organisational skills with the ability to support and motivate colleagues
- is able to build on current success and help implement new initiatives
- is flexible, quick-thinking with lots of great ideas
- has initiative, energy, creativity and a sense of humour
- is approachable with excellent communication skills
- Is able to work to a deadline and meet targets

This is an exciting opportunity to work in a rapidly improving school. In return we can offer you excellent CPD to develop your leadership skills and opportunities in the future to support teaching and learning across all three schools in the Trust.

One of the greatest qualities of the Trust is the Sponsors. Annabel Nicoll is the Chair of the Trust and as the Sponsor, has boundless energy and enthusiasm all directed at giving youngsters a better life. As a result of her work, students here have quite simply been afforded opportunities that many young people elsewhere in the country just would not get. The successful applicant will be able to draw on this support and networking opportunity to develop their own career and importantly offer a better education for the young people at Parlaunt Park.

We are aspirational and want to be the best MAT in the country with each school rated outstanding as soon as possible. We believe the economies of scale, the cross-phase opportunities for students and staff development, the ability to respond to each other's needs quickly and the 'can do' approach to everything we do, will make the working environment extremely exciting.

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Please come and visit us to truly understand what we are trying to achieve and whether you would like to be a part of our journey.

Yours sincerely

**Polly Bennett**  
Headteacher

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## About the Sponsor and the Trust

**The Annabel Arbib Foundation** is a registered charity established in 1987 that supports the philanthropy of Sir Martyn Arbib, and his direct family. The Foundation provides charitable donations and financial support to organisations and causes around the UK, with a focus on the Thames Valley. The Annabel Arbib Foundation, took a leading role in establishing the River & Rowing Museum in Henley-on-Thames, which opened in 1998 and attracts over 100,000 visitors per year. The Annabel Arbib Foundation continues to be the main sponsor of the educational side of the museum.

The other principal beneficiary of the Arbib Foundation is The Langley Academy. The Arbib Foundation is the sponsor of The Langley Academy, created through Department for Education's Academies Programme, and which opened in September 2008.

**The Langley Academy** is a unique academy that serves the young people of Langley, Slough and further afield. Housed in an iconic building, it specialises in Science, pioneers the use of museum learning and aims to become a centre of excellence for sports, notably rowing and cricket. At the heart of its vision, The Langley Academy aims for the highest achievement for all and to provide a welcoming, imaginative and creative environment which enriches the lives of all involved. We aspire to instil traditional values and promote respect for other beliefs. The Academy strives to be at the forefront of Science education and has developed links with national and regional museums to add an external dimension to learning.

We are proud of what we and our students have achieved and we are confident that we will continue to achieve high standards for all our students and our local community.

In its most recent Ofsted inspection in 2013 The Langley Academy was rated good with outstanding elements. The Ofsted report states that:

*'The main reason why achievement is good is because the majority of teaching is typically good and sometimes outstanding, and it is well matched to the needs of most students. Students have outstanding attitudes to learning. Behaviour is excellent. Relationships throughout the academy are extremely positive and this ensures that the academy is a calm, purposeful environment in which to learn. The sponsors' vision permeates all aspects of academy life and the Principal, leadership team and those who lead subjects and house groups are relentless in driving improvement.'*



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## About Parlaunt Park Primary

Parlaunt Park Primary School is a popular community school with recently modernised buildings that became a sponsored Academy within The Langley Academy Trust and opened in September 2014. The Langley Academy Trust will provide support and expertise to the Parlaunt Park Academy Primary to allow the new Headteacher and staff to focus on providing an outstanding, holistic and exciting education for all of its pupils.

Parlaunt Park caters for children between the ages of 3 and 11 years. The school was originally built in 1952 as a separate Infant and Junior School. The two schools were amalgamated in 1987 under one Headteacher. The school has three classes in each year group with 635 children on the roll plus a Nursery of 87.

Parlaunt Park had major work undertaken to enlarge its buildings following an expansion to a three-form entry school in 2009. In the Early Years Foundation Stage there is a Nursery, which children attend part time, and three Reception classes. There are currently three classes in Years 1 to 5, and two classes in Year 6. From September 2014 the expansion will be complete and there will be 3 classes per year from Reception upwards,

The pupils come from diverse ethnic backgrounds, which is typical for Slough with the major groups being White British, Indian and Pakistani. There are smaller proportions of pupils from a wide range of other minority ethnic groups as well as a small group of Romany children. The proportion of pupils with learning difficulties and/or disabilities is above average. Most of these pupils find learning hard or have speech, language and communication difficulties. Just over a third of pupils speak English as an additional language. The proportion of pupils known to be eligible for free school meals is average. There is a breakfast club and an after-school club overseen by the governing body.

Every child who attends Parlaunt Park is viewed as unique and treated as such. They are encouraged to become independent thinkers with a love for life and learning. Parlaunt Park is known for its wide variety of extracurricular activities with children competing and performing at a local and sometimes National level. Their enthusiasm is stimulated by dedicated staff members who share the ambitions of The Langley Academy Trust to motivate the pupils to be inquisitive and thoughtful learners who will go on to success at Secondary school and beyond.



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# Job Description

## DESCRIPTION - CLASS TEACHER

### GENERAL RESPONSILITIES

The education and welfare of a designated class having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the governing body. To share in the corporate responsibility for the well-being and behaviour of pupils.

### TEACHING AND LEARNING

You are required to:

- Teach all areas of the curriculum to pupils in the age range of four to eleven, being responsible for their progress, general welfare and behaviour.
- Establish a happy, safe, organised, caring and stimulating environment with displays that foster curiosity and celebrate pupils' achievements and trust flourishes..
- Plan engaging and motivating lessons, achieve progression in pupils' learning through identifying clear objectives and content which is differentiated to meet the needs of all pupils and which engenders a love of learning.
- Co-operate with colleagues and plan collaboratively, on a half termly and weekly basis, as activities which ensure that the same attitudes, concepts, skills and knowledge are acquired by parallel classes.
- Promote equality and inclusion in teaching by making effective personalised provision for all; including those for whom English is an additional language, or who have special educational needs or a disability.
- Plan, set and assess home learning in line with the school Home Learning Policy.



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- Organise and liaise with designated classroom assistants in setting work for specific children.
  - Work positively with others to co-ordinate planning and activities to ensure transition between year groups is smooth and receiving staff are given all necessary information.
  - Use the local environment, when possible, to motivate pupils to be creative and develop academic accuracy of observation
  - Work for the highest social and educational progress for all pupils
  - Lead assemblies periodically, by the agreed rota, either individually or by organising the children to participate.
  - Supervise playtimes as required by the agreed school rota.

## **RECORDING AND ASSESSMENT**

You are required to:

- Take responsibility for the progress of a class of pupils or group assigned to you.
- Make effective use of formative, diagnostic and summative assessments and use these as a tool for raising pupil performance and overcoming barriers to learning.
- Set clear targets for pupils' learning, building on prior attainment, and ensuring pupils are aware of the substance and purpose of what they are asked to do.
- Support and guide learners so they can reflect on their learning, identify the progress they have made, and become successful independent learners; to mark work in accordance with the school's Marking and Feedback policy to facilitate pupil improvement.



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- Record, assess and evaluate work and attainment with copies to the MMT as required
  - Maintain pupil records including Special Needs records and IEPs
  - Make referrals to other staff as appropriate.
  - Communicate effectively with parents, stakeholders and outside agencies when required.

### **STANDARDS AND QUALITY ASSURANCE**

You are required to:

- Support the aims, ethos, philosophy and policies of the school.
- Work as part of a team to raise standards, ensuring that the education we provide is of the highest quality.
- Know the current legal requirements, national and school policies and guidance on the safeguarding and promotion of well-being of children.
- Maintain discipline in line with the school policy.
- Keep up to date with the philosophy, teaching methods, changes and developments in the structure of the curriculum and initiatives.
- Review own teaching and impact on learners progress, attainment and well-being, refining approaches where necessary and being open to coaching and mentoring.

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- Participate in staff meetings and be a positive role model to others.
  - Respect the confidentiality of records and information regarding pupils, parents and other stakeholders
  - Attend relevant courses and actively seek ways of benefiting from collaboration.
  - Be punctual.
  - Be appropriately and professionally dressed.
  - Run a club

#### OTHER ACTIVITIES

- Participate in arrangements made in accordance with regulations made under the performance management policy for the appraisal of your performance
- Participate in arrangements for your further training and professional development as a teacher
- Maintain good order and discipline among the pupils and safeguard their health and safety when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

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- Maintain a reasonable work/life balance

### **Guaranteed Planning, Preparation and Assessment Time**

Teachers with timetabled teaching commitments have a contractual entitlement to guaranteed planning, preparation and assessment time within the timetabled teaching day. This is set at a minimum of at least 10% of the teacher's timetabled teaching time.

**You will be expected to undertake any reasonable tasks commensurate with the title and grade of post held.**

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 with you.

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so constructed.

The job description is not necessarily a comprehensive definition of the post and teachers may be required to undertake other tasks the Head Teacher may require as long as they meet the requirements of the current School Teacher's Pay and Conditions Document.

Signed ..... Date.....(Post Holder)

Signed ..... Date.....(Headteacher)

# Person Specification

The Langley Academy Trust is committed to safeguarding and promoting the welfare of the children and expect all staff and volunteers to share this commitment.

CRITERIA		ESSENTAIL	DESIRABLE
1.	Qualifications	Qualified Teacher Status	Further appropriate qualifications
2.	Experience	Evidence of teaching in Primary School Evidence of a high level of competence as a classroom teacher Evidence of good to outstanding standards of progress for children in his/her class	Clear ideas about learning and teaching  Experience of leading a core curriculum area or key area of responsibility
3.	School Ethos	Understands the importance of enabling all children to be happy, confident learners who will achieve their potential	Evidence of successful relationships with staff, children, parents and Governors
4.	School Leadership & Management	A commitment to raising standards Evidence of school improvement initiative Good organisational & management skills Evidence of a commitment to partnership and teamwork Evidence of effective communication skills Experience of managing resources	Experience of leading and managing a staff team in a primary school
5.	Curriculum	Understanding of current educational thinking linked to the Early Years and Primary Curriculum Knowledge of current assessment procedures Evidence of accelerating pupil progress and reaching challenging targets	Evidence of willingness to share expertise and promote good practice. Awareness of the need to monitor and evaluate curriculum delivery. Understanding of the value of extra curriculum opportunities.

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<b>6.</b>	<b>Inclusion</b>	Up to date knowledge of the SEN Code of Practice Experience of providing for individual needs e.g. children with Special Educational Needs and More Able pupils	Experience of working with outside agencies and professionals
<b>7.</b>	<b>Parents</b>	Experience of building good relationships and working in partnership with parents	Experience of liaising with pre-school providers
<b>8.</b>	<b>Community</b>	Recognising the importance of the school within the community and has ideas on how to develop this	Demonstrate initiatives taken in current post
<b>9.</b>	<b>Governors</b>	Understanding of the roles and responsibilities of Governors	Experience of working with Governors
<b>10.</b>	<b>Professional Development</b>	Evidence of recent training and/or professional development Willing to attend relevant training courses and meetings to develop knowledge and understanding of roles and responsibilities	Involvement in coaching and mentoring staff
<b>11.</b>	<b>Safeguarding</b>	To share and support the school's responsibility towards safeguarding of pupils A satisfactory Enhanced DBS Check	Evidence of Child Protection / Safeguarding INSET

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# How to apply

**Please send your completed application to:**

Mrs Polly Bennett  
Headteacher  
Parlaunt Park Primary Academy  
Kennett Road  
Langley, SL3 8EQ

**or email it to:**

[admin@parlaunt.slough.sch.uk](mailto:admin@parlaunt.slough.sch.uk)

**Open day:**

Friday 6 May 2016 (phone to book a place)

**Closing date:**

Noon Friday 13 May 2016

**Interviews:**

Week commencing 16 May 2016

*References will be sought when we shortlist. Your application will be treated in the strictest confidence.*



*The Arbib Foundation and The Langley Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to Funding Agreement and subject to pre-employment checks. References will be sought and successful candidates will need to undertake an enhanced Disclosure & Barring Service (DBS) check. LAT is an equal opportunities employer.*