



Collingwood Primary School

Primary Teacher Information Pack

A Self Governing School



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- Letter from the Headteacher and Chair of Governors
- Job Description and Person Specification
- Selection Process and Interview Guidance
- Job Advertisement

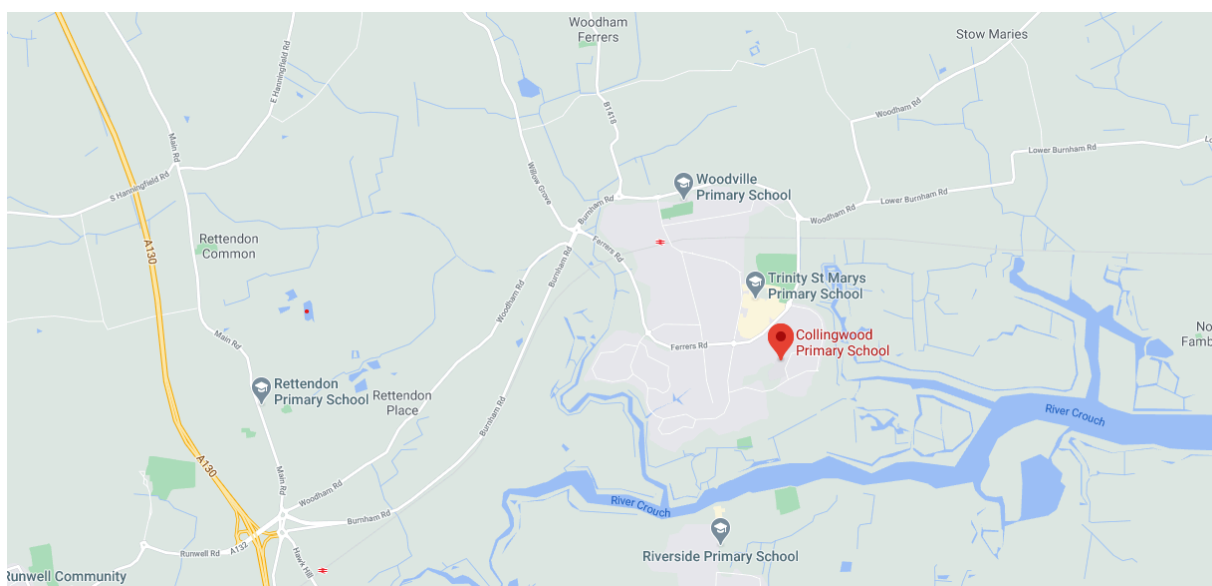
Contact Details & Where to Find Us

Address Collingwood Primary School
Collingwood Road
South Woodham Ferrers
Essex
CM3 5YJ

Telephone 01245 322258

Email admin@collingwood.school

Web www.collingwoodschool.net



Letter from the Headteacher and Chair of Governors

Dear Applicant,

Thank you for your interest in the post of class teacher at our school. We are looking for someone to complement our existing, hardworking and friendly school team to teach one of our lovely, small, Year 5 classes.

Collingwood Primary School is a happy, popular school with an ethos of care, teamwork and mutual support where children enjoy coming to school because learning is fun and staff leave for promotional reasons. A commitment to high standards and collaborative team work for the good of all of our pupils are paramount if you are considering joining the Collingwood Family. If you are committed to ensuring that pupils of all abilities make good progress and are able to prioritise the wellbeing of pupils, colleagues and families, then come and meet us to see if we are the right school for you.

On our website www.collingwood.school.net you will find other key information about the school including a video, which will give a broader picture of who we are and how we work.

Visits during the school day are encouraged. Please contact Mrs De'Ath or Miss Massey on admin@collingwood.school to arrange this.

We look forward to receiving your application.

Amanda Buckland-Garnett
Headteacher

Harriet Phelps-Knights
Chair of Governors



Our Staff and Governors' Vision Statement

At Collingwood children and adults work together in a safe, well disciplined, exciting environment where **all** pupils feel valued and are expected to make good or outstanding progress. Our staff, pupils and parents have high expectations and ensure that pupils produce work of increasing quality, develop their individual strengths, achieve their personal goals and challenges and realise their full potential as lifelong learners and responsible citizens in our global community.

"We live our lives with arms and minds wide open."



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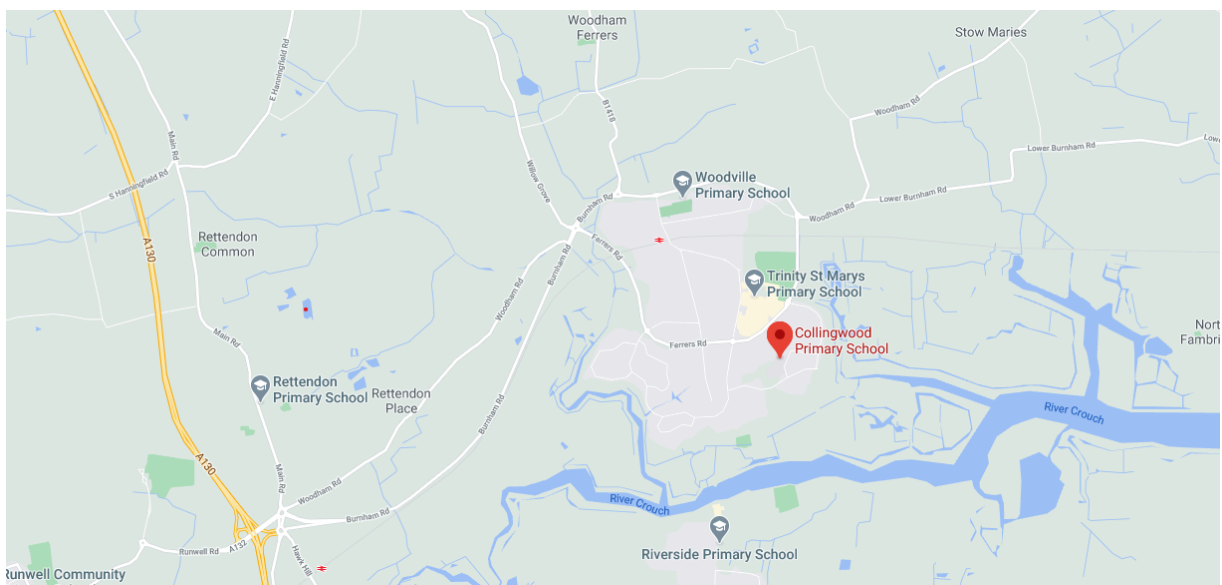
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Letter from the Headteacher and Chair of Governors

Dear Applicant,

Thank you for your interest in the post of class teacher at our school. We are looking for someone to complement our existing, hardworking and friendly school team to teach one of our lovely classes in EYFS, KS1 or KS2.

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We look forward to receiving your application.

Amanda Buckland-Garnett
Headteacher

Adrian Knights
Chair of Governors



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Collingwood Primary School Teacher Job Description

Post	Primary Class Teacher
Salary Range	Teachers Main Pay Range (points 1-6)
Responsible to	The Headteacher and Assistant Headteachers
Full time Permanent	Permanent Full time
Required	September 2024

Professional duties and responsibilities

This job description may be modified by the Headteacher to reflect or anticipate the needs of the school and changes in the role, commensurate with the salary and job title. It will be reviewed in the context of the School Development Plan, any Health and Safety matters arising and the performance management cycle.

Main Purpose of the Job

To work as a proactive member of the whole school team to ensure the highest possible standards of learning and teaching and contribute fully to whole school development and school self-evaluation. To lead, support and guide colleagues, pupils, parents and governors in at least one agreed key area across the school.

Ethos:

- To champion inclusion and equality and the school's agreed REACH Values;
- To foster solution focused, harmonious and positive relationships between all members of the school community;
- To ensure the highest standards of safety and behaviour for all pupils in line with the schools agreed policies;
- To promote parent partnership so that involvement in a child's learning is maximised;
- To contribute regularly to school publicity eg newsletters, website, social networking sites and other agreed methods;
- To promote membership of "The Collingwood Family" with pupils and families.

Curriculum, quality of teaching and learning and Assessment

- To teach a primary age class as required;
- To demonstrate high quality collaborative teaching;
- To contribute towards the development of a broad and balanced, exciting, inclusive, creative curriculum ensuring that it is relevant to the needs, interests and aspirations of pupils;
- To have high expectations and encourage pupils to be aspirational, to have a growth mindset and be committed to lifelong learning;
- To demonstrate a proactive, commitment to improving your own practice and engage in coaching for improvement, Achievement Team meetings, learning conversations, team teaching etc to develop further;

- To provide effective and stimulating displays of children's learning in the classroom and in communal areas;
- To maintain effective accurate and records in relation to pupil progress following the school's approved systems of assessment, marking, reporting and record keeping;
- To inform parents and carers of their child's attainment, progress, behaviour, development and wellbeing, in line with school policies;

Safeguarding

To fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, statutory DfE guidance and all relevant guidance and legislation in respect of safeguarding children, by demonstrating a commitment to promoting and safeguarding the welfare of children and young people in the school including 'Keeping Children Safe in Education as well as:

- maintaining appropriate professional boundaries in relationships with children and families and avoiding behaviour that might be misinterpreted by others, in line with our staff code of conduct;
- having satisfactory enhanced DBS clearance;
- understanding and carrying out duties in accordance with the responsibilities of being in a position of trust and showing a duty of care appropriately at all times;
- presenting a consistently positive image of the school and upholding public trust and confidence at all times.



Collingwood Primary School Person Specification for Primary Teacher

This person specification is an outline of the skills, knowledge, experience qualities required to carry out the duties of this post. It will be used in shortlisting and interview process. Please evidence as many of the



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requirements as you are able, when completing your application form and include in your letter of application, any additional relevant attributes, knowledge, skills or experience that you may have, that are not mentioned below.

Qualifications

Essential	Desirable
<ul style="list-style-type: none"> Qualified Teacher Status. Degree or other good professional qualification in a relevant subject. Successful references, DBS, Safeguarding and Medical checks. 	<ul style="list-style-type: none"> Further qualifications and training e.g. PREVENT, Safeguarding, Subject Specific training, governor training etc.

Evidence of . . .

Essential	Desirable
<ul style="list-style-type: none"> a commitment to proactively developing and improving own practice; Seeking and achieving own professional goals; successful Primary teaching, planning and assessment practices; successful work with pupils who have SEND; skills led curriculum planning; successful use of Ipads, Chrome Books and Google Drive in education or other technology used for teaching and assessment; successful partnership with parents; effective learning outside of the classroom; 	<ul style="list-style-type: none"> Teaching across the Primary age range. KS1 or KS2 SATS or Yr. 1/2 Phonics Screener/EYFS baseline/M.T.C. and profile. Leading/participation in activities outside of the pupil's school day e.g. an extra-curricular club, parent workshops, Governor meetings, PTA events etc. Subject Leadership assessment monitoring tracking and self-evaluation; Ofsted inspection

Knowledge of . . .

Essential	Desirable
<ul style="list-style-type: none"> National Curriculum and National Assessment arrangements; expected age related standards for the Year groups to be taught; child development and how young children learn effectively eg the differences between guided and supported learning and adult and child led activities. positive behaviour management and de-escalation strategies; effective S.E.N. provision; Effective phonics teaching and strategies for the teaching of reading and spelling. safeguarding and PREVENT strategies. positive behaviour management and de-escalation strategies; 	<ul style="list-style-type: none"> Pupil Asset Assessment System (known as Compass) Forest Schools. Growth Mindset. Smart Thinking Smart Moves The Ofsted Framework

- current national and local developments in education.

Skills

Essential	Desirable
<p>Ability to:</p> <ul style="list-style-type: none"> ▪ foster independence in learning and deploy other adults effectively. ▪ set challenges and inspire and motivate pupils to meet these. ▪ prioritise, manage own time effectively; ▪ meet deadlines; ▪ motivate and inspire; ▪ establish positive relationships with all children, all parents and all staff and promote partnership effectively; ▪ resolve conflict; ▪ set SMART targets for self and others; ▪ aim for high standards; ▪ foster independence in learning; ▪ use assessment well to inform teaching; ▪ organise classroom so that it stimulates and celebrates pupils and promotes good learning habits; ▪ seek advice and support when necessary. 	<p>Ability to:</p> <ul style="list-style-type: none"> ▪ initiate, lead and manage change effectively;

Qualities

Essential	Desirable
<p>To be :</p> <ul style="list-style-type: none"> ▪ an excellent role model; ▪ an effective communicator; ▪ reliable and honest with high personal integrity; ▪ self-motivated, hard-working and willing to learn from experience; ▪ willing to share ideas and resources; ▪ adaptable; ▪ resilient; ▪ mindful of own and others wellbeing and support. <p>To have:</p> <ul style="list-style-type: none"> ▪ a commitment to all aspects of school life; ▪ a passion for teaching and learning which places children's needs first; ▪ a growth mindset; ▪ enthusiasm for new opportunities; ▪ good behaviour management using positive strategies; ▪ energetic, enthusiastic and positive approach; ▪ a warm and approachable personality; ▪ a sense of humour; ▪ A commitment and proactive approach to personal career development but a proportionate work life balance. 	

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 and are subject to completion of a probationary period. Online checks are carried out for shortlisted candidates.

Visits to the school

Visits to the school, preferably during the school day, are warmly welcomed by prior arrangement. Interested candidates are invited to contact Erica Massey or Paula Bower via admin@collingwood.school to arrange a visit to the school during lesson time.

Applications

Please ensure that all parts of the application form are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position.

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 telephone with email confirmation to follow. If you have not heard from us within 3 working days of the shortlisting date, you will not have been successful at this stage.

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.

Online screening

is not part of the shortlisting process but is carried out on shortlisted candidates with regards to identity, confirmation of employment and qualification, potential safeguarding concerns or risks to the good reputation of the school. Candidates will be invited to comment on any relevant findings at interview.

Interview Day

The interview day will consist of several tasks including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Offer of Employment

We will make a verbal offer of employment at the end of the interview process, subject to:

- satisfactory references;
- a satisfactory enhanced DBS check;
- provision of proof of identity and qualifications.

Confirmation of the offer will be made in writing.