

# Wheatfield Primary School

Wheatfield Drive, Bradley Stoke,  
Bristol BS32 9DB



## Class Teacher Recruitment Pack

March 2018

Respect

Inspire

Believe

Enjoy

Learn

Achieve



These are our values... if you share them and are looking for a new adventure, read on...

# Letter from our Governors

Dear Prospective Applicant

On behalf of the governors, staff and pupils, thank you for your interest in the position of Class Teacher at Wheatfield Primary School.

I trust you will find this pack a useful introduction to our school. Wheatfield is a two form entry school that serves a thriving and diverse community. The school is situated on Bristol's north fringe, in Bradley Stoke.

Our pupils enjoy learning in a stimulating environment. The modern and well maintained building is complemented with extensive maturing grounds that are used to support a rich and wide ranging curriculum.

Whilst our pupils achieve well, there is great potential for us to build on the successful work the whole school community has undertaken in recent years to raise standards further.

We have a strong Senior Leadership Team with a mixture of long term and newer members of staff. They are reflective and supportive of one another in delivering excellent teaching and learning.

We are seeking an enthusiastic and energetic team player with experience who will be able to help us further develop our existing strengths.

We would like the successful applicant to support the delivery of an inspiring and exciting experience for all of our

pupils. Our ethos supports a desire to succeed, where all pupils are encouraged to achieve and attain their very best. Our vision of "high achievement through growing and learning together" is central to everything we do.

Our pupil's behaviour is good and their high aspirations make them a joy and pleasure to be around.

The school's Governing Body has reconstituted to serve the school's needs more effectively and we believe that every child here deserves to leave as an inquisitive, independent and confident life-long learner.

If you are excited by the idea of working in our support, with its supportive, forward thinking team and pupils

who love to learn, please apply to join us.

As a first step, we would be delighted for you to experience Wheatfield at first hand. Please contact the school to arrange a visit; the details of which are in this pack.

Yours sincerely

**John Morris**  
**Chair of Governors**



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# Letter from our Headteacher

Thank you for your interest in the position of Class Teacher at Wheatfield Primary School.

Since taking up the post of Headteacher in September 2017 I have learnt a lot about our school. It is full of happy, articulate and motivated children who arrive, every day, 'ready to learn'. We have a fine complement of dedicated teachers and teaching assistants who genuinely put children at the heart of everything they do. Our families are supportive of the school and are eager to see their children achieve everything they can in their primary years. Wheatfield is a truly happy school and a thriving learning community.

Wheatfield is also a school on a journey. To

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have all of the above there are many things we do very well but, like all schools, there are lots of things for us to work on, to refine and to improve in the months and years ahead. If you are considering joining us on this journey then I want you to walk into the role with your eyes open – there is work to be done and your full commitment is required. I would encourage you to get to know us a little before you put pen to paper (or fingers to keyboard). If you are able to visit, please try to: if not, take a good look at our website and associated literature.

Having been in school leadership for over a dozen years I have read many application forms and, in truth, most that don't make it through the shortlist lack one thing: a

clear sense of why the person applying wants to work at the school they are applying for. We want to hear why you are passionate about becoming part of our team and how you will contribute to our future.

Above all else, we want an excellent, optimistic teacher for our amazing children. If that's you then I very much look forward to receiving your application.

Best regards



Phil Winterburn  
Headteacher



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# Job Title Vacancy Details

Required from 1 September 2018, an excellent teacher to join our hard-working, dedicated staff. We are looking for a motivated, optimistic teacher who is committed to securing the very best outcomes for every child, across all areas of the curriculum.

Wheatfield Primary School is a large two form entry primary situated in the heart of Bradley Stoke. The school had a new leadership team in September 2017 who have ambitious plans for our future. Rated good by Ofsted in January 2017, the Governing Body is committed to creating an outstanding school for its children and community.

We have purposely not specified a year group for this role. We want to hear from excellent teachers who are keen to work at our school. Once this appointment is made we will match your skills, experiences and preferences to our staffing model.

The successful candidate will be:

- ✓ An excellent, passionate and optimistic teacher.
- ✓ Adept at delivering high quality lessons which inspire, motivate and challenge all children.
- ✓ Able to create an engaging and vibrant learning environment.
- ✓ A reflective practitioner who is committed to their own professional development.
- ✓ Open and responsive to feedback and motivated to improve their own practice.
- ✓ Willing to contribute to all aspects of school life e.g. extra-curricular activities, PTA events etc.

Wheatfield is able to offer:

- ✓ Enthusiastic, well behaved and motivated children who enjoy school and are keen to learn.
- ✓ A supportive, forward thinking team of staff and Governors, committed to school improvement and building on the many strengths of Wheatfield.
- ✓ Supportive parents and carers with high expectations.
- ✓ An attractive, well resourced, learning environment.
- ✓ A range of professional development opportunities.

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# Job Title Vacancy Details

This is a permanent, full time position. The school is committed to portability of pay and are happy to reward experience.

Visits to the school are welcome on the following dates (please call 01454 868610 to make an appointment):

Thursday 15<sup>th</sup> March @ 11am

Monday 19<sup>th</sup> March @ 2pm

Wednesday 21<sup>st</sup> March @ 4pm

It is anticipated that interviews for this position will be held the week commencing Monday, 16 April 2018.

*Wheatfield Primary is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check.*

*Some roles may need to comply with the 'Childcare Act 2006' and the 'Childcare (Disqualification) Regulations 2009' where additional disclosure of information will be required.*

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# Job Description – Class Teacher

<b>Post title:</b>	Class Teacher
<b>Salary:</b>	Main
<b>Line Manager:</b>	KS Leader
<b>Supervisory Responsibility:</b>	The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

## Job Purpose:

- Be responsible for the learning and achievement of all pupils in the class 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, directors, 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 within the range of teachers' duties set out in that document (list of duties attached).
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

## Relationships

The post holder is responsible to the Headteacher for his/her teaching duties and for fulfilling the duties set out in this job description.

## Duties and responsibilities:

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

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# Job Description – Class Teacher

## Teaching and Learning

- Teach the curriculum as relevant to the age and ability group/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; pupil premium; disabilities/medical needs; 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.
- 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 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 assessments within the remit of the School Teachers' Pay and Conditions Document.
- Those on MPG 4 and above are expected to have a significant impact on the life of the school and be consistently good/outstanding in all aspects of the teaching role as detailed in the School Pay and Conditions Document.

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# Job Description – Class Teacher

## 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 as set out in the school's Behaviour Policy.
- 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.
- When relevant, 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.
- Where previously arranged cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document.

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# Job Description – Class Teacher

## 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.
- Fully communicate and co-operate with relevant external agencies.
- 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 well-being, 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 school's appraisal system.

## 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 Head Teacher.

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# Job Description – Class Teacher

## 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.

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.



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# Person Specification – Class Teacher

The Appointment Panel will use the 'Person Specification' to shortlist candidates for this role. It is therefore essential that your application addresses the Person Specification as fully as your experience allows **with relevant examples from your recent practice**.

- We would like candidates to write a 'personal statement' which addresses the three areas of the 'Person Specification'.
- Please **write this under the three numbered headings below**.
- Your personal statement should be succinct and to the point (maximum two sides of A4 / minimum font size 12 / minimum spacing 1.15).
- There is **no need** for a separate 'letter of application' or 'covering letter'.

QUALIFICATIONS	
Essential	Desirable
<i>The successful candidate will have:</i>	<i>The successful candidate may have:</i>
<ul style="list-style-type: none"> <li>• A degree.</li> <li>• Qualified Teacher Status.</li> </ul>	<ul style="list-style-type: none"> <li>• Further professional qualifications e.g. Middle Leadership.</li> <li>• Recent Child Protection training.</li> </ul>

1. TEACHING, LEARNING AND ASSESSMENT	
Essential	Desirable
<i>The successful candidate will be able to demonstrate:</i>	<i>The successful candidate may be able to demonstrate:</i>
<ul style="list-style-type: none"> <li>▪ Evidence of consistently good or outstanding teaching and pupil outcomes.</li> <li>▪ A thorough knowledge and understanding of the curriculum and assessment procedures for EYFS, Key Stage 1 or Key Stage 2.</li> <li>▪ Excellent subject knowledge in English and mathematics.</li> <li>▪ A good knowledge and understanding of what constitutes a broad, balanced and relevant curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of outstanding teaching &amp; pupil outcomes.</li> <li>▪ Experience across more than one year group, Key Stage or school. Experience of impact beyond their own school e.g. running training or moderating for the LA.</li> <li>▪ Experience of statutory assessment procedures for EYFS, KS1 or KS2.</li> </ul>

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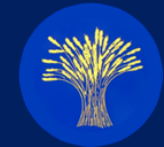
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# Person Specification – Class Teacher

1. TEACHING, LEARNING AND ASSESSMENT	
Essential	Desirable
<p><i>The successful candidate will be able to demonstrate:</i></p> <ul style="list-style-type: none"> <li>An ability to create a classroom environment that is organised, stimulating and accessible to all children.</li> <li>How they have used assessment information and targeted teaching to accelerate pupil progress.</li> <li>How they have inspired pupils to overcome barriers, develop resilience and believe in themselves.</li> <li>That they are an inclusive practitioner with knowledge and experience of planning for pupils from a variety of groups e.g. SEND, pupil premium, more able etc.</li> <li>A commitment to leading extra-curricular activities and supporting school events.</li> </ul>	<p><i>The successful candidate may be able to demonstrate:</i></p>

2. LEADERSHIP	
Essential	Desirable
<p><i>The successful candidate will be able to demonstrate:</i></p> <p><b>For NQTs only:</b></p> <ul style="list-style-type: none"> <li>Evidence of potential leadership qualities at a subject level.</li> <li>A passion for a particular subject or subjects.</li> </ul> <p><b>For experienced teachers only:</b></p> <ul style="list-style-type: none"> <li>Evidence of subject leadership at a whole school level.</li> <li>The ability to demonstrate the impact of their leadership on outcomes for children.</li> <li>The ability to articulate their vision for a subject.</li> </ul>	<p><i>The successful candidate may be able to demonstrate:</i></p> <ul style="list-style-type: none"> <li>Experience of school governance.</li> <li>Experience of school leadership e.g. Key Stage Leader.</li> <li>A thorough understanding of how to use monitoring information to drive improvement.</li> <li>Experience of coaching or mentoring other staff.</li> <li>Aspirations for a future school leadership role.</li> </ul>



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# Person Specification – Class Teacher

3. PERSONAL, INTERPERSONAL & PROFESSIONAL SKILLS	
Essential	Desirable
<p><i>The successful candidate will be:</i></p> <ul style="list-style-type: none"> <li>▪ An excellent role model for children, families and staff.</li> <li>▪ A reflective practitioner who is committed to continuous improvement.</li> <li>▪ A practitioner who is open and responsive to feedback.</li> <li>▪ Someone who holds high expectations of what <u>all</u> children can achieve.</li> <li>▪ Someone with excellent interpersonal skills who employs these effectively in dealings with children, families and other professionals.</li> <li>▪ A natural problem solver who seeks solutions and finds creative ways around barriers.</li> <li>▪ Someone who feels able to uphold and promote the aims and values of our school.</li> <li>▪ Someone who has excellent ICT skills and a very good understanding of how ICT can be used to support learning.</li> <li>▪ Able to communicate clearly and succinctly in writing.</li> <li>▪ Able to provide two fully supportive references.</li> </ul>	



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# Safeguarding Statement

Wheatfield Primary School is committed to safeguarding and promoting the welfare of children, and expect all staff to share this commitment. All positions are subject to a full DBS (Disclosure & Barring Service) clearance and two supportive references before successful applicants can take up post.

Wheatfield Primary has high expectations of its pupils and is committed to improving its outcomes for all children. Successful applicants will make a significant contribution to the education and wellbeing of the children they are supporting.



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