



E21C PRIMARY

Newly Qualified Teacher

APPLICATION PACK



Education for the 21st Century is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. Education for the 21st Century is fully committed to equality and to valuing diversity as an employer and a provider of education.



EDUCATION FOR THE 21ST CENTURY

EDUCATION FOR THE 21ST CENTURY

E21C

Hayes Lane, Bromley
Kent BR2 9EH

☎ 020 8290 8505

📧 E21C.co.uk

☎ 020 8290 8505

📧 E21C.co.uk

March 2020

Dear Applicant

Re: Application for Class Teacher – E21C

Thank you for your enquiry about our vacancy for Class Teacher across the four primary schools in the E21C Trust.

For further information about our primary schools, please visit their websites:

www.meadroadinfantschool.co.uk

www.mottinghamprimaryschool.co.uk

www.scottsparkprimaryschool.co.uk

www.blenheimprimary.com

If you would like to arrange a tour of the schools, or a chat about the role or schools, please contact Marion Drake, Executive Headteacher at mdrake@e21c.co.uk.

The closing date for applications is: 1pm Monday, 30th March 2020; interviews will be held later that week.

Please email your completed application form along with a covering letter to: Marion Drake at mdrake@e21c.co.uk.

I look forward to receiving your application.

■
Yours faithfully,

Marion Drake
Executive Headteacher, E21C Primaries



Newly Qualified Teachers
Required for September 2020
Main Pay Scale (Outer London)
Permanent

E21C aims to create welcoming and open schools for the local community where every young person thrives, makes excellent progress and succeeds.

We are seeking to appoint two excellent Newly Qualified Teachers to join our E21C Primary Schools.

We are looking for talented, enthusiastic, highly motivated and energetic NQTs who can demonstrate our core values throughout everything they do.



Please email your completed application form with a covering letter to Marion Drake, Executive Headteacher: mdrake@e21c.co.uk.

Further information about the Trust, our schools and an application pack can be found on the Trust website www.e21c.co.uk, our school websites or on the TES. Please email Marion Drake any questions you may have.

Closing date: 1pm Monday, 30th March 2020
Interviews to be held that week.

Education for the 21st Century is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. Education for the 21st Century is fully committed to equality and to valuing diversity as an employer and a provider of education.

JOB DESCRIPTION

E21C TRUST PRIMARY **CLASS TEACHER – JOB DESCRIPTION**

The post holder will be expected to meet the professional standards set out on the DfE's Teachers' Standards' document.

This job description will be reviewed annually and may be amended at any time following discussion between the Trust and member of staff.

PLANNING

When planning, a class teacher will be required to:

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum, incorporating the National Curriculum requirements in line with the curriculum policies of the school
- Produce planning in accordance with school policy and procedures, and within required deadlines
- Identify clear, relevant, challenging teaching and learning objectives, and specify how they will be taught and assessed
- Set tasks which engage, involve and challenge pupils, whilst ensuring a high level of interest and enjoyment;
- Set appropriate and high expectations
- Set clear, aspirational targets, building on prior attainment
- Identify SEND, underperforming, under attaining, able, most able pupils and plan appropriate interventions to accelerate progress
- Provide clear structures for lessons in order to maintain pace, motivation and challenge
- Make effective use of assessment to inform planning of teaching and learning, whilst ensuring coverage of identified programmes of study

TEACHING

When teaching a class teacher will be required to:

- Teach the required or expected knowledge, understanding and skills, and ensure the pupils acquire and consolidate them, and are able to use and apply them across all curriculum areas, in a range of learning contexts
- Teach clearly structured lessons and sequences of work which interest and motivate the pupils, make learning objectives and outcomes clear, and promote active and independent learning that enables all pupils to think for themselves, and to plan and manage their own learning
- Actively engage and involve all pupils in high quality, challenging learning experiences
- Make learning interesting fun and exciting
- Use a variety of interactive teaching strategies to facilitate, scaffold and support learning
- Differentiate teaching to meet the needs of pupils of all ability ranges, taking into account varying interests, experiences and achievement of boys and girls, Pupil Premium pupils, EAL pupils, and pupils from different social, religious, cultural and ethnic groups, to enable them to make good progress
- Develop key skills as an integral part of all curriculum areas
- Personalise learning, and cater for a wide range of learning styles, interests and abilities

- Use IT effectively in teaching and learning, and as an embedded part of the curriculum
- Establish a purposeful learning environment, where diversity is valued and pupils feel safe, secure and confident
- Organise and manage teaching and learning time effectively
- Build successful relationships centred on teaching and learning
- Provide homework which consolidates and extends work carried out in the class and encourages independent learning
- Recognise and respond effectively to equality issues as they arise in the classroom, and challenge stereotyped views, bullying and harassment in accordance with school policy and procedures
- Evaluate their own teaching critically to improve effectiveness
- Organise and manage Teaching Assistants and other helpers in the classroom to maximise the outcomes for pupils' learning

CLASS MANAGEMENT

All class teachers will be expected to:

- Establish a clear framework for classroom behaviour and conduct, in line with the school's policy, in order to anticipate and manage pupils' behaviour constructively, and promote self-control and independence
- Set high expectations for pupils' behaviour, and maintain a good standard of discipline through well focused teaching, challenging learning, and fostering positive relationships
- Use effective behaviour management strategies in order to establish and maintain an appropriate learning environment, pre-empt and address any potential behavioural issues, and monitor and intervene to ensure sound learning and discipline

MONITORING, ASSESSMENT, RECORDING, REPORTING

As part of Monitoring, Assessment, Recording and Reporting all class teachers will be required to:

- Assess pupils' level of learning and understanding in relation to identified learning objectives, and use monitoring and assessment information to inform planning, teaching and learning
- Use Assessment for Learning strategies to monitor and assess the effectiveness of learning activities, and provide immediate and constructive feedback to support pupils as they learn
- Involve pupils in reflecting on, evaluating and improving their own performance and progress
- Assess pupils' progress accurately against appropriate standards
- Record and track pupils' progress and attainment systematically, in order to provide evidence of development, identify strengths and areas requiring improvement, and inform teaching and learning targets
- Identify and support pupils with differing levels of ability, and those experiencing behavioural, emotional and social difficulties
- Use assessment data to inform target setting
- Report on pupils' attainment to parents, carers, other professionals and pupils as appropriate
- Analyse assessment and tracking data, and identify strengths and areas or pupils requiring targeted improvement

OTHER PROFESSIONAL REQUIREMENTS

In addition all class teachers will be expected to:

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships, and set a good example through presentation, and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Take on the responsibility for leading and managing one or more curriculum areas or aspects of the school's provision, as delegated
- Contribute to the corporate life of the school through effective participation
- Contribute to the delivery of extra-curricular provision
- Liaise effectively with parents and governors
- Take on any additional responsibilities which might from time to time be determined
- Actively engage in appraisal, training, continuous professional development and other learning activities as required

- To be aware of and comply with policies and procedures relating to a child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Work collaboratively with other professionals

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head.

WORKING TIME

A teacher employed full time must be available for work 195 days in any school year, of which:

- 190 must be days on which s/he may be required to teach pupils and perform other duties; and
- 5 days must be on which s/he may only be required to perform other duties.

Those 195 days will be specified by the Trust, or if the Trust so directs, the Head.

A teacher employed full time must be available to perform such duties at such times and such places as may be specified by the Head for 1,265 hours in any school year. The 1,265 hours will be allocated reasonably throughout those days in the school year on which s/he is required to be available for work. Time spent travelling to or from the place of work shall not count against the 1,265 hours.

In addition to the hours a teacher is required to be available for work, s/he must work such reasonable additional hours as may be necessary to enable him/her to discharge effectively his/her professional duties. The amount of time required for this purpose between the 1,265 hours and the times outside 1,265 specified hours, will not be defined by the Trust but shall depend upon the work needed to discharge effectively the teacher's duties.

Education for the 21st Century is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. Education for the 21st Century is fully committed to equality and to valuing diversity as an employer and a provider of education.

I agree to the above Job Description:

Signed _____ Dated _____
(Class Teacher)