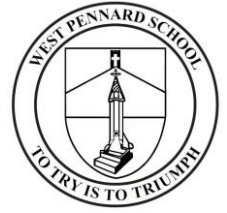


West Pennard Church of England Primary School



Church Lane, West Pennard, Glastonbury, BA6 8NT
Tel: 01458 832866
Email: westpennard@educ.somerset.gov.uk
Headteacher: Miss J. Hale



Dear applicant

Year 3 Teacher Permanent Position Full time (from January 2018 or as soon thereafter)

Thank you for showing an interest in the position of Year 3 Teacher at West Pennard CE Primary School. The Governors would like to recruit an enthusiastic and inspiring teacher to join our outstanding school team. Applications are encouraged from teachers on either the main professional grade or on the upper pay range. NQTs are also welcome to apply.

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, educational philosophy and particular strengths and interests. The closing date is Friday 17th November and interviews will take place on Monday 27th November.

Visits to the school are warmly welcomed. Please call the office on 01458 832866 to make an appointment. Please do not hesitate to get in touch if you need any further information.

I look forward to receiving your application.

Yours sincerely

Miss Jo Hale
Headteacher

West Pennard Church of England Primary School

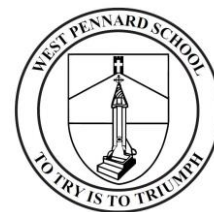


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WEST PENNARD CHURCH OF ENGLAND PRIMARY SCHOOL

Information for applicants for the position of Year 3 teacher From January 2018

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.

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.

Class Structure

The children are arranged into seven year group classes with no mixed-age classes. Classes currently range from 26 to 32 pupils with all classes benefiting from a high level of skilled teaching assistant support.

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 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.

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 Friday 17th November. Interviews will take place on Monday 27th November. 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 our new Year 3 teacher will be warmly welcomed and supported.

Jo Hale

Headteacher

West Pennard Church of England Primary School

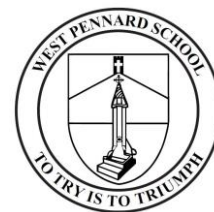


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Class Teacher – Job Description

Post title	Class Teacher
School:	West Pennard Primary School
Salary and grade:	Main scale or upper pay range or NQT
Line manager/s:	The headteacher, members of the senior leadership team (SLT) and the governing body
Supervisory responsibility:	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

Main purpose of the job:

- 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 current *Teacher Standards* and be aware of the periodical review of these standards. 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 If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics

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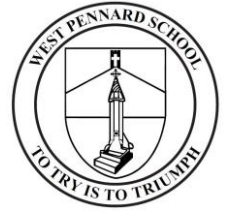


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- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of 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

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- 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 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 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.