

# CANDIDATE INFORMATION PACK 2019-2020



Wandle at Chesterton Primary



CLASS TEACHER

PAXTON  
ACADEMY  
SPORTS AND SCIENCE  
INDIVIDUALLY EXCELLENT, COLLECTIVELY BRILLIANT

# Dear Applicant

I am delighted that you are interested in a Class Teacher position here at Paxton Primary Academy.

Paxton Primary Academy is a thriving two-Form Entry school in Thornton Heath. Currently based in Brigstock Road, we are looking forward to moving into our brand-new school building for Spring 2020. Located in London Road (CR7 6AN) our new building features fantastic indoor and outdoor PE and games spaces, as well as studios for dance, music and drama and specialist science classrooms.

As part of the Wandle Learning Trust – led by Outstanding Chesterton Primary School and Chestnut Grove Academy – we now have access to a range of expert colleagues across Maths, English and Early Years, as well as the Trust's teaching school. This will allow all staff to continually update their subject knowledge and teaching techniques for the benefit of all children.

Pupils leave us equipped with a firm grasp of key basic skills, a broad knowledge base and personal interests, shared moral values, excellent communication skills and the tools to be successful in secondary school and beyond.

Ensuring success across a range of abilities and backgrounds will take an understanding of resources, ICT and the classroom environment. Alongside your classroom teaching, you will also be expected to make a contribution to our integrated enrichment activities.

Both breakfast and after school care clubs are offered as part of Extended School Provision.

Please take a look at the Wandle Learning Trust website ([www.wandlelearningtrust.org.uk](http://www.wandlelearningtrust.org.uk)) for more information.

We strive to be innovative and aim to create a learning environment that is both fun and invigorating. We look forward to receiving your application to play a part in this.

Yours sincerely  
**Karen Simpson**  
Executive Headteacher





# About the school

## About our curriculum

At Paxton we follow the International Primary Curriculum with high-quality teaching of English, Maths, science, computing and sport, within a balanced timetable.

We aim to provide pupils with memorable learning experiences and a wealth of cultural enrichment through trips and visits involving high-quality, first-hand experiences in the local community and further afield. Our over-riding objective is for pupils to see learning as a fun, active process within which they can make connections and see the bigger picture.

Pupils are given the chance to pursue their own questions within a topic/theme and develop key cross-curricular life skills such as problem-solving, communication, creativity, leadership skills, thinking and working as part of a team.

In all subjects the learning objectives are closely focused on developing the children's skills which will equip them for lifelong learning.

At Paxton pupils know that no matter your age or where you live we can all make a positive impact - whether that's volunteering, fundraising or raising awareness for causes that matter.





As part of the Wandle Learning Trust (WLT) Paxton Primary Academy enjoys the support of the Wandle Teaching School Alliance, set up WLT founding schools Chesterton Primary School and Chestnut Grove Academy. Since establishing the Alliance Chesterton has been awarded Maths Hub, English Hub and Early Years Hub status – all of which bring specific benefits to Wandle Learning Trust schools.

The Alliance consists of a wide range of schools from different phases, specialisms and organisations who work together in a variety of ways to identify and tackle key issues within schools.

Whatever stage of your career you are in the Teaching School and its partners offer a comprehensive package to support both career and professional development right through to Headship and Masters qualifications.



London South West Maths Hub is also part of the Wandle Learning Trust, working in partnership with Wandsworth Local Authority. The Hub – run out of Chesterton Primary School – is one of 34 Maths Hubs awarded across the country by the Department for Education. This means that Paxton Primary Academy staff and pupils benefit from the support of consistently outstanding maths provision.



The London South West Maths Hub aims to support schools in seven boroughs (Wandsworth, Merton, Sutton, Kingston, Richmond, Hillingdon, Hammersmith and Fulham) through a range of national and local projects each year.

The core purpose of the Hub is to engineer a school-based support network to develop Mastery style teaching at all levels of education.

## EnglishHubs

Wandle at Chesterton Primary

Paxton Primary Academy staff and pupils also have the support of Wandle English Hub – a status awarded to Chesterton Primary School on account of outstanding English teaching and learning. The Hub works with 16 boroughs across London supporting schools to achieve excellence in early literacy teaching.



The Wandle Early Years Hub is one of just three such Hubs across London, awarded to school alliances with excellent Early Years provision.

The Hub works with Early Years providers and local families to improve the take up of free quality childcare and early education provision for eligible two year olds.

The aims of the Early Years Hub are to improve provision for the most disadvantaged children, promote Early Years as a career and improve early intervention for children with SEND.

# Job description

**Position:** Class Teacher

**Grade:** Teachers Pay Scale

**Responsible to:** Line Manager

## Main activities and responsibilities

The postholder will take responsibility for a class of children determined on an annual basis by the Principal and Executive Headteacher in accordance with the duties listed below.

## Duties

The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the postholder to ensure that his/her professional duties are discharged effectively.

This job description sets out the duties to be undertaken and performed to the satisfaction of the Principal and Local Academy Committee by the postholder in the role of Music Teacher.

## Particular specific responsibilities

You will:

- Be responsible to your line manager for your duties, responsibilities and teaching tasks.
- Interact on a professional level with all colleagues and; establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.

- Be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
- Undertake the teaching of the pupils and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Principal and Executive Headteacher.

## General responsibilities

- Teaching all pupils in your according to their educational needs and acknowledging that every lesson counts.
- Creating a well-ordered and secure environment that will ensure the educational well being of individual children within the group.
- Making effective use of ICT to enhance learning and teaching.
- Undertaking careful planning and delivery of the curriculum.
- Ensuring careful and ongoing assessment of your pupils' learning to inform further planning.
- Ensuring that the curriculum is differentiated to mean that tasks and activities are matched to the ability of the children and henceforth allowing them to make progress at the right pace and level.
- Completing all assessments and records as determined by school policy in a timely fashion.
- Working with school leaders to track the progress of individual children and intervene where pupils are not making progress.
- Working with school leaders to complete and teach individual pupil plans where pupils have specific needs.
- Ensuring that equal opportunities are implemented in the classroom and throughout the school.



- Developing and maintaining positive relationships with parents and carers, which involve them actively in the classroom and in the learning process.
- Participating in planning and staff meetings.
- Contributing to the whole school ethos by taking a leading role in display particularly in your own classroom and designated whole school areas as agreed with the Principal and Executive Headteacher.
- Contributing towards the development of the school and implementation of whole school policies.
- Contributing and cooperating with other staff and professional agencies as appropriate to the needs of the children.
- Undertaking in-service training for further development as a teacher.
- Undertaking other duties, which may be reasonably assigned by the Head of School or Executive Headteacher to ensure the smooth running of the school.
- Following all internal and external communications procedures that the school has in place.

#### **Other responsibilities**

In addition you will be required to undertake such duties of a similar nature as may be reasonably directed by the Principal or Executive Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

#### **Key organisational objectives**

You will also contribute to the school's objectives through:

- Following Health and Safety requirements and initiatives as directed.



- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils as appropriate.
- Acknowledging Customer Care and Quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

#### **Conditions of service**

Governed by the National Agreement on Pay & Conditions of Service, supplemented by local conditions as agreed by the Governors.

#### **Special Conditions of Service**

You may be required to work outside of normal school hours on occasion (e.g. to attend full Local Academy Committee and/or committee meetings, etc.) with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their

application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, you are required to undergo an enhanced DBS (Disclosure and Barring Service) check.

#### **Equal Opportunities and Safeguarding**

You will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your role.

To ensure that your line manager is made aware and kept fully informed of any concerns, which you may have in relation to safeguarding and/or child protection.



# Person Specification

| Qualifications   | Essential | Desirable |
|--|-----------|-----------|
| Educated to degree level   | ✓         |           |
| Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS   | ✓         |           |
| Must have taught in Key Stage 1 and/or Key Stage 2   | ✓         |           |
| Will have had experience of teaching in a multicultural inner city environment   | ✓         |           |
| Professional knowledge and understanding   | ✓         |           |
| Must understand the expectations in the new Ofsted Framework regarding effective learning and teaching   | ✓         |           |
| A sound knowledge and understanding of the National Curriculum   | ✓         |           |
| An excellent understanding of curriculum and pedagogical issues relating to learning and teaching  | ✓         |           |
| Understanding of current good practice in learning and development   | ✓         |           |
| Understanding of the inter-related developmental, learning and cultural needs of young children and the implications for good practice in care and education   | ✓         |           |
| Good understanding of statutory and non-statutory testing across the primary phase   | ✓         |           |
| Must understand what constitutes good practice and support for bilingual learners  | ✓         |           |
| Knowledge of effective strategies to include, and meet the needs of, all pupils and in particular underachieving groups of pupils, pupils with EAL and SEND and the most able  | ✓         |           |
| Familiarity with writing and delivering effective Individual Education Plans for pupils with SEND  | ✓         |           |
| Understanding of, and a commitment to, the school policies, in particular: <ul style="list-style-type: none"> <li>• Participation in and implementation of the school Behaviour policy</li> <li>• Awareness of Health and Safety implementation in the workplace</li> <li>• Implementation of the school Equal Opportunities policy</li> </ul> | ✓         |           |



| Professional skills and abilities   | Essential | Desirable |
|---|-----------|-----------|
| A good classroom practitioner willing and able to teach any class in Key Stage 1 or 2 appropriate to your skill set   | ✓         |           |
| Good ICT knowledge and skills relating to class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching                     | ✓         |           |
| Able to observe and interpret children's behaviour, identify learning needs and employ a range of teaching styles to ensure progress                            | ✓         |           |
| Able to plan, organise and resource a stimulating learning environment for individual children and groups of children and deliver, evaluate and assess learning | ✓         |           |
| Be able to keep records of pupil progress in line with school policy  | ✓         |           |
| Be able to use assessments of pupils' learning to inform future planning  | ✓         |           |
| Personal skills   | Essential | Desirable |
| Willing and enjoy engaging parents in order to encourage involvement in the education of their children   | ✓         |           |
| Flexible approach to work and enjoy being a good team member  | ✓         |           |
| Good written and oral communication skills  | ✓         |           |
| Ability to manage own workload effectively and respond swiftly to tight deadlines   | ✓         |           |
| Good interpersonal skills with the ability to enthuse and motivate others and develop effective partnerships  | ✓         |           |
| Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit   | ✓         |           |
| Willingness to and ability to contribute to whole school INSET  | ✓         |           |
| Openness and willingness to have professional dialogue relevant educational issues allied with an ability to inspire and challenge others                       | ✓         |           |
| Commitment to practice equal opportunities in all aspects of the role and around the workplace in line with school policy                                       | ✓         |           |
| Ongoing personal commitment to professional development linked to the competencies necessary to delivery the requirements of this post                          | ✓         |           |



## Class Teacher

**Teachers Main Pay Scale | Start Date – April or September 2020**

Are you an inspiring teacher who believes in providing all children with a creative, broad and balanced curriculum? Enthusiastic about making a significant individual contribution to the success of our school, with the support of our Outstanding Leadership team within the Trust.

In addition to the opportunity to work with highly rewarding children we can offer you:

A rapidly improving forward thinking school, superb access to the highest quality professional development, working at all times in close collaboration with the partner Trust school, Outstanding Chesterton Primary.

Access to a large team of professionals working across the Primary and Secondary sectors and full access to the outstanding work of the Wandle Teaching School Alliance, South West London Maths Hub, English and Early Years Hubs

We encourage potential candidates to look around the school. Please contact the school office to arrange a visit.

Please download the application form from [wandlelearningtrust.org.uk](http://wandlelearningtrust.org.uk)

Please return your completed application form to [recruitment@wandlelearningtrust.org.uk](mailto:recruitment@wandlelearningtrust.org.uk)

Closing date: Sunday 23rd February 2020 (midnight)  
Interviews: Week commencing 2nd March 2020

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check

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**Contact us**

159 Brigstock Road, Croydon, CR7 7JP

Tel: 0208 683 2308

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[wandlelearningtrust.org.uk](http://wandlelearningtrust.org.uk)