HINCHLEY WOOD
LEARNING PARTNERSHIP

English Leader and Class Teacher
Hinchley Wood Primary School

Application Pack

Mrs Aisling Hogan
Headteacher – Hinchley Wood Primary School

Mr Ben Bartlett
Executive Headteacher – Hinchley Wood Learning Partnership

May 2021

Dear Applicant

Re: English Leader and Class Teacher - Hinchley Wood Primary School
(TLR2.1, currently £2,852 p.a.)
To commence September 2021

Thank you for your interest in joining Hinchley Wood Primary School, within this pack you will find information about the school and the application process.

Hinchley Wood Primary School is a popular 3 form entry primary school located on the borders of south west London, with 620 pupils from Reception to Year 6. The school converted to academy status in 2019 and joined Hinchley Wood School, an outstanding secondary school located on the same site, in multi academy trust – the Hinchley Wood Learning Partnership.

This is an exciting time to join the School and Partnership, whether you are beginning your teaching career or come with experience. You will be joining a committed, supportive team helping to shape a new era of development and growth so that all children are able to reach their full potential. We welcome applications from both experienced English Leaders and those with a real passion for the subject.

Applications are warmly invited from inspiring, talented and highly motivated teachers looking to work in EYFS, KS1 or KS2 in our popular 3 form entry primary school. We wish to appoint a Curriculum Leader of English with the vision, drive and energy to play a major role in the continued development of the subject across the school. We are seeking practitioners with high standards and expectations and able to deliver innovative and enjoyable teaching and learning experiences, ensuring our pupils achieve the best possible outcomes.

We can offer you enthusiastic and highly motivated children with a love of learning, and a commitment to your professional growth and development with a range of training opportunities.

If you have a strong desire to help pupils of all abilities achieve the best they can whilst fulfilling your own potential, we would very much welcome your application. Please contact Claire Worrell, Administration Manager at Hinchley Wood Primary School on 0208 398 1310 or via email: cworrell@hinchley-wood-primary.surrey.sch.uk if you have any questions prior to applying.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check. Staff, Trustees and Governors have also established a code of conduct, an extract is included within this pack, which applies to all members of the school community.

We look forward to receiving your application by **Friday 21st May 2021 (9am) at the latest** and appreciate the time taken you have to consider and apply for this post. Early enquiries and applications are encouraged, and please note that we reserve the right to shortlist, appoint and interview prior to the closing date.

Yours faithfully

Ben Bartlett
Executive Headteacher
Hinchley Wood Learning Partnership

Location

Hinchley Wood is located on the borders of south-west London with good road and public transport links. The M25 and A3 provide convenient road links to other areas.

Hinchley Wood railway station offers a regular service to London Waterloo Monday to Saturday at 06 and 36 minutes past the hour and to Guildford via Cobham at 01 and 31 minutes past. The K3 bus service links the school to the nearby towns of Surbiton, Kingston and Esher.

Hinchley Wood is approximately 4 miles south from Kingston upon Thames, a buzzing market town, with extensive venues such as multiplex cinema, leisure centre, an excellent regional shopping centre and a large selection of bars restaurants and night clubs. Surbiton, with regular fast rail links to London is 2 miles away and further south are the towns of Esher, Cobham and Walton upon Thames which offer a further selection of recreational facilities.

HINCHLEY WOOD
LEARNING PARTNERSHIP

The Hinchley Wood Learning Partnership

Our vision is to inspire all our pupils to be …

Confident
Have self belief, communicate clearly in any situation

Considerate
Respect others' views and values

Determined
Work hard to achieve the highest possible standards in all aspects of life

Enthusiastic
Willing to learn from mistakes and maintain a positive outlook

Independent
Take responsibility for themselves and their learning

Extract from the Staff Code of Conduct

Our Code of Conduct sets clear guidance on the standards of conduct and behaviour expected from all staff at Hinchley Wood Learning Partnership (HWLP). The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of behaviour and minimise the risk of inappropriate conduct occurring and to safeguard staff and pupils.

School staff are in a unique position of trust and influence as role models for pupils and other staff. Therefore, all staff must adhere to behaviour that sets a good example to all members of the school community. Staff have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and the work setting.

CORE PRINCIPLES

The welfare of pupils is paramount and all staff should always act, and be seen to act, in each child's best interests.

Staff should work, and be seen to work, in an open and transparent way. All staff working within HWLP are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

As part of the School's positive safeguarding culture, staff must have a regard for the need to safeguard children's well-being in accordance with statutory provisions. All staff should know the name of the overall Designated Safeguarding Lead (DSL), and must be familiar with child protection arrangements and understand that they have a responsibility to speak up immediately about safeguarding and welfare matters within the school, and to external agencies where necessary, to safeguard and protect pupils.

PROFESSIONAL BEHAVIOUR AND CONDUCT

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Hinchley Wood Learning Partnership expects staff to treat each other, pupils, parents/carers and the members of the wider community with dignity and respect at all times. All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

- Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are given the highest priority.

- Staff must have regard for the ethos and values of the Hinchley Wood Learning Partnership and must not do or say anything which may bring the School or Trust Board into disrepute.

- Staff should act in accordance with the school's policies and procedures at all times.

JOB DESCRIPTION – ENGLISH SUBJECT LEADER

TLR: In addition to the postholder's salary, a TLR will be paid in accordance with the School's Pay Policy.
Responsible to: The Headteacher
Core purpose:

- To provide professional leadership and management for English in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all learners across EYFS, KS1 and KS2.

In addition to the responsibilities of class teacher as set out in the appropriate job description and the school teachers' pay and conditions document, the Subject Leader will also undertake the following duties and responsibilities.

TEACHING, LEARNING AND STANDARDS

- To provide leadership in English.
- To evaluate the effectiveness of teaching and learning in English and progress towards meeting agreed targets across the school relentlessly focusing on the improving of teaching and learning.
- To secure, in collaboration with the SLT, high standards of teaching and learning in English.
- To monitor specified names groups of pupils, e.g. PP, SEND, etc.

LEADERSHIP AND CO-ORDINATION

- To assume the role of 'subject' consultant for colleagues.
- To demonstrate, by practical example if appropriate, effective ways of organising the teaching within English.
- To inform relevant stakeholders if/when required regarding current trends and practice in English.
- To assist the Headteacher in ensuring the highest possible standards and quality of learning in English

SUPPORTING, GUIDING AND MOTIVATING

- To inspire and motivate through passionate commitment to English and having excellent subject knowledge.
- To champion English ensuring to set high expectations in terms of visibility in and around school exemplifying achievement and attainment.
- To share good practice, up to date resources and research with all staff.
- To take an active lead in relevant school-based INSET.
- To take on responsibility for informing colleagues of appropriate INSET activities, to take part and/or encourage others when appropriate.

POLICY AND DIRECTION

- To communicate a clear vision for English across the school linked to the SDP.
- To keep abreast of developments in English.
- To lead colleagues in formulation, review and evaluation of policy, in consultation with the Head Teacher.
- To ensure that policy reflects current national and local initiatives.
- To carry out an annual review of English following guidance issued.

RESOURCING

- To identify needs and to resource, in consultation with colleagues, English within the limits of given budget.
- To requisition, in consultation with the Head of School, such items necessary to ensure effective learning and teaching of English.
- To be responsible for checking, storing and ensuring appropriate use of related resources.

General

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of safeguarding and child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff members participate in the school's performance management scheme.

HINCHLEY WOOD PRIMARY SCHOOL

Job Description – Class Teacher

The Key Tasks are listed under each accountability heading. The same Key Accountability headings have been used as they appear in the National Standards for Headteachers and Subject Leaders. The **Induction Standards** for NQTs have been used to create the key tasks.

A. Strategic Direction and Development

To contribute to the discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices with a full understanding of Values Based Education.

Key Tasks

A1 take responsibility for implementing school policies and practices;

A2 plan and assess pupil's learning using knowledge of school policies, schemes of work and National Curriculum requirements for the relevant curriculum areas.

B. Teaching and Learning

To secure and sustain effective teaching of the relevant subjects for individuals, groups and classes. Develop the quality of teaching, assess the standards of pupil's achievements and set targets for improvement.

Key Tasks

B1 use school policy and National Curriculum requirements to set clear targets for improvement of pupils' achievement and monitor pupil's progress towards those targets.

B2 use appropriate teaching and learning strategies to communicate clear learning objectives and expectations including, where appropriate in relation to: literacy, numeracy and other school targets;

B3 recognise the level that a pupil is achieving and make accurate assessments, independently, against attainment targets, where applicable, and performance levels associated with other tests or qualifications relevant to the subject(s) or phase(s) taught;

B4 plan effectively to ensure that pupils have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of pupils who are: underachieving, very able, not yet fluent in English; making use of relevant information and specialist help where available;

B5 plan effectively, where applicable, to meet the needs of pupils with Special Educational Needs and, in collaboration with the SENCO, make an appropriate contribution to the preparation, implementation, monitoring and review of Individual Education Plans;

B6 take appropriate account of ethnic and cultural diversity to enrich the curriculum and raise achievement

C. Managing and Working with People

To lead, manage and work collaboratively with pupils and, as appropriate, with other adults and colleagues.

Key Tasks

C1 secure a good standard of pupil behaviour in the classroom through establishing appropriate rules and high expectations of discipline which pupils respect, acting to pre-empt and deal with inappropriate behaviour in the context of the behaviour policy of the school;

C2 where applicable, deploy other adults effectively in the classroom, involving them, where appropriate, in the planning and management of pupils' learning;

C3 work as a member of a team, planning co-operatively, sharing information, ideas and expertise;

C4 liase effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievements, discussing appropriate targets and encouraging them to support their children's learning, behaviour and progress

C5 take responsibility for own professional development, setting objectives for improvements, and take action to keep up-to-date with research and developments in pedagogy and in the subject(s) taught.

D. Deployment of staff and resources

To develop, monitor and control resources within the teaching area.

Key Tasks

D1 organise and maintain a stimulating working environment appropriate for a range of activities;

D2 teach pupils to take responsibility for resources and the environment;

D3 ensure that resources are organised and readily available to promote a purposeful environment for teaching and learning to take place.

PERSON SPECIFICATION - TEACHER

Qualifications

Essential	Desirable
• Qualified teacher status	• Commitment to continuing professional development

Experience

Essential	Desirable
• Have met the Teacher Standards and continue to meet them. • Have a secure knowledge and understanding of own subject/curriculum area. • Evidence of taking responsibility for own professional development. • Evidence of good teaching skills, leading to consistently high standards of achievement. • Knowledge of current developments in teaching and learning.	• Experience of teaching a second subject. • Experience of using ICT for subject development. • Understanding Experience of personal involvement in the wider curriculum. • Evidence of leading high quality extra-curricular activities. • Evidence of working with other professionals as part of a team. Experience of teaching across all Key Stages.

Knowledge/Skills (Ability to)

Essential	Desirable
• Develop a broad and imaginative range of teaching skills. • High-level communication and presentation skills applicable to a range of audiences. • Think creatively and imaginatively to solve challenges. • Make effective use of assessment for learning in the classroom.	• Knowledge of how to use and adapt a range of teaching, learning and behaviour management strategies including how to personalise learning to provide opportunities for all learners to achieve their potential.

Personal Attributes

Essential	Desirable
• Enthusiasm for the subject and a desire to communicate that to others. • Commitment to running and leading extra curricular activities, where appropriate. • Commitment to the highest standards of child protection. • Enjoy working with young people. • Demonstrate energy, vigour and perseverance and promote an 'I can' philosophy. • Ability to prioritise, plan and organise own work and that of students. • Effective interpersonal skills. • Self-motivated and a desire to achieve the highest possible standards.	• Involvement in creative and innovative teaching developments. • Willingness to take on delegated responsibility. • Ability to build on the experience, advice and contribution of others.

Why join the Hinchley Wood Learning Partnership?

The Hinchley Wood Learning Partnership offers a positive and innovative learning environment supported by pupils, staff, parents/carers and governors. We value our staff and the professionalism and experience they bring to the school, and wherever possible we have tried to anticipate and build in holistic support.

Job Satisfaction and Progression
HWLP has a very good record of staff retention & job enhancement opportunities, we offer a pleasant and supportive working environment and excellent staff:pupil working relationships. To improve working environments for staff we are committed to an on-going programme of investment. Over the last year this has included a rolling programme of classroom/corridor and office decoration and updating of ICT infrastructure.

NQT and Post NQT programme
We have a successful and established programme of support for newly qualified teachers, and those in their second year of teaching. This includes regular support meetings, a dedicated mentor, CPD sessions including a residential weekend and NQT support network. For NQTs joining HWLP in shortage curriculum areas we offer a 'Golden Hello' (up to £750 at the end of each of the first two years).

CPD
We have an excellent CPD programme and many opportunities in school for staff to extend their professional knowledge and develop their skills. As a result, we have a very good record of staff gaining internal and external promotions and sharing good practice across departments.

There is a warm convivial atmosphere among the staff and mutual support between teaching and associate staff to ensure effective teaching and learning and the best outcomes for our pupils.

Staff have opportunities to work on cross curricular projects with pupils and colleagues, and this is actively encouraged.

Secure School Finances
In this time of uncertainty within education, the school is well placed to weather the storm including:

- Robust school finances during a period of much financial uncertainty
- STP&CD pay rises approved each year to date for all Teaching and Associate staff
- Performance Related Pay outcomes fully funded

Other Benefits include:

- Supportive staff body
- Employee Assistance Programme – available to staff and their immediate family
- Membership of either of the following pensions schemes, including a generous employer contribution;
    - Teachers Pension Scheme
    - Local Government Pension Scheme
- Cycle to Work salary sacrifice scheme.
- Occupational Health support.
- Recognition of previous maintained school or Academy continuous service.

The Application Process

Please download, complete and return the application form by the closing date specified. This can be emailed to the address below or sent by post to:

HR Department
Hinchley Wood School
Claygate Lane
Esher
KT10 0AQ

For further information please contact Claire Worrell on 0208 398 1310 or via email cworrell@hinchley-wood-primary.surrey.sch.uk

We are committed to meeting our data protection obligations and for information on how we collect, use, share and store your data within the recruitment process please click here

Hinchley Wood Learning Partnership is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).