



Willow
Academy



Primary Class Teacher: Maternity Cover
Recruitment Pack



RECRUITMENT PACK CONTENTS

About Our Academy

Class Teacher Job Description

Class Teacher Person Specification

Copy of the Advert



ABOUT OUR ACADEMY

Willow Academy is a large two form entry Primary School, situated on Alston Road, Bessacarr, Doncaster. At present there are 400 pupils on roll.

Our quickly improving Academy is at the start of its exciting journey.

Value Statement

Willow Academy is committed to life-long learning where every individual is valued, nurtured and respected. The Academy is an exciting learning community, staff work hard to create a positive and caring environment where diversity, respect and tolerance are valued.

We believe that all pupils are individuals with their own special qualities, skills and interests, which need to be encouraged. We put great emphasis on the development of confidence, self-esteem, independence, kindness and courtesy.

Willow Academy is a secure and happy place. Pupils are supported and helped to develop academically, socially, physically and emotionally.

The atmosphere in the Academy is welcoming and positive. We have high expectations and high standards of work and behaviour. Pupils are expected to treat each other and adults with respect and behave towards each other in a considerate and polite manner. We consistently encourage our pupils to consider others and hope that they will learn by example and experience. Pupils are rewarded for good behaviour and good classwork and every week certificates are issued in an achievements assembly.

Equal Opportunities

The Academy is totally committed to equality & opportunity for all its pupils, irrespective of gender, disability, and ethnic or religious background. The school is sensitive to the varying background of its pupils and welcomes differing cultures, religions and languages for the enrichment of all. Every member of the school community seeks to promote personal qualities of responsibility, self-discipline, initiative and independence.





The Curriculum

From September 2014, Willow Academy has followed the new curriculum. Teaching of the Foundation subjects will be skills based and there has been some exciting opportunities for sharing ideas and resources across the Primaries. The Modern Foreign Languages taught from Key Stage 1 are French and German. In general terms we aim to provide a broad, balanced and relevant curriculum which promotes the development of the whole child. We are concerned about the social, physical, intellectual, emotional and spiritual growth of every child, and plan our curriculum accordingly. The Academy also provides a range of extra-curricular activities which take place at lunch-times and after school.

The Academic Curriculum Aims

The curriculum aims to provide for all pupils to learn how to learn effectively, so that they can develop a desire to embark on lifelong learning and achieve success.

It builds on pupils' strengths, interests and experiences and endeavours to develop their confidence in their capacity to learn and work independently and collaboratively. It equips them with the essential skills relating to reading, writing and mathematics and information and communication technology. At the same time it aims to promote in pupils, an enquiring mind and the capacity to think logically.

By providing rich and varied contexts for learning, pupils are helped to acquire a broad range of knowledge, understanding and skills. They are given opportunities to think creatively and critically, solve problems and become creative, innovative and enterprising citizens. The curriculum also develops their physical skills and encourages them to recognise the importance of developing a healthy lifestyle and keeping themselves and others safe. The school curriculum promotes pupils self-esteem and emotional well-being, based on respect for themselves and others at home, within the Academy and in the community. It prepares them to be 'secondary ready'. We believe that the personal development of pupils spiritually, morally, socially and culturally plays a significant role in their ability to learn and achieve.





Job Description & Person Specification

Primary Class Teacher



JOB DESCRIPTION

Willow Academy is committed to life-long learning where every individual is valued, nurtured and respected. The Academy is an exciting learning community, staff work hard to create a positive and caring environment where diversity, respect and tolerance are valued.

JOB TITLE:	Class Teacher
GRADE/SALARY:	MPSI - 6
POST PURPOSE:	To take responsibility for the education and welfare of a designated group/class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and school policies
REPORTING TO:	Headteacher, Senior Leadership Team
LIAISING WITH:	Headteacher, Leadership Team, teachers and support staff, LA representatives, external agencies and parents/carers

KEY RESPONSIBILITIES

MAIN DUTIES

- To take responsibility for planning and implementing appropriate work programmes for all children in the designated group/class, within the framework of national and academy policies
- To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with academy policy.

PRINCIPAL ACCOUNTABILITIES

- To plan, prepare and teach the National Curriculum in line with statutory requirements and the academy's schemes of work, ensuring teaching of the highest standard.
- 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 the maximum of his/her capability.
- To make appropriate educational provision for children with EAL/SEN, 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, interactive, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline which encourages each child to achieve their potential.
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- To assess children's progress, maintain records and provide written reports to parents and carers in accordance with academy policies.



- To work in partnership with parents and other members of staff to promote well-being and educational progress of each pupil.
- To maintain good order and discipline within the class, in line with the academy's behaviour policy.
- To ensure that the academy'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 and from other external bodies as required.
- To take responsibility for the management of other adults in the classroom.
- To actively take part in professional development, sharing expertise and experiences as required.
- To actively extend own professional learning via a collaborative study, attendance at INSET and reading to keep abreast of new developments.
- Work alongside other members of staff to review and innovate the curriculum.
- To maintain a high standard of display both in the classroom and in other areas of the academy.
- 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 collaboratively as part of a year team, including planning work for support staff.
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- To monitor and assess pupils' work, using assessments to inform planning and set targets that promote continuity and progression.
- To follow guidance and support from members of the leadership team in relation to utilising opportunities for further career development.
- To take an active role for academy improvement as agreed with the headteacher as detailed below:
- Promote the teaching of the agreed area of development throughout the academy, according to the requirements of the National Curriculum and any other new initiatives from the Department for Education and Skills.
- In conjunction with the Headteacher or other senior staff, be responsible for the implementation and management of the academy's policy for the agreed area of development.

KEY ORGANISATIONAL OBJECTIVES

The postholder will contribute to the academy'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 academy'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.



CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

The post holder will be expected to carry out all the duties in the context of and in compliance with our Equal Opportunities Policies.



PERSON SPECIFICATION

EDUCATION AND TRAINING	Essential	Desirable	Evidenced
Qualified Teacher Status	✓		AF/R
A graduate qualification in a relevant discipline	✓		AF/R
Proficiency in ICT		✓	AF/R

RELEVANT EXPERIENCE	Essential	Desirable	Evidenced
Experience of planning and delivery of the National Curriculum	✓		AF/I/R
Experience of working with children to provide high expectations in standards, behaviour, display and all other aspects of academy life to enable children to achieve and make good/outstanding progress	✓		AF/I/R

KNOWLEDGE AND SKILLS	Essential	Desirable	Evidenced
Statutory National Curriculum requirements at the appropriate key stage	✓		AF/I/R
The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)	✓		AF/I/R
The monitoring, assessment, recording and reporting of pupil's progress	✓		AF/I/R
The positive links necessary within the academy	✓	✓	AF/I/R
Effective teaching and learning styles	✓		
Promotes the academy's aims positively	✓		
Develops good personal relationships within a team	✓		
Establishes and develops close relationships with parents, governors and the community	✓		
Community effectively (both orally and in writing) to a variety of audiences	✓		
Creates a happy, challenging and effective learning environment	✓		

PERSONAL CHARACTERISTICS	Essential	Desirable	Evidenced
Highly motivated, enthusiastic, reliable, flexible	✓		AF/I/R
Reflective and resourceful	✓		AF/I/R
Good communication skills	✓		AF/I/R

PHYSICAL ATTRIBUTES	Essential	Desirable	Evidenced
Medical clearance is required by the Teacher Regulations	✓		AF/I/R

ADDITIONAL FACTORS	Essential	Desirable	Evidenced
Team player. Excellent relationships. Maintain close parental links	✓		AF/I/R

CONTRA INDICATORS	Essential	Desirable	Evidenced
This post is subject to the provision of a satisfactory police record and DBS check	✓		AF/I/R



COMPETENCIES

Focus on Outcomes

Takes responsibility for achieving specific, challenging objectives within an agreed time scale and budget, and meeting or exceeding required quality standards. Displays the drive, determination and resilience to mobilise people and resources towards achieving results that meet stakeholder needs. Ready to challenge existing ways of thinking/behaving in a persistent search for ways of improving performance.

Communication

Displays clarity and openness in communication both written and verbal to colleagues and stakeholders. Communicates information in an appropriate and effective manner.

Managing Resources Innovatively

Critically and continuously examines how to gain optimum value from finite resources. Shows the ability to break out of established ways of thinking in the search for innovative ways of improving performance without dropping essential standards or putting the organisation under undue pressure.

Personal Effectiveness

Behaves consistently within a corporate context; quickly adapts to varying environments with differing tasks and people. Derives personal satisfaction working within the Academy culture and values. Manages work pressures well, showing both resilience and tenacity.



Willow Academy is committed to life-long learning where every individual is valued, nurtured and respected. The Academy is an exciting learning community, staff work hard to create a positive and caring environment where diversity, respect and tolerance are valued.

Primary Class Teacher – MATERNITY COVER 16 hrs per week (working Wed pm, Thurs, Fri)

Willow Academy are looking to appoint an inspirational and highly motivated Teacher to join our committed team.

- Do you have high career expectations?
- Would you welcome the opportunity to share your outstanding practice?
- Have you a commitment to Continuous Professional Development?
- Would you like to working in a learning environment where excellence is your goal?

Willow would be delighted to talk to you about this exciting opportunity. Visits to the Academy are highly recommended. To arrange a visit, please email admin@willow.doncaster.sch.uk

- **Job to commence 5th March 2018 (Temporary Contract to 23rd January 2019)**
 - **The closing date for applications is 26th January 2018**
 - **Interviews: Week commencing 29th January 2018**

For information about the position, please contact the academy on 01302 539249, and ask to speak to the Headteacher, Mrs D Sumner.

For a recruitment pack and application form, please download from www.willowacademy.org.

*Willow Academy are committed to safeguarding and promoting the welfare of children and young people.
Applicant must be willing to undergo a child protection screening, including checks
with the Disclosure and Barring Services and past employers.*