

Candidate Information
Class Teacher
St James CE Academy



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 Class Teacher or NQT who is committed to St James Church of England Academy achieving educational excellence and is committed to further developing the distinctive Christian character of educational provision and the school community.

The Academy is in its second year. The Class Teacher,

working in partnership with the Headteacher will have the opportunity to work with the MAT and other Church School partners to transform the educational experiences of the children of Bulkington.

Applications

Thank you for your interest in this post. Candidates are welcome to visit the school. Please contact Carole James 02476 313277 to make arrangements.

Please note the closing date for applications is **Midnight 22nd April 2018**. Completed applications and supporting documents should be sent via email to admin3015@welearn365.com or posted to Carole James School Business Manager, St James CE Academy, Barbridge Road, Bulkington CV12 9PF

Interviews will take place **Week Commencing 30th April 2018**

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

Leaders, governors and the multi-academy trust are ambitious for the school and they are committed to ensuring that pupils achieve highly and are well cared for. The headteacher provides strong leadership. Together with her senior leadership team, she has brought about considerable improvement in pupils' achievements and quality of teaching....through high-quality performance management, training and opportunities to share good practice. The curriculum is broad and balanced, providing a wide range of interesting topics such as 'North America' and 'Evacuate Evacuate'. Pupils understand how to keep themselves safe and incidents of bullying are rare. Pupils clearly enjoy coming to school and have positive attitudes to their learning. They are keen to do well and take a pride in their work. The behaviour of pupils is good. The school is a welcoming, calm and orderly place. Pupils are well mannered, confident and friendly. They are respectful of adults and each other and demonstrate an understanding of the school's values.

OFSTED January 2017



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



Central MAT Office
The Diocese of Coventry Multi Academy Trust
The Benn Education Centre
Claremont Road
Rugby, CV21 3LU

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

Main Activities

You will be expected to:

- 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.

Main Accountabilities

This will include:

- 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 experience 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 and EAL Coordinator
- 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 SMT in accordance with the changing needs of the school.

- To take responsibility for curriculum subject area(s) as agreed with the Headteacher 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 Headteacher or other senior staff, be responsible for the implementation and management of the school's policy for agreed subject area(s).

3. Review the policy and adapt it as appropriate.

4. Develop a scheme of work for the subject suitable to the needs of a junior school catering for 7-11 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 Headteacher.

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
- Develop and maintain 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 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.

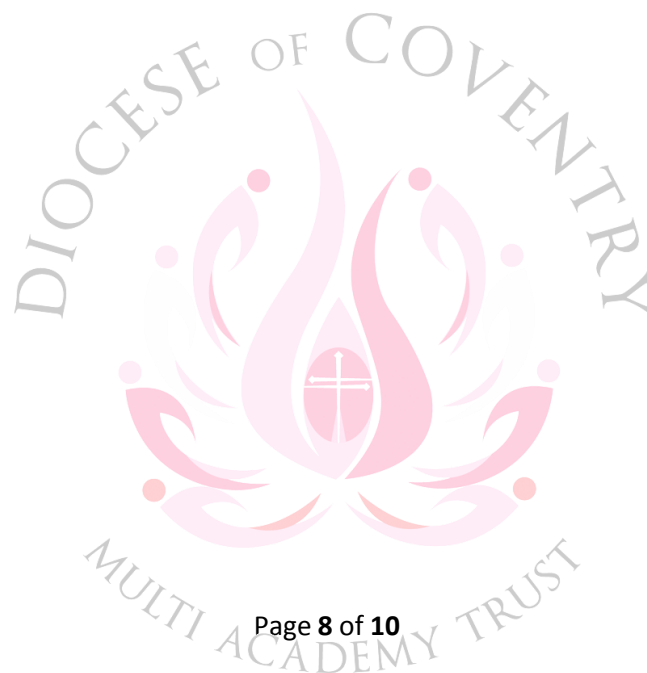
St James CE Academy will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are fully 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

		Measured By				
		Essential	Desirable	Application	Interview Process	References
Personal Qualities, Qualifications and Experience						
Qualifications and Training						
1	Honours degree or equivalent	✓		✓		
2	Qualified teacher status	✓		✓		
3	Relevant higher degree or equivalent		✓	✓		
4	Recent experience of the delivery of the National Curriculum		✓	✓		
5	Proven ability in the delivery of the National Curriculum		✓	✓		
6	Proven ability in the teaching of the National Curriculum		✓	✓		
Professional Experience and Knowledge						
1	Successful teaching experience	✓		✓	✓	✓
2	Up to date knowledge of the National Curriculum & cross curricular areas	✓		✓	✓	✓
3	Successful experience of raising standards in the classroom with measurable outcomes	✓		✓	✓	✓
4	Up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people	✓		✓	✓	✓
5	Up to date knowledge of the teaching of Literacy and Numeracy	✓		✓	✓	
6	Knowledge and understanding of curriculum development	✓		✓	✓	
7	Competent use of ICT	✓		✓	✓	
8	Knowledge of assessment, recording and reporting of pupils' progress and achievements	✓		✓	✓	
9	Knowledge of the school's role in providing effectively for the needs of its pupils, including those with SEN and EaL	✓		✓	✓	✓
10	A commitment to and evidence of promoting diversity and equal opportunities within the Academy, curriculum and employment practice.	✓		✓		
Skills and Abilities						
1	Evidence of a clear and considered view on junior classroom organisation, including grouping and differentiation	✓		✓	✓	
2	Evidence of good personal relationships, including the ability to work as a member of a team	✓		✓	✓	
3	Evidence of a commitment to the protection and safeguarding of young people	✓		✓	✓	
4	Evidence of the ability to handle situations sensitively	✓		✓	✓	
5	Evidence of the ability to handle difficult situations sensitively	✓		✓	✓	
6	Evidence of appreciation of establishing and developing positive relationships with parents, governors and the local community	✓		✓	✓	
7	Evidence of the ability to communicate effectively, both orally and in written form	✓		✓		
8	Evidence of the commitment to Equality & Diversity	✓		✓	✓	
9	Evidence of a commitment to and participation in extra-curricular	✓		✓	✓	

	activities for children					
Personal Qualities						
1	Is committed to driving continuous improvement and pupil outcomes	✓		✓	✓	
2	Is committed to a distinctive Church school ethos based on Christian values	✓		✓	✓	✓
3	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Christian ethos of the Academy	✓			✓	✓
4	Is committed to ongoing professional development	✓			✓	✓

I (**name**) hereby confirm that I have received a copy of the Job Description for the post of Class Teacher – **St James Church of England Academy**.

Signed

Date