



### Candidate Information

M1 - UPS 3 £22,467 - £38,633

Class Teacher

St Michael's C of E Academy, Nursery & Children's Centre

Bedworth

Warwickshire. CV12 9DA

# 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 Class Teacher who is committed to supporting St Michael's to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

The Academy joined the Trust in July 2015. The successful candidates will have the opportunity to work

with the head to transform educational experiences for children in this part of Warwickshire. Further development opportunities will become available within the growing Multi Academy Trust.

## Applications

Thank you for your interest in this post. Candidates are welcome to visit the school. Please contact Annette Lowe on 024 7631 3204 to make arrangements to visit.

**Please note the closing date for applications is 12:00pm on 16<sup>th</sup> April 2018.**

**Completed applications and supporting documents should be sent via email to [admin2641@welearn365.com](mailto:admin2641@welearn365.com) or posted to Annette Lowe, Business Manager, St Michael's C of E Academy, Hazel Grove, Bedworth. CV12 9DA.**

**Interviews will take place week beginning 23<sup>rd</sup> April 18.**

# 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 CofE Academy**  
Old Church Road  
Coventry  
CV6 7ED



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Leamington Hastings CofE Academy**, Birdingbury Road Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR

Joining March 2018



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB

Joining March 2018



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP

Joining Shortly



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE

Joining Shortly



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

# Class teacher

## 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.

### JOB DETAILS

The post will be included in the MAT performance review scheme and salary progression will be linked to the outcomes of the scheme.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification and amendment at any time after consultation with the post holder.

### Main Activities

#### You will be expected 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 co-operation 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 their capability.

To make appropriate educational provision for children with SEN and those learning Eal, with support from the SENCo and Eal co-ordinator.

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 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 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 and from the Multi

Academy Trust and 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 Curriculum schemes of work and any other new initiatives from the Department of 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 policy and adapt it as appropriate.

4. Develop a scheme of work for the subject suitable to the needs of children aged 3-11.

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 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 included development 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 objective 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

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 Michael's 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

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	To teach across the primary range		√	√	√	
2	Substantial, successful, relevant and recent teaching experience in a primary school or Academy	√		√	√	√
3	Successful experience of raising standards for all, with measurable outcomes	√		√	√	√
4	Knowledge and understanding of safeguarding requirements and good practice	√		√	√	
5	Knowledge of recent developments in the national curriculum	√		√		
6	Experience of supporting children with Special Educational Needs in an inclusive environment	√		√	√	
7	Experience of using ICT effectively in classroom teaching	√		√	√	
8	An understanding of the role of parents as partners in education	√		√		
9	A commitment to and evidence of promoting diversity and equal opportunities within the workplace, classroom, curriculum and employment practice	√		√		
10	Understanding of the distinctive Christian character of a Church school		√	√	√	
11	A commitment to professional development	√		√	√	
<b>Teaching and Learning</b>						
1	A proven track record in ensuring the highest possible standards in teaching and learning	√		√	√	√
2	Good understanding and application of best practice in teaching of phonics and knowledge of the use of Assessment Without levels	√		√	√	
3	Successful experience of positive behavior management and developing a pupil focused, inclusive and effective learning environment so that behaviour and attendance our outstanding	√		√	√	√
<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 an outstanding, reflective practitioner with high quality teaching skills and high expectations for pupils' learning and attainment	√		√	√	√
4	An exemplary record of health and punctuality		√			√

<b>Skills &amp; Abilities</b>						
1	To provide a secure, stimulating and well organized 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	√		√	√	