

Heene CE Primary School



Job Application Pack – Teacher

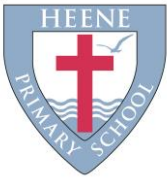
West Sussex MPS

Start date: ASAP

Part time- 0.5-0.7 FTE

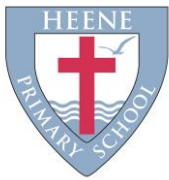
Closing Date: 9am Friday 27th September

**Interview Date: either Tuesday 1st October or
Wednesday 2nd October 2024**



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Letter from our Head of school and Head teacher

Thank you for expressing an interest in a vacancy at Heene Primary School. On behalf of the whole Heene Primary School community, we extend a very warm welcome.

We are blessed to be situated here in the heart of the central Worthing community. We have so much close by; our two churches (St Botolph's and St Matthew's) with whom we work so closely, our park opposite the school, local businesses, and the beach just a short walk away.

Our vision is: 'Learning together, loving others, guided by God'.

We are a vibrant community where everyone is valued and where all talents are celebrated. Every pupil is unique and together we form a harmonious and vibrant school.

Our newly revised values are:

- **Kindness**
- **Confidence**
- **Resilience**
- **Hope**
- **Curiosity**
- **Respect**

At Heene Primary School, we always put kindness first. We think this is a great rule for life.

These are the six values that we, the staff, and Governors, want to help your child develop during their time at our school. All our learning is linked to these values in some way.

Our newly created leadership team, and team of great teachers and support staff, are excited about the rapid improvements that we are making in our school now that we are part of the Diocese of Chichester Academy Trust and we are looking to expand the team with the right people to aid us on this journey.

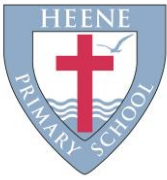
Visits to the school are warmly welcomed and encouraged-please do contact the school office and one of us will be happy to show you around.

Mrs Laura Turner

Head of school

Mr Phil Matthews

DCAT Head teacher



Advert

Salary	MPS
Location	Heene Primary School, Norfolk St, Worthing, BN11 4BB
Contract	0.5-0.7 FTE

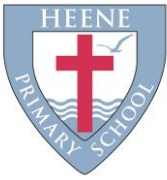
Heene Primary School are seeking to appoint a flexible, proactive member of staff to join our hardworking team who has a willingness and ability to work across the entire primary age phase.

The purpose of the role

We are looking for someone to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document & meet the expectations set out in the Teachers' Standards. The role entails being aware of and complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

No CVs please, application forms only.

Heene Primary School is committed to safeguarding and promoting the welfare of children and as such, any offer of employment would be subject to an enhanced DBS check, health checks and references.



Application Details

Thank you for your interest in the Teacher vacancy at Heene Primary School. Further details of this post, the School and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Laura Turner, which clearly demonstrates your suitability for this role.

Applications can be submitted via email to lturner@heenepriamry.co.uk

These can be downloaded from the school website www.heenepriamry.co.uk/web/

Closing Date

Please ensure your application arrives by 9am Friday 27th September 2024

Interview:

Interviews for the role will aim to be held on either **Tuesday 1st October or Wednesday 2nd October 2024**

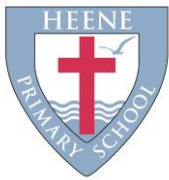
Further details will be shared with candidates that have been successfully shortlisted closer to the interview date.

Visiting

Heene Church of England Primary School is conveniently located in the historic seaside town of Worthing. The school is a short walk away from Worthing train station. Travel direct by train in only 25 minutes from Brighton, approximately 30 minutes from Chichester and just over 50 minutes from Portsmouth.

Safeguarding

Heene Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description

Post: Class teacher

Location: Heene Primary School, Norfolk Street, Worthing, BN11 4BB

Salary: MPS

Hours: 0.5-0.7

Reporting to: Head of school

Overall Purpose

We are looking for someone to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document & meet the expectations set out in the Teachers' Standards. The role entails being aware of and complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

Duties and responsibilities

Teaching

Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.

Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.

Adapt teaching to respond to the strengths and needs of pupils.

Set high expectations which inspire, motivate and challenge pupils.

Promote good progress and outcomes by pupils.

Demonstrate good subject and curriculum knowledge.

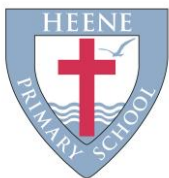
Participate in arrangements for preparing pupils for external assessments.

Whole-school organisation, strategy and development

Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values.

Make a positive contribution to the wider life and ethos of the school.

Work with others on curriculum and pupil development to secure co-ordinated outcomes.



Health, safety and discipline

Promote the safety and wellbeing of pupils

Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

Take part in the school's appraisal procedures.

Take part in further training and development in order to improve own teaching.

Take part in the appraisal and professional development of others, where appropriate.

Communication

Communicate effectively with staff, pupils, parents and carers.

Working with colleagues and other relevant professionals

Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Develop effective professional relationships with colleagues.

Add any other duties of particular relevance to your school.

Personal and professional conduct

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school

Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Direct and supervise support staff assigned to them, and where appropriate, other teachers.

Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.

Promote the safeguarding of all pupils in the school.

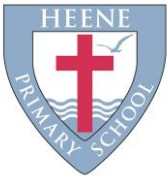
The teacher will be required to follow school policies and the staff code of conduct.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



Person Specification

criteria	qualities
Qualifications and training	<p>Qualified teacher status</p> <p>Degree</p>
Experience	<p>Successful primary teaching experience</p>
Skills and knowledge	<p>Good literacy and numeracy skills.</p> <p>Good organisational skills.</p> <p>Ability to build effective working relationships with pupils and adults.</p> <p>Skills and expertise in understanding the needs of all pupils.</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs.</p> <p>Excellent verbal communication skills.</p> <p>Active listening skills.</p> <p>The ability to remain calm in stressful situations.</p> <p>Knowledge of guidance and requirements around safeguarding children.</p> <p>Good ICT skills, particularly using ICT to support learning.</p> <p>Understanding of roles and responsibilities within the classroom and whole school context.</p> <p>Understanding of effective teaching methods.</p> <p>Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.</p> <p>Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice.</p>
Personal qualities	<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>



Overview of the Trust

Diocese of Chichester Academy Trust (DCAT) exists to provide a first-class option for schools choosing to become an academy. We currently have 25 schools making up our Trust, each maintaining its own unique character and identity, serving its own distinct community.

We consider, and our schools tell us, that one of the strengths of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, recourses to helping every child achieve their God-given potential, which is our Trust vision.

To support this, we have clear and stated aims. We aim to be a Trust in which:

- Developing the whole child means pupils achieve and maximise their potential
- Continued development of staff is valued and improves education for young people
- All schools are improving and perform above national expectations
- The distinct Christian identity of each academy develops and is celebrated