

SKINNERS' KENT
PRIMARY SCHOOL



PRIDE IN OUR SUCCESS

CLASSROOM TEACHER – PART TIME (MATERNITY COVER)

Information for Candidates

April 2021

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

INTRODUCTION FROM THE HEADTEACHER



Dear Candidate,

Thank you for your interest in the Skinners' Kent Primary School. The Governors and staff are very pleased to welcome you to an exciting time of growth and development in education provision in Tunbridge Wells.

Skinners' Kent Primary School (SKPS) opened on 1 September 2015 and offers the International Baccalaureate Primary Years Programme (IB PYP) alongside the Early Years Foundation Stage and National Curriculum. This enables us to focus on the development of the whole child as an inquirer, both in the classroom and in the world outside and prepares pupils to be active participants in a lifelong journey of learning. The IB PYP offers a high quality and challenging educational programme for a worldwide community of schools, aiming to create a better, more peaceful world. This network of schools provides many opportunities for connecting with learners and fellow educators from different countries, cultures and contexts.



We are seeking an inspirational Classroom Teacher, committed to sharing our aspirations for young people, who wants to work within a purpose built, dynamic learning environment in which the highest standards are demanded and expected at all times. We aim to provide every pupil with the best quality education possible and to ensure that, irrespective of their starting point, they achieve their full potential. If you have similar aspirations for young people, and want to work within a dynamic learning environment in which the highest standards are demanded and expected at all times, then we would really be very interested in receiving an application from you.

Yours Faithfully

Mrs Gemma Wyatt

THE SKINNERS' KENT ACADEMY TRUST



The Skinners' Kent Academy Trust is supported by its original sponsor The Skinners' School, a grammar school for boys in Tunbridge Wells, and The Skinners' Company, one of the original 'Great Twelve' London livery companies.

The Skinners' Company has a long experience of establishing, running and supporting excellent schools, notably in West Kent. The Company is now responsible for seven schools: Tonbridge School, The Judd School in Tonbridge, The Skinners' School, The Skinners' Kent Academy (SKA) and Skinners' Kent Primary School (SKPS) in Tunbridge Wells, Skinners' Academy in London and The Marsh Academy in Folkestone. Skinners' Kent Primary School, which opened in September 2015 is the newest school in the family. It is part of The Skinners' Kent Academy Multi Academy Trust, set up in 2015 to incorporate the primary school with the secondary academy. It opened initially on The Skinners' Kent Academy site, but moved to its own new building in the North Farm area of Tunbridge Wells in September 2016.

The Skinners' Kent Academy is an International Baccalaureate World School, currently offering the Middle Years IB programme (MYP) and the International Baccalaureate Career-related Programme (IBCP).

Skinners' Kent Primary School works alongside The Skinners' Kent Academy to provide an all-through IB ethos by delivering the International Baccalaureate Primary Years Programme (PYP). The Academy also provides support and specialist facilities to the Primary School. The IB is underpinned by a philosophy and determination to develop internationally minded people who recognise everyone's common humanity and are ready to share responsibility to create a better, more peaceful world. The IB Learner Profile is at the heart of our educational philosophy and encourages our pupils and students to be inquirers, thinkers, communicators, risk takers, knowledgeable, principled, caring, open minded, well balanced and reflective.

The Multi Academy Trust (MAT) is governed by a MAT Board, the majority of whose members are also members of the Skinners' Company. The MAT Board determines the vision and strategy for the Trust, and has responsibility for its financial security and probity as well as ensuring the organisation provides excellent value for money in delivering an outstanding education for its students and pupils. Four Committees support the work of the MAT Board, and these comprise a MAT Staffing and Pay and a MAT Finance and Resources Committee as well as a Local Governing Body for both SKA and SKPS.



OUR VISION AND VALUES



The Skinners' Kent Academy Trust is founded on the principles of a culture of high standards, high aspirations and active participation, an emotionally rich and inclusive learning environment where every child is known and every learner supported.

We take pride in our success and to achieve this we set high standards with clear expectations. We focus on encouragement, underpinned by good discipline.

Our mission is clear – to develop a passion for learning and achieving. The Skinners' Kent Academy Trust seeks to create, develop and maintain an education that focuses on providing opportunities for success for all and celebrating the achievements of everyone in all aspects of life within the Trust. In particular we wish to

support young people to recognise the potential that they have, and then to fulfil the achievements of everyone in all aspects of life within the Trust. In particular we wish to support young people to recognise the potential that they have, and then to fulfil that potential through every stage of their learning journey.

Staff, students and parents work together to ensure that pride in our success means:

- pride in **our work**;
- pride in **our behaviour and attitude**;
- pride in **our attendance and punctuality**;
- pride in **our uniform**
- pride in a **commitment to learning and achievement**; and
- pride in **our contribution to our community**.



JOB PROFILE



Classroom Teacher

We are looking for a highly motivated and highly effective Classroom Teacher wishing to join a small team of teachers who are committed to raising standards and expectations. This is a unique opportunity to be involved in and help shape our Primary School, at an exciting stage in its development. The successful candidate will be a hardworking, creative, energetic, excellent classroom practitioner. They will have the capacity to help us establish a vibrant learning environment, and a culture of enthusiasm for learning. Their professionalism and dedication will enable our pupils to achieve more than they believe possible.

Our Classroom Teacher will:

- Be an inspirational teacher with a proven track record of good or better teaching
 - Have high expectations of all pupils and experience in raising their achievement
 - Have experience of, or have the potential to lead in a subject area
 - Demonstrate initiative
 - Be committed to working in partnership with all members of the school community to raise standards of achievement
 - Care passionately about children, their development and achievements
 - Be hard working and adaptable to change
 - Contribute to school wide tracking processes so that every pupil makes good and outstanding progress.
- We will offer you:
- Excellent facilities and resources
 - Enthusiastic, hardworking and responsive children
 - A hard working, talented team who will share your energy and enthusiasm to grow Skinners' Kent Primary School into an outstanding school
 - A high quality community of committed and expert professionals across the Multi Academy Trust
 - First rate professional development and learning opportunities

- An innovative approach to curriculum development
- Parents who tell us they are fully supportive of what we do and who are ready to give you their full support
- Excellent support from an exceptionally skilled team of Governors.

JOB PROFILE



Classroom Teacher part-time (Thursday, Friday), maternity cover

Job description

Salary: MPS

Responsible to: Headteacher SKPS

Responsible for: Teaching and learning, planning and preparation of lessons, assessment and data input and a whole school subject leadership area (subject to experience)

Working Pattern: Refer to School teachers' Pay and Conditions Document

Key Relationships: Leadership Group; Classroom Teachers; Teaching Assistants: Associate Staff; Parents/Carers

Purpose of the job

Have a regard to the curriculum for the school, with a view to promoting the development of the abilities and aptitudes of the pupils:

- planning and preparing lessons
- teaching, according to their educational needs, the assigned pupils, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of pupils;

Key duties and responsibilities

- Implement PYP, National Curriculum, policies and strategic plans
- Liaise with the Headteacher and Deputy Headteacher to ensure the effective delivery of the curriculum
- Participate in the design, development, implementation and review of the PYP, KS1 and KS2 curriculum through a collaborative approach
- Participate in the design, development, implementation and review of assessment and reporting systems
- Provide guidance and advice to pupils on educational and social matters
- Promote the health and safety, general progress

and well-being of the individuals within assigned classes

- Communicate and consult with the parents of pupils
- Participate in professional development and contribute to regular staff training/meetings
- Encourage the team spirit in SKPS
- Contribute to the subject leadership and extra-curricular activities programme of the school
- Contribute to the development of a positive attitude between the SKPS and the wider community
- Work with Specialist Teachers and Leadership Team from the Multi Academy Trust
- Meet all requirements as appropriate of the Teachers' Standards

Additional duties

- Attend team meetings and staff meetings as required
- Maintain confidentiality inside and outside the workplace
- Understand and apply school policies and report all concerns to the Designated Safeguarding Lead
- Engage in relevant continuous professional development opportunities and performance management
- Develop positive relationships and communicate with other agencies/professionals
- Develop constructive relationships and liaison between senior leaders/teaching staff and associate staff
- Undertake other duties as may reasonably be assigned by the Headteacher recognising that the duties of this post may vary from time to time without changing the general character of the post or the level of responsibility.

PERSON SPECIFICATION

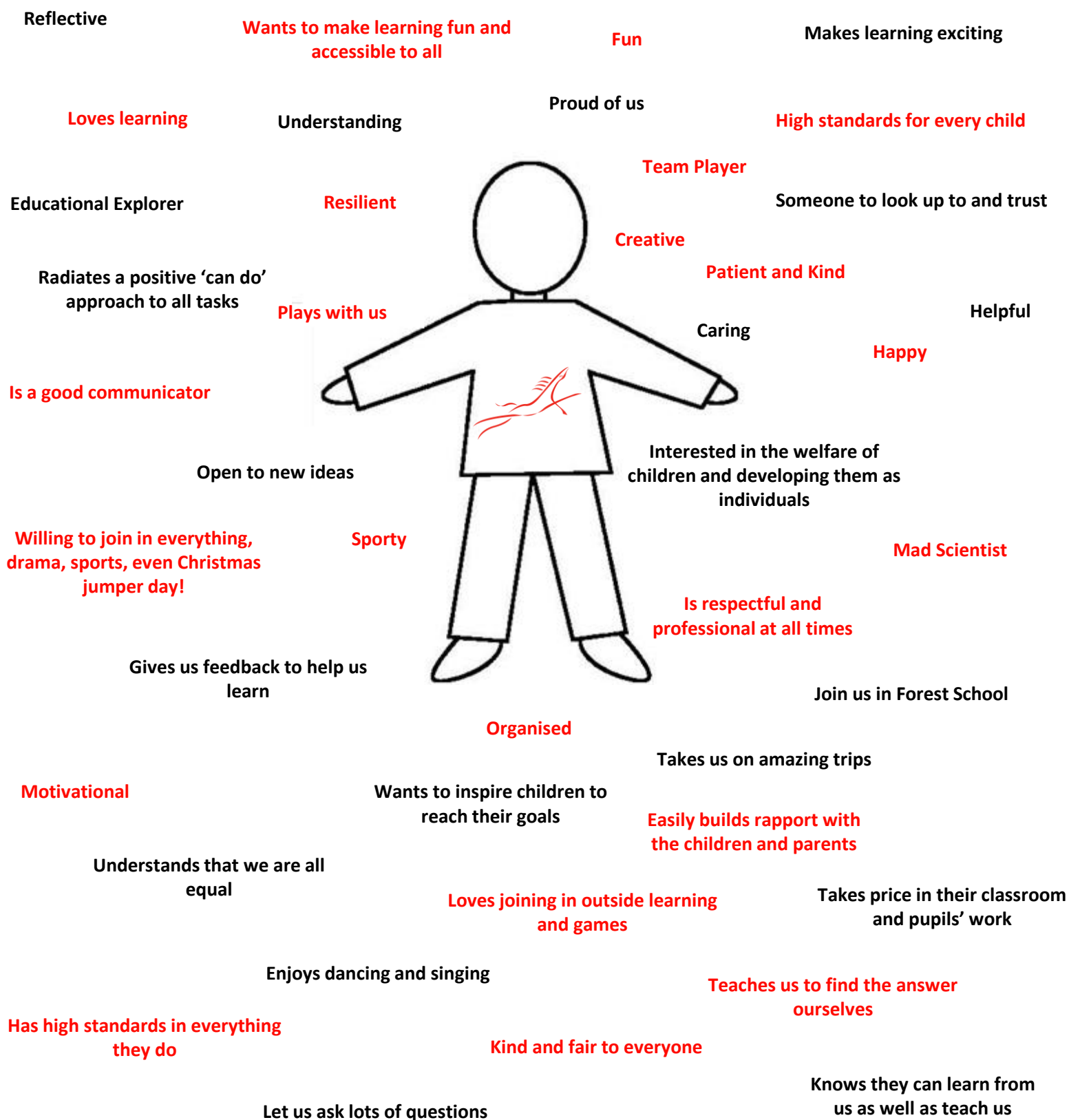


Criteria	
Qualifications	<ul style="list-style-type: none"> • Hold a relevant teaching qualification recognised and approved by the DfE in the UK • Have experience of the teaching within KS1 and KS2 (and the IB PYP curriculum, although not required and training will be provided)
Experience	<ul style="list-style-type: none"> • Have a track record in collaborative planning and working • Have experience of assessing, reporting and recording pupil progress and attainment • Have a track record of delivering high quality teaching and learning • Experience of adhering to organisational policies and procedures and maintaining confidentiality including Child Protection and safeguarding • Experience of teaching KS1/KS2
Skills and abilities	<ul style="list-style-type: none"> • Be aligned with the vision of SKPS • Possess excellent communication skills • Be able to communicate effectively in written and spoken English • Have a high level of understanding of current research as to how children learn and possess the ability to motivate pupils to perform at their best • Be able to support pupil needs in learning and pastoral matters • Be able to participate fully in a new primary school and in particular help to develop the team spirit • Have the ability to manage a diverse and demanding workload • Have the willingness to adapt teaching strategies to meet the different intelligences, learning needs and cultural backgrounds of the pupils • Demonstrate a commitment to personal professional development
Knowledge	<ul style="list-style-type: none"> • Knowledge and experience of relevant systems and specialist ICT packages • Awareness of new initiatives, policy changes and their impact on the leadership of the school • Awareness of Data Protection and confidentiality issues • Awareness of, and work within, national legislation school policies and procedures relating to Health and Safety
Personal qualities	<ul style="list-style-type: none"> • Develop and maintain an aspirational and motivational outlook • Commitment to high educational, professional and personal standards • Understanding the importance of maintaining confidentiality • A flexible approach to work • A sense of humour • Ability to manage a complex workload, to work independently and to tight deadlines • Commitment to equal opportunities and valuing diversity • Willingness to develop themselves and SKPS as an innovative and inspirational learning environment.

ARE YOU THIS PERSON?



This is what our Governors, Staff and pupils say about someone who could be a teacher at our school



APPLICATION AND CANDIDATE SELECTION PROCESS: OUR CANDIDATE CHARTER



We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.



In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.



SAFER RECRUITMENT IN EDUCATION: INFORMATION FOR APPLICANTS



The Skinners' Kent Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Skinners' Kent Academy Trust application form

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.



References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

An enhanced DBS check is required for all successful applicants.

Prohibition and overseas checks will also be completed if necessary.



HOW TO APPLY

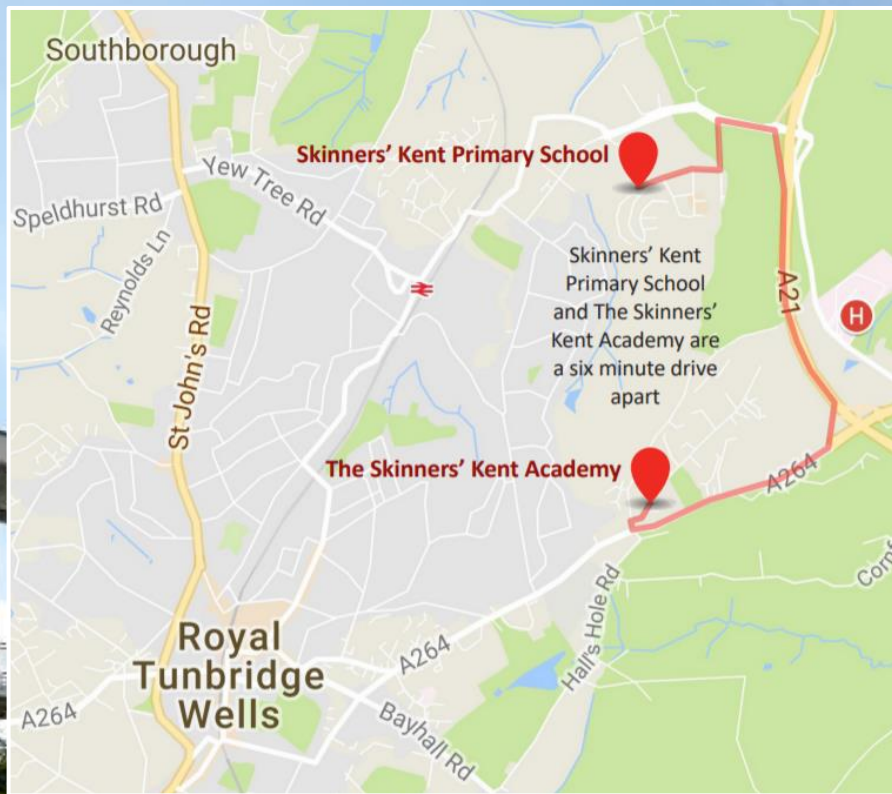


The closing date for applications is **Thursday 20 May 2021 at 12 noon** with interviews commencing in the week beginning **Monday 24 May 2021**.

- Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification
- An application form is available in electronic format online at www.skinnerkentacademy.org.uk/workwith-us and should be returned electronically along with the Equality Monitoring Form by following the instructions in the 'Work with us' section of the website
- The Skinners' Kent Academy Trust will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred

For more information about this position, or to have a confidential discussion about the role, please contact Lorraine Barden, HR Manager, on **01892 553031**.

We look forward to hearing from you



PRIDE IN OUR SUCCESS



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