

# **Buttsbury Infant School**

**Billericay, Essex**

## **Class Teacher**

**September 2024**



# Buttsbury Infant School

## How to find us

Address:	Perry Street Billericay Essex CM12 0NX
Telephone:	01277 622821
Email:	<a href="mailto:admin@buttsbury-inf.essex.sch.uk">admin@buttsbury-inf.essex.sch.uk</a>
Website:	<a href="https://www.buttsbury-inf.essex.sch.uk/essex/primary/buttsbury-inf">https://www.buttsbury-inf.essex.sch.uk/essex/primary/buttsbury-inf</a>



## Letter from the Executive Headteacher

Dear Applicant,

Thank you for your interest in the post of Class teacher at Buttsbury Infant School. We are looking for someone to join our team who is passionate about education and the well-being of children.

Buttsbury Infant School is a large, four-form entry school in the town of Billericay. It is a popular school within the local community and is usually over-subscribed each year. It is a happy school with committed and hardworking members of staff. The children enjoy attending and receive the utmost care from all who work here.

A passion for high quality teaching and learning, as well as the ability to bring the curriculum to life are paramount if you are considering joining the Buttsbury team. If you are committed to high standards, ensuring that all children make excellent progress, as well as ensuring their mental health and well-being is of the utmost importance then Buttsbury Infant School is the place for you.

You will find more information about the school on our school website  
<https://www.buttsbury-inf.essex.sch.uk/essex/primary/buttsbury-inf>

Visits to the school are encouraged as we feel this is the best way to find out more about our school – please contact Mrs Marven – Office Co-ordinator – [admin@buttsbury-inf.essex.sch.uk](mailto:admin@buttsbury-inf.essex.sch.uk) to arrange an appointment.

Kind regards

Mrs A. Robinson  
Executive Headteacher



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## Job Description

<b>Post Title:</b>	<b>Class Teacher</b>
<b>School:</b>	<b>Buttsbury Infant School</b>
The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers' Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:	
<b>Qualifications</b>	<p>Qualified Teacher</p> <p>Evidence of continuous professional development</p>
<b>Experience</b>	Successful classroom teaching, with recent Key Stage One or EYFS experience
<b>Purpose:</b>	<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work</li> <li>Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment</li> <li>Adapt teaching to respond to the strengths and needs of pupils</li> <li>Set high expectations which inspire, motivate and challenge pupils</li> <li>Promote good progress and outcomes by pupils</li> <li>Demonstrate good subject and curriculum knowledge</li> <li>Participate in arrangements for preparing pupils for external tests</li> </ul> <p><b>Whole-school organisation, strategy and development</b></p> <ul style="list-style-type: none"> <li>Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision</li> <li>Make a positive contribution to the wider life and ethos of the school</li> <li>Work with others on curriculum and pupil development to secure co-ordinated outcomes</li> <li>Provide cover, in the unforeseen circumstance that another teacher is unable to teach</li> </ul> <p><b>Health, safety and discipline</b></p> <ul style="list-style-type: none"> <li>Promote the safety and wellbeing of pupils</li> <li>Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment</li> </ul> <p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>Take part in the school's performance management procedures</li> <li>Take part in further training and development in order to improve own teaching</li> <li>Where appropriate, take part in the appraisal and professional development of others</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Communicate effectively with pupils, parents and carers</li> </ul> <p><b>Working with colleagues and other relevant professionals</b></p> <ul style="list-style-type: none"> <li>Collaborate and work with colleagues and other relevant professionals within and beyond the school</li> </ul>

	<ul style="list-style-type: none"> <li>Develop effective professional relationships with colleagues</li> </ul> <p>Personal and professional conduct</p> <ul style="list-style-type: none"> <li>Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school</li> <li>Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality</li> <li>Understand and act within the statutory frameworks setting out their professional duties and responsibilities</li> </ul> <p>Management of staff and resources</p> <ul style="list-style-type: none"> <li>Direct and supervise support staff assigned to them, and where appropriate, other teachers</li> <li>Deploy resources delegated to them</li> </ul>
<b>Responsible to:</b>	Executive Headteacher
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>Providing an outstanding curriculum for all children who attend Buttsbury Infant School</li> <li>Manage transition as applicable</li> <li>Communicating effectively, in writing and orally, with a range of audiences</li> <li>Dealing sensitively with others, including parents and families</li> </ul>
<b>Scope:</b>	Classroom teacher Subject leadership
<b>Salary:</b>	Main scale or UPS

## **Buttsbury Infant School**



### **Person Specification**

<b>Post Title:</b>	<b>Class Teacher</b>
<b>School:</b>	<b>Buttsbury Infant School</b>
<b>Qualifications and experience</b>	<p>Qualified teacher status</p> <p>Degree</p> <p>Successful primary teaching experience (EYFS or KS1)</p>
<b>Skills and knowledge</b>	<p>Knowledge of the National Curriculum</p> <p>Knowledge of effective teaching and learning strategies</p> <p>A good understanding of how children learn</p> <p>Ability to adapt teaching to meet pupils' needs</p> <p>Ability to build effective working relationships with pupils</p> <p>Knowledge of guidance and requirements around safeguarding children</p>



	<p>Knowledge of effective behaviour management strategies</p> <p>Good ICT skills, particularly using ICT to support learning, knowledge of google classrooms and using IT equipment within lessons.</p>
<b>Personal qualities</b>	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>High expectations for children's attainment and progress</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>

## Selection Process Guide

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process. We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

### Applications

Applications must be submitted to the Executive Headteacher, via email, [head@buttsbury-jun.essex.sch.uk](mailto:head@buttsbury-jun.essex.sch.uk) by Wednesday 8<sup>th</sup> May 2024.

### Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. Candidates who best meet the person specification will be invited to an interview. We will notify you by email. If you have not heard from us within 3 working days of the shortlisting date, you will not have been successful at this stage. Interviews will be held on Tuesday 14<sup>th</sup> May, during the afternoon.

### References

We request references for all candidates who are invited to interview, in line with safer recruitment. This request will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer. Please note that the school will conduct searches for information on shortlisted candidates which is publicly available online.

