

WINDLESHAM SCHOOL & NURSERY

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 responsibility and maintaining good standards of behaviour. Children are encouraged to show concern and care for others at all times; we feel this is made possible with small class sizes.

All children in the lower school 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 start in our Nursery with pure phonic sound work mainly through the Read Write Inc scheme.

In the Upper School, Year 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 a Year 3 class teacher with responsibility for the co-ordination of PSHE. The appointment will be from January 2017.

Terms and Conditions: All new positions at Windlesham School are on probation for the first year. The successful candidate will be auto-enrolled into the School's Group Pension Scheme with Scottish Widows. The minimum employee contribution is 2% 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.

Please complete the application form and send it to the Headteacher's PA, Ms Blaylock, by Friday 23rd June, 2017. Email to: pa@windleshamschool.co.uk
Interviews will take place in the week commencing Monday 26th June 2017.



Job Description for Year 3 Class Teacher

Main Responsibilities and Key Tasks

- a) 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.
- b) 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.
- c) Welfare of Pupils • 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 (pastoral), the Deputy Headteacher (Academic), 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.
- e) 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.
- f) Other Professional Duties • 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 on Saturdays during the academic year. Staff are required to attend and support the school for these special days.

- In some cases, the Friends of Windlesham, the Parents' Association, hold an activity on a Saturday and support from staff is always appreciated
- Staff are required to help run after-school clubs over the academic year. These are open to children from Reception to Year 6

PSHE Co-ordinator Job Description

Duties Relating to This Post

- To run appropriate school assemblies.
- To provide staff training where appropriate.
- To carry out termly book scrutiny to ensure progress and continuity across the school, as well as sustaining high standards throughout.
- To monitor the planning, preparation, assessment and teaching of PSHE.
- To attend INSET training as required.
- To write, implement, monitor and evaluate a PSHE policy which incorporates SRE, SMSC, etc.
- To be responsible for the development, maintenance and encouragement of PSHE throughout the school.
- To take responsibility for the ordering, organisation and storage of all resources related to PSHE.
- To encourage staff to form links between PSHE and other areas of the curriculum.
- To attend courses and workshops in order to promote citizenship effectively, keeping the Headteacher and staff informed of the latest developments and opportunities.
- Where necessary, liaise with other agencies in the promotion of the subject.
- To plan and implement strategies to improve teaching where needs are identified.
- To support teaching and learning in PSHE where needs are identified.
- To develop and monitor schemes of work for PSHE across the whole school and ensure successful implementation which meets curriculum requirements.
- To provide, monitor and evaluate the use of resources related to PSHE.
- To have an overview of, and contribute towards, the planning and delivery of continuous professional development and training related to PSHE.
- To monitor, assess and develop the roles of the class teachers in PSHE.
- To monitor and evaluate pupil progress throughout the school in PSHE and set goals for PSHE across the school.
- To use ICT effectively in the delivery of teaching and learning.
- To lead regular assemblies to promote SMSC and FBV.
- To support staff in delivery/planning SMSC and FBV in their individual subjects.
- To identify clear, appropriate targets for attainment and/or achievement across PSHE.
- To monitor and evaluate pupil progress and achievement against targets.

This post is offered with an additional PPA allocation of 2 periods.