



**Candidate Information**

Class Teacher

Diocese of Coventry Multi Academy Trust

# About the Multi Academy Trust (MAT)



## The MAT

The Diocese of Coventry MAT Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

## Our Vision

To build a better future for all within our Academies who in turn will positively impact their communities.

Our aspirational and measurable outcomes are:

- Every lesson to be good or better
- Every child expected to make progress at least, and for many, above national expectations
- Every Academy to be well led and governed
- All teachers motivated to self-improve and aspire to excellence
- All academies to be judged good or better at Section 48 inspections

## About the Role

The trust is looking to appoint an inspirational and highly effective Key Stage 2 teacher who is committed to supporting St Oswald's C of E Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

You will be joining a dedicated, supportive and committed staff in an

Academy where achieving the very best for all of our children, is at the heart of everything we do.

## Applications

Thank you for your interest in this post. Candidates are welcome to visit their preferred Academy. Please contact Camillia Salter, Head of HR, on 01788 422905 to make arrangements.

Please note there is no specific closing date for applications, we welcome them on an ongoing basis. Completed applications and supporting documents should be sent via email to [recruitment@covmat.org](mailto:recruitment@covmat.org) or posted to: Camillia Salter, Head of HR, The Benn Education Centre, Claremont Road, Rugby, Warwickshire, CV21 3LU. Interviews will take place by agreement.

# Our Diocese

The Diocesan Board of Education seeks to serve and equip the Church School family in a variety of ways. The Diocesan Director of Education, Canon Linda Wainscot, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:

- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- Facilitate creative and flexible networking between schools;
- Promote excellence and distinctiveness within the family of church schools/academies and beyond;
- Share best practice collectively;
- Provide professional development for staff at all stages of their careers and for governors;
- Support the development of flexible partnerships;
- Promote the establishment of new church schools;
- Support the process of Academy conversions;
- Work in partnership with schools and other agencies to effect school improvement;
- Represent church schools to the wider church, to diocesan groups, in the press and in the public and community debate
- Ensure equality of opportunity including managing Admission Appeals;
- Protect the status of church schools and promote the importance and the continuation of the voluntary sector

**Linda Wainscot, DDE**

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

**Bishop Christopher**

Students have a clear understanding of how the outstanding distinctiveness and effectiveness of the school as a Church of England school impacts on their development. Students and staff greatly value the Christian ethos of the school and are committed to its development and flourishing. Students have a mature understanding of the value of daily collective worship and the Student Worship Teams further demonstrate this by their dynamic leadership of worship in other local schools. A creative variety of approaches are used including lively contemporary songs, humour, drama, colourful puppets and resourceful leaders who are spontaneous in responding to questions and answers from the younger children. Effective planning for collective worship ensures all members of the school community can respond in appropriate ways. Students are actively engaged in form worship. They are rightly proud that the school is 'truly a worshipping community' and they are good advocates themselves in ensuring that what this means is understood throughout Rugby and in the wider diocese. **SIAS 2011**

# Our Academies



St Laurence's Church of  
England Academy  
Old Church Road  
Coventry  
CV6 7ED



Studley St Mary's Church  
of England Academy  
New Road  
Studley  
B80 7ND



Stretton Church of  
England Academy  
Stretton Avenue  
Willenhall  
Coventry  
CV3 3AE



St John's Church of  
England Academy  
Winsford Avenue  
Coventry  
CV5 9HZ



St Bartholomew's  
Church of England  
Academy  
Bredon Avenue  
Coventry  
CV3 2LP



St Oswald's Church of  
England Academy  
Addison Road  
Rugby  
CV22 7DJ



Harris Church of  
England Academy  
Harris Drive  
Rugby  
CV22 6EA



St Michael's Church of  
England Academy  
Hazel Grove  
Bedworth  
CV12 9DA



Queen's Church of  
England Academy  
Bentley Road  
Nuneaton  
Warwickshire  
CV11 5LR



Leamington Hastings  
Church of England  
Academy  
Birdingbury Road  
Leamington Hastings  
Rugby, CV23 8EA



St James Church of  
England Academy  
Barbridge Road  
Bulkington  
Bedworth



St Nicholas Church of  
England Academy  
Windermere Avenue  
Nuneaton  
CV11 6HJ

# Class Teacher

## Typical Academy Job Description

### CORE PURPOSE

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, Teacher Standards and having due regard to the requirements of the National Curriculum and school policies.

### PRINCIPLE RESPONSIBILITIES

To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.

To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

### TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

To plan work for the class in accordance with national, Multi Academy Trust and school curriculum policies and in cooperation with

subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.

To ensure a close match between the learning experiences offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.

To make appropriate educational provision for children with SEN and those learning EAL, with support from the SENCo.

Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.

To provide children with opportunities to manage their own learning and become independent learners.

To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.

To foster each child's self-image and esteem and establish relationships which are based on mutual respect.

To maintain a high standard of display both in the classroom and in other areas of the school.

To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.

To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.

To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.

To ensure that the school's aims and objectives in relation to the curriculum,

equal opportunities and discipline are promoted in every day classroom organisation and practice.

To liaise with support staff both school based, from the Multi Academy Trust & from other external bodies as required.

To take responsibility for the management of other adults in the classroom.

To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.

To participate and contribute to staff meetings and meetings which relate to school management, curriculum and administration.

To maintain a positive ethos and core values both inside and outside the classroom.

To implement and support the school policies and procedures.

To undertake any other reasonable and relevant duties and training as requested by the SLT in accordance with the changing needs of the school.

To take responsibility for curriculum subject area(s) as agreed with the Head Teacher which could include:

1. Promote the teaching of the agreed subject throughout the school, according to the requirements of the National & MAT Curriculum/IPC schemes of work and any other new initiatives from the Department for Education.

2. In conjunction with the Head Teacher or other senior staff, be responsible for the implementation and management of the school's policy for agreed subject area(s).

3. Review the subject area(s) policy and adapt it as appropriate.

4. Develop a scheme of work for the subject suitable to the needs of a primary school catering for 4-11 year olds.

5. Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Head Teacher.

6. Offer support and advice to colleagues.

### **DEVELOPING SELF AND WORKING WITH OTHERS**

Effective relationships and communication are important in a school role and you will be expected to manage yourself and your relationships well. Through

performance management and effective continuing professional development practice, you will be expected to achieve high standards. You will be committed to your own continuing professional development.

This will include:

Valuing people and treating them fairly, equitably and with dignity and respect to create and maintain a positive school culture in accordance with the Christian beliefs underpinning the school.

Ensuring own CPD includes developments in education.

Developing and maintaining a culture of high expectations for self.

Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.

Managing own workload to allow for reflection and an appropriate work/life balance.

### **KEY ORGANISATIONAL ACTIVITIES**

The Post holder will contribute to the school's objectives in service delivery by:

Enactment of 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 learning environment for pupils.

### **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust the Class Teacher will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

### **STRENGTHENING THE COMMUNITY**

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school

community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

#### **This will include:**

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities
- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional

and cultural well-being of pupils and their families

- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Class Teacher plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

### **St Oswald's CE Academy will ensure that:**

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are full implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively

in a timely manner in accordance with agreed whistle blowing practices.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.



# Person Specification – Class Teacher

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Training</b>						
1	Honours degree or equivalent	✓		✓		
2	Qualified teacher status	✓		✓		
3	Relevant higher degree or equivalent		✓	✓		
4	Evidence of continuous professional development relating to curriculum, teaching and learning.		✓	✓		
<b>Professional Experience and Knowledge</b>						
1	Successful, relevant and recent teaching experience in a primary school or Academy	✓		✓	✓	✓
2	Successful experience of raising standards for all, with measurable outcomes	✓		✓	✓	✓
3	Knowledge and understanding of safeguarding requirements and good practice	✓		✓	✓	✓
4	Up to date knowledge of the teaching of literacy and numeracy	✓		✓	✓	
5	Knowledge of recent developments in the national curriculum	✓		✓	✓	
6	Experience of supporting children with Special Educational Needs and EAL in an inclusive environment	✓		✓	✓	
7	Experience of using ICT effectively in classroom teaching	✓		✓	✓	
8	Knowledge of assessment, recording and reporting of pupils' progress and achievements	✓		✓	✓	
9	Understanding of the distinctive Christian character of a Church school		✓	✓	✓	
<b>Skills and Abilities</b>						
1	To provide a secure, stimulating and well organised learning environment	✓		✓	✓	
2	To ensure effective curriculum delivery through differentiation	✓		✓	✓	
3	To work collaboratively and effectively as part of a team	✓		✓	✓	
4	To work with colleagues in providing for the intellectual, physical, social, spiritual and emotional needs of the children	✓		✓	✓	
5	To establish and develop positive relationships with parents, governors and the local community	✓		✓	✓	
<b>Personal Qualities</b>						
1	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Christian ethos of the school	✓		✓	✓	✓
2	Is articulate and approachable with excellent interpersonal communication skills both verbally and in writing	✓		✓	✓	✓
3	Is a reflective practitioner with high quality teaching skills and high expectations for pupils' learning and attainment	✓		✓	✓	✓
4	Is committed to on-going professional development	✓		✓	✓	✓