



Southwood Primary School, Dagenham



Year Group Leader Candidate Information Pack



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Pupils behave well and are enthusiastic about learning and helping others. They are polite and hardworking.

Ofsted- November 2015

Leadership and management are effective. Leaders are clear about what remains to be done to make the school outstanding and they are taking the right steps to bring this about.

Ofsted- November 2015



Dear Colleague,

Thank you for your enquiry about this exciting opportunity at Southwood Primary School. I am delighted to enclose our application pack, giving details of the role.

I was appointed Headteacher with effect from 1st September 2014, having previously been Deputy Headteacher here for just over a year. Our Leadership Team is growing and has good capacity to move the school forward quickly. In November 2015, we were inspected by Ofsted and judged to be a 'Good' school, in all areas. In 2016, pupil outcomes at the end of each Key Stage were in line with national figures. We are looking for the right candidate to join us, initially to be the Year Group Leader for Year 6.

At Southwood Primary School we aim to create a happy and stimulating environment in which pupils are encouraged to develop their talents and qualities of character in a supportive community to be the very best they can be.

We aim to provide a broad and balanced curriculum which is relevant and meaningful to all our pupils and to ensure that they are supported, cared for and assisted in making the most of the opportunities that the school provides for them.

We believe that we can offer a friendly and supportive working environment in which your opinions will be welcome and your professional development encouraged.

Thank you for the interest you have already shown in this post. Applications must be received in school by 12pm on Wednesday 1st February 2017. Shortlisting will take place on the same day and interviews will take place during the week beginning Monday 6th February 2017. Arrangements will be made to observe shortlisted candidates in their own school, wherever possible, as part of the interview process.

Visits to the school are strongly recommended so that you can see the potential here – please call the PA to the Leadership Team on 0208 270 8738 to arrange an appointment or email kbunker@southwood.bardaglea.org.uk. Please also take time to look at our school website www.southwoodprimary.co.uk.

We look forward to hearing from you.

Scott Halliwell- Headteacher



Working at **Southwood Primary School**

The school is located in the middle of the London Borough of Barking and Dagenham and the majority of pupils come from the surrounding local area. In the most recent Census of Population the percentage of households which are overcrowded was well above the national average in the wards in which our children live, and the percentage of adults who have higher education qualifications is significantly below the national and London averages. Adult basic skills in the Borough are almost the lowest in England. Our pupil premium figures are well above the national average.

Southwood Primary School is a larger than average primary school. There are currently over 650 pupils on roll. There is an increasing minority ethnic population within the school and a significant number of our pupils speak a language other than English at home. The proportion of pupils with Special Educational Needs and or Disabilities is around the national average. We have a number of Learning Mentors who provide additional support for those children who have Social, Emotional and Behavioural needs. Our Inclusion Team work as an integral part of the school to ensure the best possible start for all children.

Our pupils are taught in mixed ability groups with maximum of 30 children in each class. A programme of English and Mathematics group teaching currently operates in Years 5 and 6 and there is additional intervention/support deployed across the school where the need is greatest.

We provide training placements for both teaching and childcare students and pupils from the local secondary schools also undertake work experience projects within the school. We pride ourselves on offering a high level of professional development for staff, throughout their careers, and we would look to work with the successful candidate to ensure their own professional development needs are met. We have recently supported staff in completing the NPQML (National Professional Qualification for Middle Leadership), Aspiring Leader training as well as subject and professional development specific programs.

We currently work within a cluster of 8 local Schools, called 'PACE', comprising of over 6500 children and over 300 teachers, which is opening up excellent opportunities for networking, collaboration and professional development.

Significant investment has been made in the school in recent years, allowing us to maintain a high level of resource provision and improve the fabric of the school. We believe passionately in ensuring our children have a broad and balanced curriculum. We have specialist teachers in P.E., Art, Spanish and Music, who lead and champion these curriculum areas within the school.

The school enjoys a good reputation in the area. Our parents and carers are supportive and they are keen for their children to enjoy school and do well.



Job Description:

KS2 Teacher & Year Group Leader (initially Year 6)

Start Date: April 2017 or September 2017

Salary: Main Pay Scale/Upper Scale (dependent on experience) & TLR2a/b
(a higher TLR will be offered for someone willing on to take an additional subject responsibility. This would be negotiated with the successful candidate).

GENERAL DESCRIPTION OF THE POST

To carry out the following professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

- To implement and deliver an appropriately broad balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum, and in line with the curriculum policies of the school.
- To facilitate, support and monitor the overall progress and development of a designated group of pupils.
- To foster a learning environment and educational experience which provides pupils with the opportunity to fulfil their individual potential.
- To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- To support and contribute to the school's responsibility for safeguarding children.

The range of duties listed below amplify and extend the role of the teacher, but do not replace such other duties that may be required, as laid down by the School Teachers Pay and Conditions Document.

All teachers will be expected to sustain the professional standards for teachers. Post-Threshold Teachers will be expected to maintain the professional standards for post-threshold teachers.

The KS2 TEACHER WILL BE EXPECTED TO:

TEACHING

- plan and prepare courses, schemes of work and individual lessons appropriate to the needs, interests, experience and existing knowledge of the children;
- teach a class, or classes, groups, or individual children, according to their educational needs;
- plan, set and mark work to be undertaken by children both at school and elsewhere;
- have high expectations of the children, value and recognise the diversity of their abilities, and ensure that each child achieves his or her full potential;

- ensure that proper account is taken of any specific needs children have by reason of their gender, language or ethnicity and that appropriate provision is made for them;
- make good and appropriate use of resources including time, ICT and available materials and approaches to ensure that pupils learn effectively;
- promote the social development and welfare of the pupils so that each child feels valued and enjoys learning;

MONITORING, ASSESSMENT AND RECORDING

- mark pupil's work; ensuring that they receive constructive and useful feedback on their progress and areas for improvement;
- monitor and assess pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- provide or contribute to oral and written assessments, reports and references relating to the development and learning of individual pupils and groups of pupils;

ETHOS OF THE SCHOOL

- maintain a safe, ordered and caring environment in the classroom and around the school so that children achieve their potential and feel secure and valued;
- make pupils aware of their rights and responsibilities in respect of each other;
- support the achievement of high standards of behaviour and conduct for all children through active implementation of the school's policies and systems for promoting good behaviour for all pupils, not just the teacher's allocated class;
- take part in the corporate life of the school by, for example, attending assemblies, meetings, registering the attendance of pupils and supervising pupils before and after school sessions;

PARENTS

- build and maintain a close partnership with parents and carers;
- communicate with parents and carers on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties;

RESOURCE MANAGEMENT

- maintain an attractive and stimulating classroom;
- take responsibility for resources allocated to their own classroom;
- contribute to displays in the school as a whole;
- comply with the requirements of Health and Safety and other related legislation;

WORKING WITH COLLEAGUES

- be a member of a phase/curriculum team, contributing positively towards achieving high standards of attainment, continuity and progression throughout the school;
- as a team member, assist in developing, implementing and evaluating policies and practices that contribute to school improvement;
- lead, organise and direct support staff within the classroom;

- work with other adults including colleagues within school and from external agencies to ensure that children make the best possible progress, stay safe and healthy;
- cover for absent colleagues in line with government regulations.

PROFESSIONAL DEVELOPMENT

- evaluate, review and improve own teaching in order to improve its effectiveness;
- keep up-to-date with current education thinking and practice, both by reading and by attendance at courses, workshops and meetings;
- take part in the performance management programme for the appraisal of the teacher's own performance;

EQUAL OPPORTUNITIES

- help ensure that subject matter and learning resources reflect LA and school policies relating to equal opportunities in respect of race, gender and special needs;
- help ensure that these policies are implemented within the tasks and duties listed above.

A YEAR GROUP LEADER WILL ALSO BE EXPECTED TO:

- support the Headteacher and the Governors in creating an effective and high achieving primary school;
- establish and maintain a positive working ethos in the year group;
- provide guidance, support and motivation for the year group team and beyond by being a positive and outstanding role model;
- act as a mentor to newly appointed staff and newly qualified teachers;
- plan collaboratively with and contribute positively to the Year Group team to ensure consistency and continuity in the curriculum offered;
- organise and lead Year Group meetings and attend Leadership Team and Governors' meetings as and when required;
- monitor planning, teaching and pupils' work within the year group in conjunction with the Senior Leadership Team, playing a key role in devising and monitoring the school improvement plan;
- plan, organise, order and monitor use of appropriate resources.
- contribute to the establishment of systems which keep parents and carers well-informed about the Year Group curriculum, their children's achievements and progress and encourage their involvement in the learning process.



Person Specification:

KS2 Teacher & Year Group Leader (initially Year 6)

Qualifications and Experience	
Essential Criteria	Desirable
<ul style="list-style-type: none"> • DfE recognised qualified teacher status. • Recent and relevant INSET for the purpose of professional and career development. • Recent KS2 class teaching responsibility (2 years minimum) • Experience of working in a team actively contributing to targets within the SDP. 	<ul style="list-style-type: none"> • Experience of teaching in more than one key stage. • Recent experience of undertaking a role which impacts beyond own classroom.
Professional Knowledge, Skills and Abilities	
<ul style="list-style-type: none"> • Good classroom practitioner able to deliver high quality teaching and learning and ensure the good progress of all pupils. • Good knowledge and understanding of strategies for improving and sustaining high standards of pupil achievement and good behaviour. • Thorough knowledge of the National Curriculum and recent developments in education. • Ability to contribute to the promotion and development of a positive school ethos. • Knowledge and understanding of the effective inclusion of all children. • Good ICT skills. • Ability to lead a team providing a positive role model for others. • Ability to motivate, inspire and support pupils and colleagues. • Good communication skills with pupils, parents and staff. 	<ul style="list-style-type: none"> • Proven record of outstanding teaching. • Evidence of contribution to raising standards at year group, phase or whole school level. • Ability to mentor NQTs and students. • A commitment to the importance of the involvement of parents in the learning process.
Personal Skills and Qualities	
<ul style="list-style-type: none"> • Commitment to promoting high standards and raising achievement. • Commitment to equal opportunities. • Ability to organise, prioritise and keep to deadlines. • Resilient, positive approach and hard working. • Adaptable to changing circumstances and new ideas. • Willingness to contribute to all aspects of school life 	<ul style="list-style-type: none"> • Evidence of the personal and intellectual qualities required to set an example to others and to lead a team. • Evidence of commitment to activities outside of the school day e.g. extra-curricular activities.

Application Process:

For more information and an application form, visit our website www.southwoodprimary.co.uk.

We also strongly recommend visits to our welcoming school. Please contact Karrienne Bunker, PA to the Leadership team, via e-mail (kbunker@southwood.bardaglea.org.uk) or telephone 0208 270 4915 to book an appointment.

Closing date for applications: Wednesday 1st February at 12pm

Interviews: w.b. Monday 6th February

"This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including a Disclosure Check, will be undertaken on all applicants."



Southwood Primary School

Keppel Road, Dagenham, Essex, RM9 5LT.

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www.southwoodprimary.co.uk

Headteacher: Scott Halliwell