

# Class Teacher Application Pack



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## Welcome from the Executive Headteacher

Dear Applicant,

thank you for responding to our advertisement for the Class Teacher post within New Wave Federation. We are a family of three Hackney schools Grazebrook Primary, Shacklewell Primary and Woodberry Down Community Primary School.

The role requires someone who is passionate about children's learning and who has a rich knowledge and understanding of how learners learn. The right person will be someone who is up to date with 21st century education, who can use new technologies and who is creative and resourceful. Our parents and carers want the very best education for their children and so do we.

The successful applicant will demonstrate that they are excellent practitioners with a creative approach, are committed to the delivery of high quality teaching and learning, have high expectations, possess excellent communication and interpersonal skills, are good team members.

We can offer you schools which are well resourced, have an established culture of excellence and a commitment to personalised professional development. Our schools are vibrant, diverse and inclusive. If you are an effective communicator, have vision, energy and believe every child can and will succeed, we would like to hear from you.

This pack has been put together to help you with the application process. If you would like to visit the schools for a tour to learn more, we are happy for you to contact us. Please contact Ms Alia Choudhry, Federation Business Manager on 0207 254 1415.

Kind regards,



Mrs Nicole Reid  
Executive Headteacher

## About Our Schools



### Grazebrook Primary School – OFSTED 2012

Grazebrook Primary is a larger than average-sized school. The proportions of pupils from minority ethnic backgrounds and those for whom English is an additional language are well above average. The proportion of disabled pupils and those who have special educational needs is smaller than average. Most of this group have moderate learning difficulties. The proportion of pupils known to be eligible for free school meals is above average. The school has gained many accreditations, including Primary Science Silver Quality Mark, Sing Up Silver, and the Rights Respecting School award. The school runs a daily breakfast club and after school club. The renowned New Wave English Hub is based at the school. The school meets the government's current floor standards, which set the minimum expectations for pupils' attainment and progress.

At its last OFSTED inspection (February, 2012) it was reported that the school is an Outstanding school.

### Shacklewell Primary School – OFSTED 2019

Shacklewell is larger than the average-sized school. The early years consists of two Reception classes and two part-time Nursery classes with provision for two-years-olds. The proportion of pupils with SEND is above average. The proportion of disadvantaged pupils is above average. The school's values of resilience, creativity and hard work are deeply embedded across the school. Pupils thrive as a result. Leaders have been strikingly successful in securing the consistent high quality of teaching and an effective curriculum that underpins learning across the school. This enables pupils of all ages to make substantial progress. Leaders and staff foster a positive environment and conditions which are highly conducive to successful learning. The school is a designated Edtech hub, part of the Edtech Demonstrator Programme. Pupils benefit from the technology that they are encouraged to use from a very early age. They develop high levels of skills in using computers.

At its most recent OFSTED inspection (March, 2019) it was reported that the school is an Outstanding school.



### Woodberry Down Community Primary School – OFSTED 2012

Woodberry Down Community Primary School is a larger than average sized primary school where most of the pupils are from ethnic minority backgrounds. The majority of pupils are learning English as an additional language. A significant minority of these are at the early stages of language acquisition. The proportion of pupils supported by school action plus or with a statement of special educational needs is above average. Many more pupils than in most schools join or leave partway through their primary education. The proportion of pupils known to be eligible for free school meals is well above average. A large minority of pupils are refugees. The school meets the current government floor standard, which sets the minimum expectations for pupils' attainment and progress. This is an outstanding school where the life chances of all pupils are maximized. Pupils' achievement is outstanding. The school is an Apple Regional Training Centre.

At its last OFSTED inspection (June, 2012) it was reported that the school is an Outstanding school.



## Job Description

Post Title	Class Teacher
Responsible to:	Executive Headteacher and Headteacher, Governing Board, and members of Senior Management Team.
Direct Reports:	Ancillary staff when based in their classroom
Salary:	Main Scale Teacher
Key Internal Contacts:	Other teachers within the school, Executive Headteacher and Headteacher
Key External Contracts:	Local community, parents/carers and agencies relevant to duties

## Job Summary

- 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 Classroom Teacher 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 Executive Headteacher and Headteacher and the Governing Board by the Classroom Teacher. The duties set out on page six relate to the overall class teaching requirements and related expectations of a Classroom Teacher.

## Main Duties

- Within the class: to ensure the full implementation of the National Curriculum Orders for all subjects, or the Foundation Stage content as defined in current DFE documentation (as applicable to the year group) and in accordance with school policies.
- To create a positive, stimulating and innovative environment for learning. Maintain a well organised classroom with appropriate displays, resource areas and materials.
- To plan and implement a curriculum to meet the needs of all pupils in the class and develop personal and social aspects of learning.
- To develop effective ways of overcoming barriers to learning and sustain effective teaching through the assessment for learning.
- To keep under review the methods of planning and delivery of the curriculum, recording pupils' progress and make any required assessments.
- To monitor and report the quality of pupil attainment in all subjects to the Executive Headteacher, Headteacher and Board.
- To assist in the selection of resources for the curriculum.
- To monitor and assess own performance and take a proactive approach to professional development.
- To effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the school community.
- To promote and facilitate parental involvement in teaching and learning through a shared school/ home approach.
- To work with support staff and other teachers in the classroom to effectively plan for a range of needs and be supportive of and sensitive to the needs of other colleagues.
- To encourage interaction and teamwork within the school, share ideas and new initiatives and identify new ways of teaching the curriculum. When required, take a leading role in an area of school development.
- To assist other staff, including NQTs and students on teaching practice, and to assist with INSET for staff and governors when required to do so.
- To work with the Hackney Learning Trust on local and national initiatives for all subjects of the National Curriculum.
- In addition, to undertake such duties of a similar nature as may be reasonably directed by the Executive Headteacher and Headteacher from time to time.

## General Duties

- The Classroom Teacher within a Primary School teaches classes of approximately 30 children aged 3 to 11 years.
- To be successful in this role you must readily adapt to a changing curriculum, modifying lesson preparation and delivery accordingly.
- The Classroom Teacher will operate strictly in accordance with school policies. The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Executive Headteacher and Headteacher in the light of those changing requirements and in consultation with the Classroom Teacher and the Governing Board.



# Person Specification

	Essential
Qualifications	Degree level qualification
	Postgraduate professional qualification, eg. Postgraduate Certificate in Education
	Willingness to continue professional development
	Qualified Teacher Status (including skills test)
Communication	<p>Applies effective verbal communication skills</p> <p>Presents information and ideas clearly, by using language appropriate to the audience</p> <p>Positively influences the opinions of others through factual discussion</p> <p>Adapts personal style to suit individual situations and needs</p> <p>Utilises report-writing skills to accurately reflect a situations through positive language</p> <p>Confident in leading staff meetings as appropriate</p>
Other Skills Required for Role	Demonstrates excellent classroom practice
	Exercises flexibility in order to accommodate changes in work priorities
	Provides contingencies to deal with the unexpected
	Balances tasks and resources in the organisation of a wide range of activities
	Thinks clearly and logically in working through a problem making referrals as appropriate procedures
	Anticipates workload and plans ahead
	Monitors progress against key performance indicators
	Enthusiastic and positive attitude
	Awareness of the needs of children who have a variety of needs
Accountability and Freedom to Act	Makes routine decisions based upon guidelines and procedures laid down in the established framework
	Contributes towards the effective delivery of performance targets, objectives and standards
	Leads by example in standards of behaviour in the work enviro
Leadership and Management Skills	Ability to lead school based projects or developments
	The ability to support the strategic leadership of the school, contributing to strategic decisions taken by the Executive Headteacher and Headteacher
	The ability to effectively delegate responsibilities to others in the school team, to ensure the successful operations of the areas of responsibility
	To be able to lead by example, be highly driven, motivated and be able to motivate others
	The ability to be flexible in a constantly changing work environment and being able to adapt and change plans at short notice

## Application Process

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all the criteria identified in the selection criteria.

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer;
- You provide a referee who can attest for your ability to work with children; and
- If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference.

Please explain any gaps in your employment/education history and reasons for these gaps, continuing onto an additional page if necessary.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

If you have any queries or require any further information, please contact Ms Alia Choudhry, Federation School Business Manager on 020 7254 1415 or [achoudhry@newwavefederation.co.uk](mailto:achoudhry@newwavefederation.co.uk)

If you would like to have an informal discussion about the post then please contact me via email at [nreid@newwavefederation.co.uk](mailto:nreid@newwavefederation.co.uk)

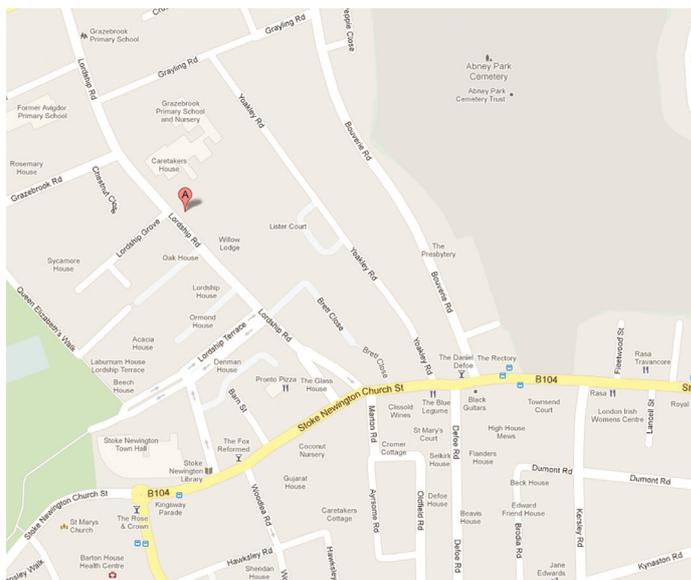
We look forward to receiving your application.

# Contact Details



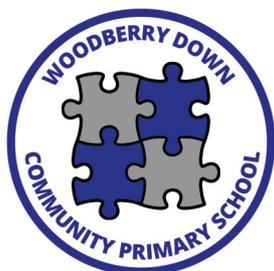
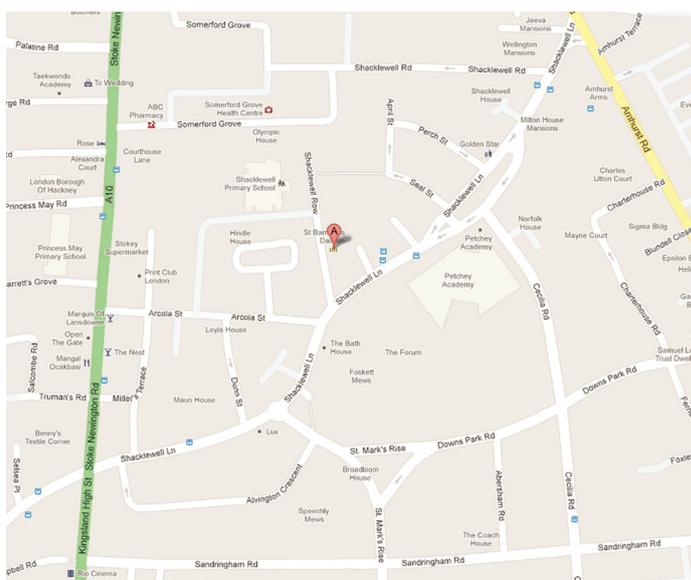
**Grazebrook Primary School**  
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 Web: [www.grazebrook.hackney.sch.uk](http://www.grazebrook.hackney.sch.uk)



**Shacklewell Primary School**  
 Shacklewell Row, London E8 2EA

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 Community Primary School**  
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