



# Spalding Parish Church of England Day School

Clay Lake, Spalding, Lincolnshire. PE11 2QG

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June 2017

Dear Applicant

## Re: Part Time Class Teacher Post (0.4 to cover Maternity Leave)

Thank you for requesting the information related to the advertised post of Class Teacher at SPCEDS. The Governors are hoping to appoint an outstanding Class Teacher to start in September 2017.

We anticipate that your time as a Class Teacher at our school will be a happy one with many professional development opportunities to support you in your career. We strongly believe high quality CPD enables children to have first class teachers and therefore we are part of a Teaching School Alliance which will support our offer of many professional opportunities.

As part of our strategic role in the Teaching School Alliance we lead on the area of Continuing Professional Development. Only by having highly skilled teaching staff will our children have the best opportunities to fulfil their potential.

Please complete and return the enclosed application form to the school, for the attention of Linda Hannam, Head Teacher's PA, by noon on Tuesday 27<sup>th</sup> June.

Interviews will be held during the following week.

Should you like to discuss the post or need any further information, please contact the school and we will be happy to answer any questions that you may have. We strongly recommend coming along to take a look at our warm, caring, friendly Christian school in action.

The Governors look forward to receiving your application in due course.

Yours sincerely

Katherine Wright  
Chair of Governors

Glyn Rushton  
Head Teacher

## IMPORTANT INFORMATION

Your application is important to us and we want to make our recruitment process as easy as possible. Please take a few minutes to read the following notes and, if there is any other assistance we can provide, please do not hesitate to contact us.

- Short listing for interview will be based solely on the information you provide on the application form. **On your personal statement, please include evidence of how you meet each of the criteria set out in the person specification (bullet pointed under the relevant sub-headings). Your personal statement should be no longer than 2 sides of A4.**
- Should you need to use supplementary sheets when completing your application, please make sure that these are clearly marked with both your name and the post for which you are applying.
- Please ensure that we receive your application by the closing date shown in the advert.
- Please return your application for the attention of Linda Hannam, Head Teacher's PA to Spalding Parish Church of England Day School, Clay Lake, Spalding, Lincolnshire. PE11 2QG or by e-mail to: [linda.hannam@spaldingparish.lincs.sch.uk](mailto:linda.hannam@spaldingparish.lincs.sch.uk)
- If you return your application by post please ensure that you use the correct postage rate. Royal Mail has advised us that a 1st or 2nd class stamp is only sufficient for applications weighing up to 100g and a small letter size (A5 and smaller). If you think your application weighs over 100g take it to be weighed at your local Post Office and buy any extra stamps if you need to. Underpaying causes delay and your application may miss the closing date.
- All applicants shortlisted for interview will be contacted as soon as possible. If you are not invited to interview and would like feedback please contact us and we will arrange to speak with you.

We have enclosed further guidance, please read this before completing the application form.

### Guidance for Completing Your Application

All candidates should apply by completing the application form accompanying the pack. Under our Safer Recruitment practices CV's will not be accepted.

Your letter of application may be completed on separate sheets but should be no more than 2 sides of A4 in length and should be completed in Papyrus size 13.

Please preface your letter with a paragraph detailing your teaching experiences to date, with the remainder of your letter addressing the areas within the person specification.

Please return your completed application to Linda Hannam, Head Teacher's PA by noon on Tuesday 27<sup>th</sup> June.

# Spalding Parish Church of England Day School

*We are a caring Christian Community built on  
Compassion, Trust, Friendship and Hope*

## Job Description: Class Teacher

Salary: Main Professional Grade / Upper Pay Spine (as appropriate)

Scale: M1 to M6 / U1 to U3 (as appropriate)

### Job Purpose:

Class Teacher's will carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head Teacher; within the context of our Church School to respect the values and development of spirituality.

### Areas of Responsibility and Key Tasks

#### Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed;
- Setting tasks which challenge pupils and ensure high levels of interest;
- Setting appropriate and demanding expectations;
- Setting clear targets, building on prior attainment; identifying SEN or very able pupils;
- Providing clear structures for lessons maintaining pace, motivation and challenge;
- Making effective use of assessment and ensure coverage of programmes of study;
- Ensuring effective teaching and best use of available time;
- Setting high expectations for pupil's behaviour, establishing and maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and home learning;
- Using a variety of teaching methods to support all learning styles;
- Reflecting on and evaluating own teaching critically to improve effectiveness;
- Ensuring the effective and efficient deployment of classroom support taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for English and mathematics;
- Encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
- Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.
- Taking responsibility for their own professional development and keeping up to date with research and developments in pedagogy and learning and teaching;
- Ensuring that there is a safe working and learning environment in which risks are properly assessed.

## Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Mark and monitor pupils' work and set targets for progress;
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Undertake assessment of students as requested by examination bodies, departmental and school procedures;
- Prepare and present informative reports to parents.

## Curriculum Development

- Contribute to the whole school's planning activities.

## Strategic Leadership

- Contribute effectively to the development of a positive ethos in which all pupils have access to a creative and stimulating curriculum which contributes to pupil's spiritual, moral, cultural, mental and physical development; preparing pupils for the opportunities, responsibilities and experiences for adult life.
- Ensure the objectives of the Learning and Teaching Policy are reflected in everyday classroom practice and that effective systems are in place to identify and meet the needs of all pupils.

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

Employees will be expected to comply with any reasonable request from a senior / middle leader to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the most recent School Teachers' Pay and Conditions Document and the Teachers' Standards May 2012 document. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than Head Teachers' contained within parts of the School Teachers' Pay & Conditions Document.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually during the Performance Management Cycle.



## Spalding Parish Church of England Day School

### Person Specification: Class Teacher

	Essential	Desirable
Qualifications	Qualified Teacher status.	Evidence of continuous INSET and commitment to further professional development.
Experience	The Class Teacher should have experience of: <ul style="list-style-type: none"><li>• Teaching within KS2</li></ul>	In addition, the Class Teacher might have experience of: <ul style="list-style-type: none"><li>• teaching across the whole Primary age range;</li><li>• working in partnership with parents;</li><li>• working in a Church School.</li></ul>
Knowledge and understanding	The Class Teacher should have knowledge and understanding of: <ul style="list-style-type: none"><li>• the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);</li><li>• statutory National Curriculum requirements at the appropriate Key Stage;</li><li>• the monitoring, assessment, recording and reporting of pupils' progress;</li><li>• the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEND and Child Protection;</li><li>• the positive links necessary within school and with all its' stakeholders;</li></ul>	In addition, the Class Teacher might also have knowledge and understanding of: <ul style="list-style-type: none"><li>• the preparation and administration of statutory National Curriculum tests;</li><li>• the links between schools, especially partner schools.</li></ul>

	<ul style="list-style-type: none"> <li>• using a creative approach to support teaching and learning;</li> <li>• effective teaching and learning styles.</li> </ul>										
<b>Skills</b>	<p>The Class Teacher will be able to:</p> <ul style="list-style-type: none"> <li>• promote the school's aims positively and use effective strategies to monitor motivation and morale;</li> <li>• create a happy, challenging and effective learning environment;</li> <li>• creatively use technology across all subjects, (digital media, film, computing).</li> <li>• develop good personal relationships within a team;</li> <li>• establish and develop professional working relationships with children, parents, governors and the wider community;</li> <li>• communicate effectively (both orally and in writing) to a variety of audiences;</li> <li>• demonstrate good interpersonal skills, including a good sense of humour and a flexible approach;</li> <li>• support their own and the school's CPD priorities.</li> </ul>	<p>In addition, the Class Teacher might also be able to:</p> <ul style="list-style-type: none"> <li>• develop strategies for creating community links;</li> <li>• demonstrate a strength in Mathematics and / or Music and / or French.</li> <li>• Contribute to the work of supporting other schools as part of being a Keystone Teaching School Alliance strategic partner.</li> </ul>									
<b>Personal characteristics</b>	<table border="0"> <tr> <td>Approachable</td> <td>Enthusiastic</td> <td>Resourceful</td> </tr> <tr> <td>Committed</td> <td>Organised</td> <td>Flexible</td> </tr> <tr> <td>Empathetic</td> <td>Patient</td> <td></td> </tr> </table>	Approachable	Enthusiastic	Resourceful	Committed	Organised	Flexible	Empathetic	Patient		Personal Faith
Approachable	Enthusiastic	Resourceful									
Committed	Organised	Flexible									
Empathetic	Patient										
<b>Safeguarding of children and young people.</b>	Up to date knowledge of child protection legislation and displays commitment to the protection and safeguarding of children and young people.										



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Head Teacher: Glyn Rushton

Due to expansion our 'Good' school requires an Enthusiastic and Dedicated Full-Time Class Teacher (MPS) for Key Stage 2 to start September 2017

NQT's are welcome to apply

We are a cohesive community which provides a warm, welcoming environment where: "Pupils behave well, are eager to learn and feel safe and well looked after." Ofsted 2014

We would welcome and support colleagues who have the following:

- A love of learning and able to inspire this to others both young and old!
- Creativity in deliverance of outstanding lessons and creating a positive and stimulating learning environment (kinaesthetic, practical learning development, introducing more real life activities to make learning more relevant, good positive reinforcement and feedback routine).
- Christian values that support the growth of our children spiritually, morally, socially and culturally.
- Understanding and empathy of a 'Nurturing' ethos based on secure and positive attachments.
- Initiative and ability to embrace and thrive on change.

We are committed to:

- High quality learning opportunities for all our children.
- Supporting the development of our staff through ongoing high quality CPD to deliver the above.
- Providing a Nurturing, Caring and Christian Community based on Compassion, Trust, Friendship and Hope.
- Moving the 'Good' provision to 'Outstanding' and extending provision to more of our community.

The philosophy of all our staff is to promote an inclusive approach with emphasis on successfully building pupils personal skills and their strong spiritual, moral, social and cultural development.

We offer a friendly and professional team, from Governors to Staff, with enthusiastic children who are eager to learn. We strongly encourage a visit for you to look around our school.

To obtain an application pack please contact Linda Hannam, Head Teacher's PA at the school by e-mail [linda.hannam@spaldingparish.lincs.sch.uk](mailto:linda.hannam@spaldingparish.lincs.sch.uk) or from our school website as above. Please return completed application forms by noon on Tuesday 27<sup>th</sup> June 2017. Interviews will take place during the following week.

The school is committed to safeguarding and promoting the welfare of children. An enhanced DBS (Disclosure & Barring Service) check will be necessary for this post.