



# Acton Gardens Primary School

## EYFS teacher





Dear Applicant,

I am delighted that you are interested in a teacher position at Acton Gardens Primary School; this is an exciting opportunity for an individual who is keen to become a middle leader.

Acton Gardens Primary school is a newly created school. Berrymede Infant School officially expanded to become a primary school through amalgamation with Berrymede Junior School in September 2022. The Infant School received Good in their most recent OFSTED inspection in September 2021.

Acton Gardens is a two-form entry primary school in the London Borough of Ealing, which has a good reputation within its local community.

Initially this role is for a teacher with Nursery experience.

We are looking for EYFS teacher who will embrace Acton Gardens vision, including maintaining its relentless focus on high-quality teaching and learning. We will expect you to be committed to our dual ambition for our children to both achieve highly academically and to explore a wide range of interests and develop a life-long love for learning.

We are looking for excellent Class Teachers to join our team.

As our school roll and staff move to promoted positions, we are looking to recruit a passionate nursery class teacher who is looking to further develop their skills and talents. First and foremost, we are looking for practitioners who are confident, self-reflective and who have the energy and skill to make the difference that our children deserve.

We have a commitment to developing expertise through professional development matched to their career stage. If you are hardworking, reflective, resilient and looking for a new challenge or somewhere to start your teaching career then we would love to hear from you.

You can expect from us a whole school commitment to professional development and a supportive team.

Clearly address your strengths and experiences when you complete your supporting statement. Address each point of the personal specification in order, labelling them.

We look forward to reading your application and, for those candidates selected for the interview stage, meeting you as part of the selection panel.

Thank you for showing an interest in our wonderful school.

Kind regards

A handwritten signature in black ink, which appears to read "Harsha Patel". The signature is written in a cursive, flowing style.

Harsha Patel



## Job Advertisement

**EYFS Class teacher,**

**Reports to:** Headteacher  
**Grade:** Teacher Pay Scale  
**Start date:** As soon possible 2024

**Website:** [Acton Gardens Primary School – Aspire • Grow • Persevere • Succeed \(agprimary.org.uk\)](http://agprimary.org.uk)

This is a genuine opportunity for you to be part of an exciting phase in the life of our school. The school is friendly, supportive, growing, and is conveniently located near Acton Town tube station. This advert is seeking an outstanding and inspirational teacher for EYFS who is seeking to develop in their career or teachers seeking their first post are welcome to apply.

### At Acton Gardens we can offer you:

- Happy, polite, respectful children
- Children who are keen to learn from the very start of their learning journey
- A friendly professional and happy team of teachers and support staff
- A school that will nurture and develop the expertise of its staff
- Commitment to staff CPD and opportunities for leadership development

### At Acton Gardens as class teacher, you will:

- Embrace our values and ambitious vision for the future
- Have a passion for teaching and is ambitious for children and making a difference
- Be able to establish and maintain excellent standards of behaviour
- Inspire, challenge and motivate our children
- Be self-reflective and work to be the best teacher possible

**Closing date: Midnight, Wednesday 17 January 2024**

**School visits:** Visits and conversations with the Headteacher are strongly recommended.

**Interview day: Week beginning Monday 29 January 2024**

**Start date:** As soon as possible

Please read the attached documentation and complete the application form.

All contact with the school, for school visits and applications, will be managed through our School Office Manager: Karen Herron  
Phone: 020 8993 9053

Email: [recruitment@agprimary.org.uk](mailto:recruitment@agprimary.org.uk)



### **Diversity and inclusion**

At Acton Gardens we recognise and value the diversity of all people. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. At our school we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach, and visit here. We welcome applications from anyone who meets our criteria for the role, regardless of their age, experience, disability, ethnicity, heritage, sexuality, gender, and socio-economic background.

### **Safeguarding and DBS clearance**

We have a strong commitment to safeguarding and promoting the welfare of children and young people and expect our new Head to share and champion that. The successful candidate will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service.

The school reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.



## Job description

**Position:** Class teacher

**Grade:** Main or Upper Pay Scale in line with the current *School Teachers' Pay and Conditions Document*

**Responsible to:** Headteacher/ SLT and the governing body

**Responsible for:** The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

### Main duties and responsibilities

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012)
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the school.

### Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document

### Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly





- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

#### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document

#### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

#### **Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

#### **Professional Development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

#### **Other**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

#### **Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.



Signatures	Date
Signature of Post holder	
Signature of Headteacher	



## Person Specification

Qualifications and Experience		Essential	Desirable
1.1	Qualified teacher status.	✓	
1.2	Teaching experience with the age range and/or subject(s) applying for.	✓	
Knowledge and skills			
2.1	Ensure pupil progress and raising attainment in reading, writing and maths.	✓	
2.2	Create and maintain a stimulating, safe and purposeful learning environment.	✓	
2.3	Plan, prepare and deliver the primary school curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own policies.	✓	
2.4	Assess and record the progress of pupils' learning to inform next steps and monitor progress.	✓	
2.5	Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.	✓	
2.6	Teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles	✓	
2.7	Build positive relationships with children and effectively manage their behaviour	✓	
2.8	Communicate to a range of audiences (verbal, written, using ICT as appropriate)	✓	
2.9	Use Computing to advance pupils' learning, and use common computing tools for their own and pupils' benefit	✓	
2.10	Able to make effective relationships with parents, communicate with them and encourage their active participation in their child's education	✓	
Personal Qualities			
4.1	Emotionally intelligent	✓	
4.2	Self-motivated and resilient	✓	
4.3	Flexible and a good sense of humour	✓	
4.4	A strong team player	✓	
4.5	Exceptional high expectations	✓	
4.6	Able to listen and to reflect	✓	
Commitments			
3.1	A commitment to providing equal opportunities in both the curriculum and pastoral care.	✓	
3.2	Promoting the school's vision and ethos	✓	
3.3	High quality, stimulating learning environments	✓	
3.4	Relating positively to and showing respect for all members of the school and wider community	✓	
3.5	Ongoing relevant professional self-development	✓	
3.6	Safeguarding and child protection	✓	