



# Information for Prospective Candidates



Gildredge  
House

An Ofsted  
**GOOD**  
School



**APRIL 24 2023**

**Gildredge House**

**Position: Primary Class Teacher – KS1 or Lower KS2**

**Part-time 0.8, Permanent from 01 September 2023**

**Deadline: Tuesday 9<sup>th</sup> May 2023**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of Primary Class Teacher. We hope this pack is informative and useful but if you require any additional information or have questions, please contact the Primary Head, Catherine Geldard on [c.geldard@gildredgehouse.org.uk](mailto:c.geldard@gildredgehouse.org.uk)  
Tel: 01323 400650

As a Primary Class Teacher at Gildredge House you will be expected to provide stimulating and academically rigorous teaching, particularly regarding differentiation for students of different abilities and the increased use of ICT. You will work within the Primary phase to implement the Cambridge Primary Curriculum with key skills at the core, while keeping up-to-date with current developments in content and methods of a creative curriculum. You will also make a full and dynamic contribution to the Primary phase and its extra-curricular activities.

If you are successful in becoming a member of staff at Gildredge House, we do expect all our staff to develop their skills and therefore flexibility will be required in future years as to where you are placed.

You will have the benefits of a new classroom, together with a Sports Hall, Multi-Use Performance Space and landscaped outdoor areas for fun and physical activity, all of which make up an exceptional learning environment for our students.

At Gildredge House, each individual is known and valued. Students are inspired to discover their passions and realise their academic potential. You will join a strong team of inspirational teachers in an exciting environment where learning is fun. If you are an imaginative and dynamic practitioner - with a passion for teaching, the capability of engaging and enthusing all students and the belief that everyone can succeed - we want to hear from you.

- Do you want to be part of a school where your contribution is valued and celebrated?
- Would you like to teach children with high aspirations who are keen to learn?
- Do you want to join a staff team that is diverse, collegiate and respected?

## **Gildredge House offers:**

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

**Start date: 01 September 2023**

**Salary range: £28,000 to £43,685 FTE (Gildredge House Pay Scale points M1-UPS3, 2022-2023), £22,400 - £34,948 pro rata for 0.8 contract.**

If you are interested in the position, please complete a Teacher Application Form, available from the school website: <https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please complete the Application for Employment and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00am on Tuesday 9<sup>th</sup> May 2023 at 9.00am.

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that you are not a disqualified person under the Childcare Act 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

## Primary Class Teacher: Job Description

**Responsible to:** The Primary Head

### **Job Purpose:**

- To deliver high quality teaching to students within the Primary phase, whilst maintaining the positive ethos and core values of the school, both inside and outside the classroom.

The main areas of responsibility and the assigned duties are specified below.

The post holder will ensure the smooth running of the class and contribute to initiatives to improve/develop the school's response to Government legislation and children's services guidelines. The post holder is accountable to the Primary Head

### **Responsibilities:**

1. Provide stimulating and academically rigorous teaching of a Primary Class;
2. Keep up-to-date with current developments in content and methods of a creative curriculum;
3. Lead the teaching of a curriculum area in either KS1 or KS2;
4. Help to implement the Primary Curriculum with key skills at the core;
5. Implement strategies to continue the rise in academic achievement;
6. Develop teaching resources with the year group team, particularly with regard to differentiation for students of different abilities and the increased use of ICT;
7. Maintain a sequence of classroom displays and other curriculum materials, to create a stimulating and welcoming environment;
8. Make a full and dynamic contribution to the School and its extra-curricular activities.

A classroom teacher's professional duties are deemed to include the following:

### **Teaching** (having regard to the curriculum of the school):

- teach the students assigned to the teacher (according to their educational needs) and set and mark work to be carried out by the students, following the School marking policy;
- ensure that organisation of classroom preparation meets the varying learning, social and emotional needs of the students;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all students;
- plan the long, medium- and short-term curriculum for the whole class and individual children;
- ensure that effective assessing, recording and reporting on the development, progress and attainment of students is carried out according to school policy;
- set clear targets, based on prior attainment, for students' learning;
- support initiatives decided by the Head Teacher, Senior Leadership Team and other staff;
- implement whole school policies.

### **Other activities**

- promote the general progress and well-being of individual students and of any class or group of students assigned to the teacher;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- maintain good order and behaviour amongst students, in accordance with the school's behaviour policy;
- make records of, and reports on, the personal and social needs of students;
- communicate and consult with the parents of students;
- communicate and co-operate with persons or bodies outside the school;
- participate in meetings arranged for any of the purposes described above;
- undertake an extracurricular activity;
- attend school events and productions;
- support parents, children and the school by running parent workshops;
- undertake duties as and when required to do so;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;

#### **Review: further training and development**

- review methods of teaching and programmes of work; and
- participate in arrangements for further training and professional development.

#### **Educational methods**

- advise and co-operate with the Assistant Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.

#### **Discipline, health and safety**

- maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
- be aware of safeguarding and health and safety issues and school policy.

#### **Staff meetings**

- participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

#### **Covering for absent colleagues**

- supervise / teach any students whose teacher is not available.

#### **Administration**

- participate in administrative and organisational tasks related to the duties described above, including (i) the management or supervision of persons providing support for the teachers in the school and (ii) the ordering and allocation of equipment and materials;
- attend and take assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.

It should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time.

### Primary Class Teacher: Person Specification


|                                    | Essential   | Desirable                                     |
|------------------------------------|---|---|
| <b>Qualifications</b>              | <p>Qualified Teacher Status</p> <p>Evidence of commitment to continuing professional development</p>  | A honours degree from a recognised university |
| <b>Experience</b>                  | The post-holder should have successful teaching experience in a Primary class.  |   |
| <b>Knowledge and understanding</b> | <p>Knowledge and understanding of the preparation and administration of a creative curriculum for students.</p> <p>Excellent knowledge of Assessment for Learning, particularly with regard to feedback.</p> <p>An ability to understand and interpret data results</p> |   |

|               |   |  |
|---------------|---|--|
| <b>Skills</b> | <p>Able to enthuse, inspire and motivate others in an educational setting.</p> <p>Has excellent communication skills, in listening to others, the ability to influence others, as well as oral and written presentational skills, to a variety of stakeholders.</p> <p>Is well-organised, able to plan and prioritise and to implement organisational strategies.</p> <p>Has good ICT skills.</p> <p>Can develop good personal relationships within a team.</p> <p>Can establish and develop close relationships with parents, governors and the community.</p> | <p>The post-holder may also be able to develop strategies for creating community links</p> |
|---------------|---|--|

|                                 | <b>Essential</b>   | <b>Desirable</b> |
|---------------------------------|--|------------------|
|                                 | <p>Can create a happy, challenging and effective learning environment.</p> <p>Can use an effective range of behaviour management strategies which respect children's needs.</p>  |                  |
| <b>Personal characteristics</b> | <ul style="list-style-type: none"> <li>▪ has a passion for education;</li> <li>▪ has a dynamic commitment to the promotion and development of the school;</li> <li>▪ can show enthusiasm, tenacity and resilience with the ability to work under pressure, while maintaining a sense of humour;</li> <li>▪ approachable;</li> <li>▪ committed;</li> <li>▪ empathetic;</li> <li>▪ organised;</li> <li>▪ patient;</li> <li>▪ resourceful.</li> </ul> |                  |

Candidates should ensure that they address all of the above criteria in their Application for Employment Form, referring, where appropriate to actual experience.

In addition, the interview will explore issues relating to safeguarding and promoting the welfare of children including motivation to work with children and the ability to form and maintain appropriate



relationships and personal boundaries with children.

***“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”***

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is **Tuesday 9<sup>th</sup> May 2023**. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00am on **Tuesday 9<sup>th</sup> May 2023**.

**We look forward to hearing from you**