



Holy Trinity C of E Primary School

Sloane Square

TEACHER'S RECRUITMENT PACK



Junior Site
Sedding Street
London
SW1X 9DE



Infant Site
Cadogan Gardens
London
SW3 2RN



www.ht.rbkc.sch.uk



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

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SCHOOL PROFILE

Holy Trinity Church of England Primary School is situated in the heart of Chelsea, close to Sloane Square with excellent transport links. The school is one form entry and consists of two sites (Cadogan Gardens and Sedding Street) which are a five minute walk from each other.

The school was first established by the Church in 1887 to educate the children of the local area and this remains its mission today. The sites of each school building originate from the late 1800s and underwent an imaginative £3.5 million refurbishment in 2009, to provide a modern, effective learning environment.

The school community has a strong partnership with the parish of Holy Trinity and St. Saviour Upper Chelsea and celebrates, in worship, the festivals of the Christian year. The school maintains a strong Christian ethos with daily assemblies. At least one of these a week is led by a clergy member of Holy Trinity Church.



Our Children and Community

The school is significantly multicultural with pupils coming from a range of different heritages. An above average proportion of pupils speak English as an additional language. A significant proportion live in social housing and rented accommodation. Although we are a Church of England school, and offer 50% church places within our admission criteria, we have families of all faiths and none. We are inclusive in our approach, whilst strongly maintaining our Christian ethos and values.

The pastoral care of the school community is a great strength. Parents are supportive of the school, volunteering and attending forums and workshops. The governing board are passionate in their support of the school, regularly visiting and diligently exercising their responsibility of governance.

English, Maths and Science

We seek dynamic and current approaches to teaching across the curriculum by delivering the Maths Mastery curriculum and approach in Years 1-6. Staff receive in-house and external training regularly alongside moderation with local schools.

Holy Trinity was in the top 2% of schools nationally in 2017-2018 for progress. A love of reading is at the very heart of Holy Trinity School. Every classroom has a class library and we have a purpose-built school library in Sedding Street. The Westminster library service worked closely with the school to update and develop systems. We host book fairs termly and celebrate World Book Day.

In 2017 Holy Trinity was judged by Ofsted as a 'Good School' and in 2018 by the local Diocesan Board for Schools 'SIAMS' inspection to be 'Outstanding'.

Music and the Arts

Music is one of the many strengths of the school. We employ a specialist music teacher to deliver music education to all children. All children from Year 1 learn an individual instrument each year and children are able to take advantage of classical guitar, violin, drum and piano lessons with professional teachers. The children also benefit from an after school choir, as well as samba and ukulele clubs, with regular performances outside the school.

We have close ties with the Royal Hospital and we attend an annual service in their chapel.

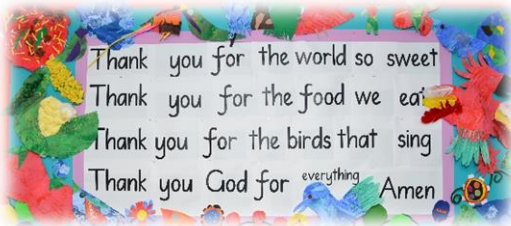
Additional Learning Experiences

We provide a wide range of educational enrichment experiences for all children during their time with us. Every Year 6 class has the opportunity to go away on a a week long adventure in the summer term to Geveston Hall in Sussex.

Most recently our year 5 class visited the Central Mosque at Regents Park. Year 6 attended a 'Meet the Author' session at Christchurch School and our nursery went for an autumn exploration in the Royal Hospital grounds.

'Pupil voice' is very much valued at Holy Trinity School. We use every opportunity through our School Council to consult the children on policy and change. Shared responsibility for the school is encouraged and we elect prefects in Year 2 and Year 6 half-termly to model good citizenship and care for our school.

Before and After the School Day



Holy Trinity supports working parents and vulnerable families by offering wrap around care. Breakfast club is open for all children from 8.00am. We also have a free supervised play session for KS2 children from 8.30am. After school, children can attend Fit for Sport from 3.30-6.00pm during term-time.

The children can also attend the following after school clubs: Choir, Samba and Football.



TEACHER JOB DESCRIPTION

HOLY TRINITY CE SCHOOL

JOB DESCRIPTION FOR CLASS TEACHER



Classroom teacher – Year 2
Date: January 2019

Title and Grade of Post

Very Experienced Year 2 Classroom teacher
Teachers' Main Scale Point 1 - 4 ideally

Purpose of the Job

To teach and assess children and to carry out such other associated duties as are reasonably assigned by the Head teacher.

To prepare the children to sit their Year 2 SATs

To prepare a group of year 2 children to re-sit their phonics test

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the School Teachers' Pay and Conditions Document 2017 and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service of School Teachers in England and Wales (the "Burgundy book") and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Relationships

The post holder is responsible to the head teacher for their teaching duties and responsibilities and for teaching tasks.

The post holder interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school. The post holder is responsible for overseeing the work of Teacher Assistants, volunteers & students in the classroom and to liaise with other relevant professionals in line with responsibilities.

Responsibilities as class teacher

The particular responsibilities attached to the post of class teacher are:

- plan work in accordance with National Curriculum requirements, school policies and schemes of work
- plan work with support staff as required (EAL / SEN / School Nurse...)
- assess pupils' achievements and progress in accordance with arrangements agreed within the school
- monitor and report to parents on the progress of the pupils in the class
- implement the SEN policy and use the school procedure to ensure appropriate provision for all pupils
- set and mark homework in line with school policy
- comply with the school Equal Opportunities Policy
- ensure that classroom organisation and behaviour management are in line with school expectations; and
- mark class attendance registers

Strengthening Community:

The teacher will engage with the internal and external school community. Seek opportunities to invite parents and carers and community figures, businesses or organisations into the school to enhance and enrich the learning. Co-operate and work with relevant agencies and partners to ensure the wellbeing of the children.

The teacher will:

- Recognise and take account of the richness and diversity of our school's communities
- Engage in a dialogue which builds partnerships and community consensus on virtues, beliefs and shared responsibilities
- Listen to, reflect and act on community feedback
- Build and maintain effective relationships with parents, carers, partners and the community that enhances the education of all pupils
- Ensure learning experiences for pupils are linked into and integrated with the wider community, including the Church community

Safeguarding Children:

Holy Trinity School is committed to safeguarding and promoting the welfare of Children and young people under the Education Act 2010 and expects all staff and volunteers to share this commitment.

The teacher will:

- Understand and follow safeguarding practices
- Ensure that they are aware of and compliant with the school safeguarding procedures, including knowing the name of the Designates Safeguarding Leader (DSL) and Deputy Safeguarding Leader (Deputy DSL)

- Take part in strategy discussions and other inter-agency meetings and contribute to the assessment of children
- Feel able to raise concerns about poor or unsafe practice in regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices

TEACHER PERSON SPECIFICATION

1 Qualifications	Essential	Desirable
Qualified Teacher Status	•	
Evidence of continuous INSET/training and commitment to further professional development	•	
Proven track record in delivering successful outcomes for Year 6 children in the national SATs tests	•	
2 Values and commitment		
A personally committed Christian and practising member of the Church of England or Churches Together in Britain and Ireland		•
The ability to support and build on the strong, inclusive Christian ethos and values of the school and its close relationship with the Parish of Holy Trinity and St. Saviour's, Upper Chelsea.	•	
A commitment to the school's responsibility to address the spiritual needs of its diverse community	•	
3 Skills and experience		
A track record of good/outstanding teaching in teacher training block experiences	•	
Demonstrable organizational excellence, good to outstanding classroom management	•	
Working in partnership with parents	•	
Working collaboratively as part of a team with colleagues and outside agencies	•	
A commitment to promoting the schools' aim positively	•	
Communicate effectively (both orally and in writing) to a variety of audiences	•	
Contribute to a happy, challenging and effective learning environment	•	
4 Knowledge and understanding		
The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)	•	
Statutory National Curriculum requirements	•	
The monitoring, assessment, recording and reporting of pupils' progress	•	
The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection	•	

The positive links necessary within school and with all its stakeholders	•	
Effective teaching and learning styles	•	
A background or interest in the following areas:		•
Philosophy for children		
Maths Mastery/Singapore maths		•
Computing and technology	•	
Visual arts		•
Creative Writing		•
Dance		•
Yoga		•
Performing Arts		•
5 Governance, accountability and compliance		
Knowledge of legal requirements both national and local affecting schools	•	
An in-depth knowledge and understanding of current educational priorities and Ofsted expectations	•	
Knowledge and experience of the range of ways for working productively in partnership with the governing body and an understanding of its statutory duties	•	
6 Promoting the safety and well-being of pupils		
An absolute commitment to safeguarding	•	
The experience of working with external agencies		•
7 Personal attributes		
Passionate about teaching and placing children at the heart of all decisions	•	
Open to support from others including colleagues, governors, the clergy, the Royal Borough of Kensington and Chelsea, London Diocesan Board for Schools and the Chelsea Deanery Partnership	•	
Innovative and imaginative engagement with extra-curricular activities including excursions and performances	•	
Experience of creating dramatic productions/plays, musicals, talent shows		•
Able to exercise good judgement and take decisive action to deal with unforeseen circumstances	•	
Able to manage conflict and deescalate situations	•	
Able to work as a team and see beyond their own classroom	•	

Excellent written and oral communication, listening and negotiating skills for a range of purposes and audiences	•	
Emotional resilience, stamina and flexibility when dealing with challenging issues and circumstances	•	
8 Personal traits		
<p>Holy Trinity are seeking personnel who would describe themselves as having the following characteristics:</p> <p>Positive Approachable Open-minded Collaborative Reflective Flexible Empathetic Resourceful Resilient Pro-active Creative Enthusiastic Supportive Solution focussed</p>	•	

Class Teacher

Holy Trinity Church of England Primary School

Sloane Square, Chelsea, London

www.ht.rbkc.sch.uk

Start date: January 2019 & Transition handover days in December 2018
Salary: £28,660.00 - £30,155.00 (Teachers Main Scale: 1 - 4)
Contract: Full-time, until 31st August 2019 initially
Location: Sedding Street and Cadogan Gardens, Chelsea,
The Royal Borough of Kensington and Chelsea

Dear applicant,

Thank you for applying for this teaching post. We require an experienced Year 2 class teacher. It is a fixed full time contract for 2 terms initially.

The salary range is: Scale point 1-4 £28,660.00 - £30,155.00

This is a great opportunity for a teacher to work in a wonderful environment, alongside talented and enthusiastic colleagues.

We are looking for a very committed and flexible team member, with energy, enthusiasm and a commitment to their own professional development.

The role will involve being a class teacher in Year 2.

Applicants should have excellent current knowledge of the National Curriculum and should give details of what they can offer to the school as a whole. Please see the attached person specification.

Visits to the school are strongly encouraged prior to application. Please complete the attached application form and include your own letter of application setting out your reasons for applying for the post of class teacher. Completed application forms should be returned to the school.

Closing date for applications: 13th November 2018

Shortlisting date: 14th November 2018

Visits to school: Tour of school on request (recommended)

Interview date: 21st November 2018

For further information please contact mary.sheahan@ht.rbkc.sch.uk. We look forward to welcoming you to our school.

With best wishes,

Deborah Lloyd-Wright
Head of School

This position requires the postholder to hold an enhanced Criminal Record Bureau Disclosure before an appointment is confirmed.