

Windlesham School

Windlesham School is a warm, friendly and stimulating environment in which all children can reach their full potential. Throughout the School, we aim for the all-round development of a child, emphasising literacy and numeracy, together with the acquisition of skills needed for them to deal with our ever-changing society. We nurture self-esteem, self-discipline and independence. We also believe in developing a sense of civil and environmental responsibility and maintaining excellent standards of behaviour. Children are encouraged to show respect, concern and care for others at all times.

Curriculum

In the Lower School, all children follow the Early Years Curriculum. This prepares them for a more detailed approach to their studies which starts in Year 1. The development of reading is encouraged throughout the School and the foundations for this starts in our Nursery with pure phonic sound work mainly through the Read Write Inc scheme.

In the Upper School, Years 3 and 4 are taught by a Class Teacher who is responsible for teaching all main subjects to their class. Years 5 and 6 are assigned a Class Tutor who is responsible for pastoral care. This tutor will also be a specialist in teaching one or more subjects to children in the Upper School.

In the Upper School, the Curriculum is broad and the National Curriculum is carefully taken into account. Strong emphasis is placed on the core subjects of English, Mathematics, Science and Computing. The children also have lessons in Geography, History, French, Reasoning, Religious Studies, Music, Computing, Philosophy, Art and Physical Education. Specialist teaching is carried out by staff who have a particular responsibility to teach one or two subject areas to several year groups.

This particular full-time teaching position will be for an English Co-ordinator combined with teaching English to Key Stage 2. The appointee will also be form tutor to a year 6 class. The appointment will commence April 2019.

Terms and Conditions

All new positions at Windlesham School are on probation for the first year. If a member of staff plans to leave, a full term is required as notice.

The successful candidate will be auto-enrolled into the School's Group Pension Scheme with Scottish Widows. The minimum employee contribution is 3% of the gross salary, however individuals are free to contribute more. The employer contribution is 3% of the gross salary.

Salary will be determined by the Main Pay Point Scale and experience. The School does not operate the Teachers' Upper Pay Scale and Threshold.

Job Specification

English Co-ordinator

- To teach English to classes as required
- To work closely with class teachers to ensure consistency of subject delivery
- To provide support and training to all staff responsible for teaching English
- To continue to develop, update and implement the English 'Scheme of Work' for Years 1 to 6, which ensures continuity, differentiation and progression for all pupils.
- To liaise with the Bursar on the management of a departmental budget and to ensure that adequate resources are appropriately managed and used to deliver the English curriculum, including suitable ICT resources
- To monitor the work of Early Years staff in the area of Communication, Language and Literacy
- To work closely with the school's Special Educational Needs Co-ordinator (SENCO) to ensure that appropriate provision is made for pupils with an identified special educational need
- To encourage all pupils to read a wide range of appropriate fiction and non-fiction
- To work in partnership with the Read Write Inc. Coordinator, developing phonics, reading and writing within the School.
- Regular analysis of English results from the English tracker, spelling, writing and reading assessments. To be involved in moderation meetings.
- To liaise with the school librarian to ensure that the library is well stocked and appropriately used
- To edit 'The Literary Review' newsletter which includes special articles or poems composed by pupils
- To liaise with class teachers to collect formal assessment data, and to use such data appropriately to inform planning
- To keep well-informed concerning current developments in English education, and to participate in professional development as necessary
- To promote a love of English through organising events such as book weeks, visiting authors, poetry days, drama workshops, etc.
- To regularly make presentations to groups of parents with the aim to promote and encourage specific approaches to developing literacy skills.
- To make presentations to governors regarding the developments in English at Windlesham School.

Class Teacher

Planning and Teaching

- Teaching, according to their educational needs, the pupils assigned to you including the setting and the marking of work to be carried out by the pupils in the school
- Planning and preparing long, medium and short term documentation with a parallel Year teacher.

Assessing, Reporting and Monitoring

- Assessing, recording and reporting on the development, progress and attainment of pupils
- Providing and contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Welfare of Pupils

- Safeguarding the welfare of pupils at all times.
- Promoting the general progress and well-being of individual pupils and any class or group of pupils assigned to you

- Providing guidance and advice to pupils on educational and social matters; making relevant records and reports
- Making records of any reports on the personal and social needs of pupils
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. d) School Strategy and Improvement
- Advising and co-operating with the Headteacher, the Deputy Headteacher, the Director of Studies, the Bursar and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes and pastoral arrangements
- Taking part as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To participate in continuous professional development including appraisal reviews.

Professional Relationships

- Communicating and consulting with the parents of pupils
- Communicating and co-operating with persons or bodies outside the School
- Participating in meetings arranged for any of the purposes described above.

Other Professional Duties

- To carry out a share of supervisory duties, including covering for absent staff when required
- Supervising, and so far as practicable, teaching any pupils whose teacher is not available to teach them
- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and material; attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions
- Delivering and maintaining the effective implementation of school policies
- There are occasionally Special Events which are planned in the evenings or on Saturdays during the academic year. Staff are required to attend and support the school for these special days.

This job description may be amended at any time following discussion between the Headteacher, the Deputy Headteacher and Director of Studies.

Windlesham School is committed to safeguarding and promoting the welfare of all children attending the school. The successful applicant will be required to complete or hold an enhanced DBS check.

Person Specification

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • Qualified Teacher status • First degree or equivalent 	<ul style="list-style-type: none"> • Evidence of additional further educational qualifications • Evidence of further professional development

Experience <ul style="list-style-type: none"> • At least 3 years of successful teaching experience in the primary age range • Substantial knowledge and understanding of learning and teaching at Key Stage Two • At least 2 years of leadership experience in English in the primary age range 	<ul style="list-style-type: none"> • Experience of teaching in more than one key stage • Experience of working with parents, carers and outside agencies with regard to pupil behaviour and/or safeguarding • Experience of delivering British Values in school • Experience of leading smooth transition between year groups and key stages
Knowledge & Understanding <ul style="list-style-type: none"> • Highly competent in ICT with very good skills in MS Word, Excel and PowerPoint. Experience with Outlook or similar online calendar and email systems. • Experience with using a School Management Information System (MIS) such as SIMS, Engage, iSAMS, or WCBS • Up to date knowledge & understanding of the current national curriculum • Up to date knowledge of RWI • Evidence of a creative approach to lesson delivery 	<ul style="list-style-type: none"> • An understanding of inputting and analysing data in a School MIS
Leadership Skills <ul style="list-style-type: none"> • Evidence of highly effective teaching in more than one year group • Lead and manage people to work both individually and in teams • Delegate and monitor effectively • Motivate and inspire by setting and following high standards • Seek advice and support when necessary • Deal sensitively with people and resolve conflicts. 	<ul style="list-style-type: none"> • Involvement in developing school strategy as part of a leadership team • Evidence of experience of leading training, CPD and performance management (including lesson observations)
Decision-making Skills <ul style="list-style-type: none"> • Ability to investigate, resolve problems and make decisions. This will include the ability to: <ul style="list-style-type: none"> Collect and weigh evidence, make judgements and take decisions in line with good educational practice. Think creatively and imaginatively to solve problems and identify opportunities. 	

Communication Skills	
<ul style="list-style-type: none"> • Outstanding communication skills, specifically the ability to communicate orally and in writing to a range of audiences. 	<ul style="list-style-type: none"> • Ability to make presentations to large audiences.
Self-Management Skills	
<ul style="list-style-type: none"> • Ability to plan time and organise work effectively <p>This will include an ability to:</p> <ul style="list-style-type: none"> • Prioritise and manage time • Work under pressure and meet deadlines • Be self-motivating and set personal goals 	
School Ethos	
<ul style="list-style-type: none"> • Fully supportive of the aims & ethos of the school • Capacity to influence others 	
Personal Attributes	
<ul style="list-style-type: none"> • Humour • Ability to adapt to changing circumstances & ideas • Energy and enthusiasm • Reliability and integrity • Stamina and resilience 	