

Courtney Primary School

Courtney Road, Kingswood,
Bristol BS15 9RD

01454 866670

office@courtneyps.org.uk

<https://courtney.eschools.co.uk>

Visits

Tues 12 March 11am

Wed 13 March 4pm

Thurs 14 March 9am

Mon 18 March 4pm

Closing Date

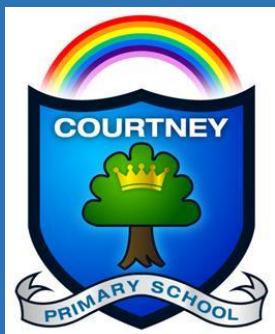
Wed 20th March noon

Class Teacher Recruitment Pack

March 2019



Nurture, Inspire, Flourish.



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Letter from the Headteacher

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

I have been Headteacher here since September 2015 and am very proud of what all of the hard work from staff, children and governors has achieved. We have a very clear ethos that permeates all that we do and which helps us keep our focus tightly on helping our children flourish socially, emotionally and academically.

Courtney is one-form entry and, as a result, has a wonderful family feel where we all know and look out for each other. As a result, teachers need to wear a number of hats. This offers great potential for growth and personal development but means we are looking for a hardworking, ambitious team player. In January 2017, we were judged at Requires Improvement in all areas. The inspection team recognised the 'green shoots' of change that had already been put in place and since then we have worked relentlessly to build on these, and we would now be extremely disappointed if our practice was considered anything less than good. We continue to work tirelessly to improve our practices even further. Without exception, visitors to our school comment on the positive learning behaviours, the high-quality learning environment and the warm welcome given by every member of our community.

Our children are delightful and flourish with the type of teacher who will go the extra mile to motivate, encourage and support them. Attention to detail and 'sweating the small stuff' is crucial for our children and central to our ethos - someone who notices if they haven't read, notices if they're not putting in 100% effort and encourages them to get involved in the wider life of the school.

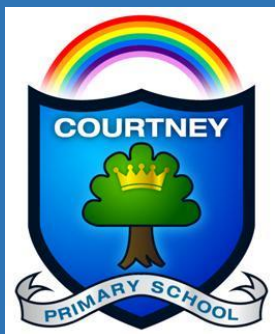
We are committed to providing a well-balanced wider curriculum that provides opportunities to inspire the children in different aspects of their learning. If you have passion for a subject and a desire to provide extra-curricular enrichment, we could be the school for you.

The appointment of the right teacher is as important for us as it is for you so, before you apply, you need to make sure that Courtney is the 'right fit' for you in terms of ethos, size and catchment. Ideally, please do visit but if this is not possible make sure that you look in-depth at our website so you are clear about why you are applying.

If you think you are the excellent, optimistic, resilient and committed teacher we are looking for and that Courtney would suit you, I very much look forward to receiving your application.

Kind Regards

Deborah Wood



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The Post

Post: Class Teacher

Scale: Main

Hours: Full time

Post: Permanent

Start Date: 1 September 2019

Closing Date: Wednesday 20th March, noon

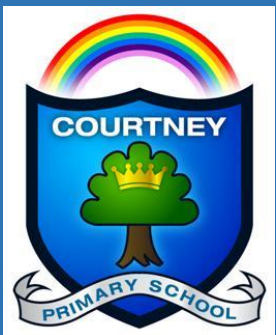
Required from 1 September 2019, an first class teacher to join our hard-working, dedicated staff. We are looking for a motivated, optimistic teacher who is committed to securing the very best outcomes for every child, across all areas of the curriculum.

Courtney Primary School is a one-form entry situated in Kingswood, a suburb of Bristol. The school's motto '**Nurture, Inspire, Flourish**', together with our Crown Values, reflects our ambitions for our learners. The Governing Body is committed to creating an outstanding school for its children and community.

We want to hear from excellent teachers who are keen to work at our school. We are open to placing the successful candidate into one of our Key Stage 1 or 2 classes - once this appointment is made we will match your skills, experiences and preferences to our staffing model. Exceptional NQTs will be considered.

The successful candidate will be:

- ✓ A passionate and optimistic teacher who is committed to developing their own practice.
- ✓ 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 open and responsive to feedback.
- ✓ Willing to contribute to all aspects of school life e.g. extra-curricular activities, PTA events etc.
- ✓ Able to develop effective relationships with colleagues and the parental community.



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In return Courtney is able to offer:

- ✓ Well-behaved 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 Courtney.
- ✓ An attractive, well-resourced, learning environment.
- ✓ A range of professional development opportunities. Courtney is committed to developing outstanding teachers by offering them diverse and multiple training and teaching opportunities.

This is a permanent, full time position. The school will be happy to discuss salary at interview based on experience.

We would also strongly encourage you to visit our school before making your application. Visits are scheduled for the following dates.

Visits

Tues 12 March 11am

Wed 13 March 4pm

Thurs 14 March 9am

Mon 18 March 4pm

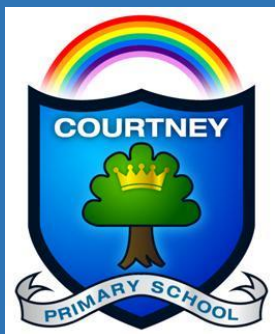
Closing Date

Wed 20th March 5pm

Please email office@courtneyyps.org.uk or call 01454 866670 to make an appointment.

Shortlisted candidates will be contacted by Friday 22nd March at the latest. It is anticipated that interviews will be held on Wednesday 27th March 2019 (all day).

Completed applications should be made using our application form and either submitted by email to office@courtneyyps.org.uk or by post.



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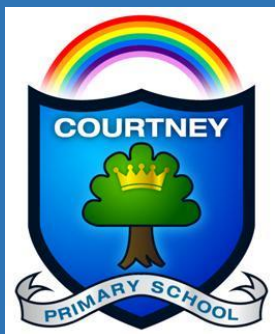
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Person Specification

When completing your application form, please make sure that the three areas below are addressed within the main text as this criteria will be used as part of our shortlisting procedures.

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> ✓ Qualified Teacher Status ✓ A degree 	<ul style="list-style-type: none"> ✓ Additional professional qualification eg Middle Leadership training

1. Teaching, Learning and Assessment	
Essential	Desirable
<ul style="list-style-type: none"> ✓ Consistently good or outstanding teaching. ✓ Achievement of good or better pupil outcomes ✓ Excellent subject knowledge in English and Mathematics. ✓ A good knowledge and understanding of what constitutes a broad, balanced and relevant curriculum. ✓ An ability to create a classroom environment that is organised, stimulating and accessible to all learners. ✓ Use assessment information and targeted teaching to accelerated pupil progress. ✓ Inspiring pupils to overcome barriers, develop resilience and nurture self-belief. ✓ Knowledge and experience of planning for pupils with a range of need: SEND, pupil premium, more able. ✓ A commitment to leading extra-curricular activities and supporting school events. 	<ul style="list-style-type: none"> ✓ Experience of statutory assessment procedures ✓ Experience of having whole school impact ✓ Experience of working with impact in partnership with other schools



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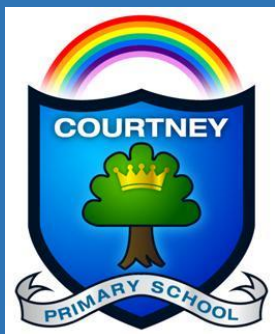
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2. Leadership	
Essential	Desirable
<p>For NQTs only:</p> <ul style="list-style-type: none"> ✓ Evidence of potential leadership qualities at a subject level. ✓ A passion for a particular subject or subjects. <p>For experienced teachers only:</p> <ul style="list-style-type: none"> ✓ Evidence of successful subject leadership at a whole school level. ✓ The ability to demonstrate the impact of their leadership on outcomes for children. ✓ The ability to articulate a vision for a subject. 	<ul style="list-style-type: none"> ✓ A thorough understanding of how to use monitoring information to drive improvement. ✓ Aspirations for a future school leadership role. ✓ Evidence of leading others so they can have maximum impact eg teaching assistants.

3. Personal, Interpersonal and Professional Skills	
Essential	Desirable
<ul style="list-style-type: none"> ✓ An excellent role model for children, families and staff. ✓ A reflective practitioner who is committed to continuous improvement. ✓ Open and responsive to feedback. ✓ High expectations for EVERY child. ✓ Excellent interpersonal skills who employs these effectively when interacting with children, families and other professionals. ✓ A natural problem-solver who seeks solutions and finds creative ways around barriers. ✓ Someone who feels able to uphold and promote the aims and values of the school. ✓ Able to communicate clearly and succinctly in writing. ✓ Able to provide two fully supportive references. 	



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Job Description

Post title: Class Teacher

Salary: Main

Line Manager: Team Leader

Supervisory Responsibility: The post holder will be responsible for the deployment and supervision of the work of teaching assistants and reading assistants relevant to their responsibilities.

Job Purpose:

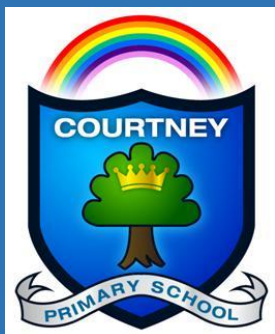
- Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, 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 within the range of teachers' duties set out in that document.
- 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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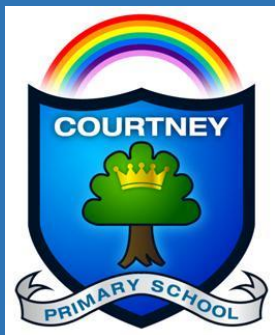
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Teaching and Learning

- 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; higher able; 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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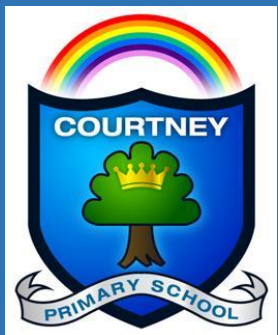
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Behaviour and Safety

- 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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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

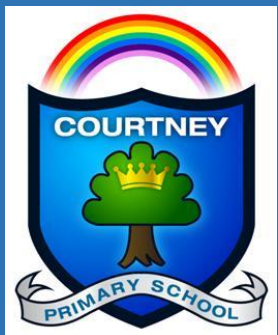
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating 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.

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.



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Safeguarding

Courtney 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 and Barring Service) clearance and two supportive references before successful applicants can take up post.

