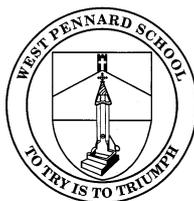


WEST PENNARD CHURCH OF ENGLAND PRIMARY SCHOOL

HEADTEACHER

Mrs H Burchell



Church Lane
West Pennard
Glastonbury
Somerset
BA6 8NT

Tel: 01458 832866
Fax: 01458 834662

Website: <http://www.westpennardschool.co.uk>

E-mail: office@westpennardcofe-pri.somerset.sch.uk

Parent e-mail: westpennardprimary@googlemail.com

Dear applicant

Foundation Stage Teacher Job Share 0.5 (from September 2017)

Thank you for showing an interest in the foundation stage teacher job share post at West Pennard CE Primary School. The vacancy has arisen as the foundation stage teacher has requested flexible working following her return from maternity leave. As such, the post will be fixed term and will be available until the member of staff wishes to return to work full-time. Although there can be no guarantees it is anticipated that this arrangement will continue for at least two years. The Governors would like to recruit an enthusiastic and inspiring teacher to join our outstanding school team.

In your information pack you will find the following:

- General information
- Job description/person specification
- Application form

If you visit our website you will be able to access our OFSTED and SIAMS inspection reports and find out more about us. Our school prospectus can also be found on the site.

I look forward to receiving your completed application form together with a covering letter detailing your experience, beliefs and particular curricular strengths and interests. The closing date is Tuesday 16th May and interviews will take place on Wednesday 24th May.

Visits to the school are warmly welcomed. Please do not hesitate to give me a ring if you need any further information.

I look forward to receiving your application.

Yours sincerely

H. Burchell

Helen Burchell



WEST PENNARD CHURCH OF ENGLAND PRIMARY SCHOOL

Information for applicants for the position of foundation stage teacher (job share) From September 17

Our School

The school became an area school in 1969, serving the villages of West Pennard, Pilton, West Bradley, North Wootton and other surrounding hamlets. It holds a very privileged rural position that is much valued by staff, pupils and families and has gained an excellent reputation over recent years, attracting pupils also from the nearby towns of Glastonbury and Shepton Mallet.

Although the children come to us from a range of socio-economic backgrounds, the balance is slightly tilted towards families with professional backgrounds. Our parent body show tremendous support both financially and in terms of preparedness to give a great deal of time to school projects and functions. Behavioural and social problems are minimal but there is a high level of expectation from parents both in terms of pupil performance and in the quality of education that the school can offer. Accountability is an important feature for the management and staff of the school with parents showing a healthy questioning interest in all activities and an increasing awareness of what an outstanding school should be offering.

The original Victorian buildings have been modernised and extended over the years and currently comprises four permanent classrooms, a school hall and kitchen, a computing suite and staff rooms. We also have three classes housed in 'temporary' classrooms together with additional Portacabins used as a library, music room and after school club base and an SEN base. We have an 18 station computing suite and all the classrooms are equipped with electronic whiteboards and visualisers.

Approach

West Pennard School values all members of staff and believes in a team approach, well-structured teaching programmes and high standards. There is an open style of management where we aim to value the contribution of each child and member of the community. Our superbly enthusiastic Learning to Lead School Council also enjoys a valued voice in the school.

Class Structure

The children are arranged into seven year group classes with no mixed-age classes. Classes currently range from 27 to 32 pupils with all classes benefiting from a high level of skilled teaching assistant support. The reception class is fully subscribed and we look forward to welcoming 30 pupils in September.

Curriculum

The school has kept well abreast of all curriculum initiatives and is held in high esteem by the local authority. In our most recent **Ofsted** inspection (July 2014) we were rated outstanding in all areas. We were also rated outstanding in our most recent **church school** inspection (SIAMS) which took place in May 2014. There is a high degree of motivation and competence amongst the staff and it is a common aim to improve the children's learning opportunities. We have spent a good deal of time refining our approach to target setting and tracking pupil progress and feel proud to have been awarded the **Basic Skills Agency Quality Mark** for the seventh time and have also been re-accredited with the **NACE Challenge award** in recognition of our provision for able, gifted and talented pupils. We also hold the **National Healthy School Plus Award** and have been re-accredited with '**Inclusive Dyslexia Friendly School**' status. We are also the only school in Somerset to have achieved **Rights Respecting School** level two status.

We believe in enriching the curriculum wherever possible through regular theme weeks and through visits out of school and visitors coming in to work with the children. We run a fortnightly enrichment day to

cover PPA time where the children enjoy a variety of activities led by specialist staff (music, PE, dance, drama, fun with languages) and also by our highly skilled team of TAs (cookery, art and craft, sewing, gardening, model making).

Community Links

We are a Church School and enjoy close links with the local clergy. Since we are next to the church we take advantage of the building whenever we can. The clergy visit the school regularly and take a full part in our collective worship programme.

Interviews

Interested applicants are very welcome to visit the school. The closing date is Tuesday 16th May. Interviews will take place on Wednesday 24th May. Details of the interview will be forwarded with a written invitation to attend.

Finally, I know I can say with confidence that West Pennard is a wonderful place to work and it will be a pleasure to welcome our new teacher to the team.

Helen Burchell
Headteacher

West Pennard Church of England Primary School

JOB DESCRIPTION

1. **NAME:**

2. **POST:** Foundation Stage Teacher (part-time 0.5: fixed term)

3. **GRADE:** MPG/UPS

4. **RELATIONSHIP:**

The post holder is responsible to the Headteacher for teaching duties and responsibilities and for teaching tasks, and is responsible for the work of classroom assistants.

The post holder interacts at a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school. Effective liaison with the job share partner is a key requirement of the post.

As a member of staff, the post holder has responsibility for the safeguarding of pupils and a duty to be vigilant and to report any concerns to the Designated Safeguarding Lead.

5. **PURPOSE OF THE JOB:**

To undertake the teaching of general subjects to the Foundation Stage class and pastoral and administrative duties in respect of the pupils in this class as well as the responsibilities in the school as agreed with the Head

6. **KEY TASKS:**

6.1 To teach general subjects as agreed with the Head to the Foundation Stage class and participate in the development of schemes of work, materials and syllabuses for such subjects, attending staff and key stage meetings on such matters as necessary;

6.2 To control and oversee the use and storage of books, stationery and other teaching materials related to her teaching, and ensuring the Health and Safety Regulations are observed.

6.3 To carry out the duties of a class teacher in respect of pupils to include:

- the maintenance of discipline and acceptable standards of conduct and appearance of pupils;
- the establishment of a rapport with the pupils to develop their social and academic potential and to be a main source of reference for their problems;
- the compilation of reports and profiles on pupils as required;

- the undertaking of any other administrative duties in respect of the class as required;
- the setting and monitoring of homework for pupils, where appropriate, playing a part in assemblies, escorting the class to assemblies and attending staff meetings as required.

6.4 To supervise the work of the teaching assistant/s appropriate to the class;

- 6.5 To carry out the supervision of pupils as detailed by the Head;
- 6.6 To participate as required in meetings with colleagues and parents in respect of the duties and responsibilities of the post
- 6.7 To keep abreast of the trends and developments in education, especially those relevant to the duties and responsibilities of the post.
- 6.8 To play a main part in the induction of new children to the School, liaising with parents and determining School policy for induction and Foundation Stage Profile procedures.

SPECIFIC RESPONSIBILITIES

These will be agreed with the post-holder.

Agreed:

Job holder.....Date.....

Headteacher.....Date.....

Person Specification for a Foundation Stage Teacher

Experience

- Experience of teaching pupils of different abilities and needs in a classroom setting (whole class, group and individual)
- Experience of the working with early years pupils
- Experience of managing pupil behaviour

Qualifications/Training/Knowledge

- Qualified teacher status
- Knowledge and training related to the educational, personal, emotional and behavioural needs of primary school pupils, with a particular interest in the foundation stage
- Knowledge of the foundation stage curriculum and assessment
- Knowledge of how young children learn
- Knowledge of the teaching of reading and phonics
- Knowledge of legislation and regulations to support the care of pupils.

Practical Skills/ Personal Qualities and Attributes

- High expectations of pupils' learning and behaviour
- Good computing skills
- Excellent written and oral communication skills
- Organised, efficient and able to use initiative
- Calm, positive and approachable
- Caring
- Effective team member able to build good relationships with pupils, parents and staff
- Flexible approach
- Discrete
- Enthusiasm and commitment to the role as foundation stage teacher and to the school in a wider context

Other

- A willingness to attend courses as required enhancing knowledge, understanding and skills to improve the level and quality of support given to pupils.