

CAVENDISH



PRIMARY SCHOOL

Job Pack

Class teacher

Class teacher

Dear Applicant

I am delighted that you are interested in a teaching position here at Cavendish Primary School.

We are a Good 1 form entry community primary school with a part-time nursery class. We work in partnership with **Outstanding** Chesterton Primary School, and its Teaching School Alliance and Maths Hub which give us access to high quality CPD, involvement in National Projects such as Singapore and Shanghai Maths, as well as a range of collaborative projects and exciting partnerships.

Cavendish Primary School is set in attractive grounds surrounded by mature trees and with a grassed area outside most classrooms. We have a children's vegetable garden and a school pond set in a wildlife area. All children regularly use our outdoor environment to enhance their learning and enjoyment of the outdoors. Both a breakfast club and an after school care club are offered as part of our Extended School Provision.

The school is based on a large site with many great facilities on the site itself, including a well-stocked library and ICT suite. We are also close to a range of additional facilities including a sports centre, playing fields and swimming pools. We have spacious, well-decorated classrooms, a large hall and a separate dining hall with fully-equipped kitchens where all food is prepared on-site. The school is situated close to the River Thames, Dukes Meadows and the historic Chiswick House and its grounds. The school makes great use of its local environment in the children's learning.

Please have a look at our website www.cavendishschool.org.uk

The benefits of working at Cavendish Primary School include:

- An exceptionally well-resourced learning environment.
- Working with Outstanding Chesterton Primary School, its Teaching School Alliance and Maths Hub.
- Excellent professional development and career progression opportunities.
- A collaborative and caring school community which is culturally diverse and inclusive.
- Excellent transport links to central London.

We strive to be innovative and aim to create a learning environment that is both fun and invigorating. We look forward to receiving your application to play a part in this.

Yours sincerely

Mark Siswick
Executive Headteacher

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Job description

Position	Class Teacher
Grade	Teachers' Pay and Conditions
Responsible to	Deputy Headteachers / Executive Headteacher

Main activities and responsibilities

The postholder will take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below.

Duties

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 postholder to ensure that his/her professional duties are discharged effectively.

This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher and governing body by the postholder in the role of class teacher.

Particular specific responsibilities

You will:

- Be responsible to your line manager for your duties, responsibilities and teaching tasks.
- 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.
- Be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
- Undertake the teaching of the pupils in your 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.

General responsibilities

- 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 wellbeing of individual children within the group.
- Making effective use of ICT to enhance learning and teaching.
- Undertaking careful planning and delivery of the curriculum.

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- Ensuring careful and ongoing assessment of your 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.
- Ensuring that equal opportunities are implemented in the classroom and throughout the school.
- Developing and maintaining positive relationships with parents and carers, 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 your 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 cooperating 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.
- Following all internal and external communications procedures that the school has in place.

Other responsibilities

In addition you will be required 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.

Key organisational objectives

You will also contribute to the school's objectives through:

- Following health and safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's equal opportunities framework.
- Commitment and contribution to improving standards for pupils as appropriate.
- Acknowledging customer care and quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

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Conditions of service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors.

Special conditions of service

You may be required to work outside of normal school hours on occasion (e.g. to attend full governing body and/or committee meetings etc.), with due notice.

We are committed to safeguarding and owing to the nature of the post you are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. You are required to give details of any convictions on your application form and are expected to disclose such information at the appointed interview. This post is subject to an enhanced DBS check.

Equal opportunities and safeguarding

You will be expected to:

- Carry out all duties in the context of and in compliance with the Council's equal opportunities policies.
- Be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the organisation.
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your role.
- Ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.

Person Specification

Requirements (essential unless indicated otherwise)

	Form of assessment - application/statement	Form of assessment - assessment/interview
Qualifications and experience		
Educated to degree level	Yes	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS	Yes	
Must have taught in Key Stage 1 and/or Key Stage 2	Yes	
Professional knowledge and understanding		
Must understand the expectations in the new Ofsted framework regarding effective teaching and learning		Yes
A sound knowledge and understanding of the National Curriculum		Yes
A good understanding of the National Literacy and Numeracy Strategies		Yes
An excellent understanding of curriculum and pedagogical issues relating to learning and teaching		Yes
Understanding of current good practice in learning and development		Yes
Understanding of the interrelated developmental, learning and cultural needs of young children and the implications for good practice in care and education		Yes
Good understanding of statutory and non-statutory testing across the primary phase		Yes
Understanding of, and commitment to, the school policies, in particular: <ul style="list-style-type: none"> • Participation and implementation of the school behaviour policy • Awareness of health and safety implementation in the workplace • Implementation of the school equal opportunities policy 		Yes
Must understand the contribution of EMAG work in a primary school and what		Yes

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constitutes good practice and support for bilingual learners		
Knowledge of effective strategies to include, and meet the needs of all pupils, in particular underachieving groups of pupils, pupils with EAL and SEND and the most able	Yes	
Familiarity with writing and delivering effective Individual Education Plans for pupils with SEND		Yes
Professional skills and abilities		
A good classroom practitioner willing and able to teach in either KS1 or KS2	Yes	
A teacher with good ICT knowledge and skills relating to class teaching, able to demonstrate the effective use of ICT to enhance learning and teaching	Yes	Yes
Able to observe and interpret children's behaviour, identify learning needs and employ a range of teaching styles to ensure progress		Yes
Able to plan, organise and resource a stimulating learning environment for individual children and groups of children and deliver, evaluate and assess learning		Yes
Be able to keep records of pupil progress in line with school policy		Yes
Must be able to use assessments of pupils' learning to inform future planning		Yes
Personal qualities		
Willing to and enjoy engaging parents in order to encourage their close involvement in the education of their children		Yes
Flexible approach to work and enjoy being a good team member	Yes	
Good written and oral communication skills	Yes	Yes
Ability to manage own workload effectively and respond swiftly to tight deadlines	Yes	
Good interpersonal skills with the ability to enthuse and motivate others and develop effective partnerships	Yes	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	Yes	

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Willingness and ability to contribute to whole school INSET	Yes	
Openness and willingness to have professional dialogue around educational issues allied with an ability to inspire and challenge others	Yes	
Commitment to practice equal opportunities in all aspects of the role and around the workplace in line with school policy	Yes	Yes
Ongoing personal commitment to professional development linked to the competencies necessary to deliver the requirements of the role		

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Advertisement

CAVENDISH PRIMARY SCHOOL
Edensor Road, London SW4 2RG
Tel: 020 8994 6835 Fax: 020 8995 1730
Email: office@cavendish.hounslow.sch.uk
Number on roll: 207

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Teachers' Pay Scale

September 2016 start date

Are you an inspiring teacher who believes in providing all children with a creative, broad and balanced curriculum? Enthusiastic about making a significant individual contribution to the success of our school, with the support of our committed leadership team? If so we'd love to receive your application for our class teacher's job.

Cavendish is a Good 1 form entry community primary school with a part-time nursery class. We work in partnership with Outstanding Chesterton Primary School, and its Teaching School Alliance and Maths Hub which give us access to high quality CPD, involvement in National Projects such as Singapore and Shanghai Maths, as well as a range of collaborative projects and exciting partnerships.

In addition to the opportunity to work with highly rewarding children we also offer:

- Excellent professional development and career progression opportunities.
- An exceptionally well-resourced learning environment.
- A caring and collaborative whole school community which is culturally diverse and inclusive.
- Partnership with Outstanding Chesterton Primary School and its Teaching School Alliance and Maths Hub.
- Excellent transport links to central London.

Further details can be found on our website www.cavendishschool.org.uk.

Please download the application pack from this page. Completed application forms should be returned to office@cavendish.hounslow.sch.uk

Closing Date: Tuesday 24 May 2016 (9am)

Interviews: Thursday 26 May 2016

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check. CVs are not accepted.

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