



Stamford Green  
Primary School and Nursery



Inspiring



Happiness



Values



Achieving



Ambition



Learning



Togetherness

*Working together to be the best we can*

## Class Teacher Application Pack 2024 - 2025

### Maternity Cover (part time)

To start Spring Term 2025 – Date to be confirmed

Headteacher: Louise Druce

Chair of Governors: Rebecca Jennings



# Stamford Green

## Primary School and Nursery



Dear Applicant,

### **Come and join our team**

Thank you for your interest in working at our school. Stamford Green is an outstanding three form entry primary school and nursery providing a friendly, dynamic and exciting place to learn and work.

We are looking for two professional, positive teachers with a creative and resilient approach to cover two maternity absences, one in Year 1 and one in Upper Key Stage 2. In return we can offer you a friendly, supportive environment with excellent facilities both in the classroom and outside. We would love to meet you to tell you all about our philosophy of providing outstanding education through a commitment to staff and children's wellbeing.

As a school we are committed to continuing professional development for all our staff both through mentoring, coaching and support and the provision of formal training. To support the well-being of our staff we provide a generous special leave policy and health cover for staff which provides a range of services including health screening, GP telephone and video consultations, physiotherapy, counselling and private medical operations for certain conditions.

The recruitment process will include a formal interview as well as a teaching task with a relevant class. We encourage applicants to come and see our school and you are welcome to make an appointment to visit us. Please contact Beth Saunt, School Operations Leader [b.saunt@stamford-green.surrey.sch.uk](mailto:b.saunt@stamford-green.surrey.sch.uk) or 01372 725383.

Stamford Green is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our school's safeguarding policy can be viewed on our website [here](#). As part of our safer recruitment procedure, shortlisted candidates are required to bring to their interview documents to confirm identity, name, date of birth and address. On-line checks will be carried out prior to interview and to facilitate this, shortlisted candidates will be asked to provide details of their on-line presence. The successful candidate will be required to obtain an up to date DBS enhanced clearance.

I look forward to receiving your application.

Kind regards,

A handwritten signature in black ink that reads "Louise".

Louise Druce

Headteacher



## Our School Motto

*Working together to be the best we can*

## Our School Vision

To be a continually improving learning community for all, where children realise their potential.

This is brought to life through our seven commitments, to each child, during their journey with us:



**Inspiring** - We believe that the most effective learning comes from having hands on, enjoyable and memorable experiences that feed the imagination and fuel the desire to find out more.



**Happiness** - It is our wish that the children at Stamford Green feel cared for, so that a sense of fun and positivity leads to happiness in all we do. There are some things in life that we all just have to do, but it is the attitude with which these tasks are approached that matters.



**Achieving** - Knowing each child's strengths and areas of development allows us to assist every child in moving forward. Giving them individual support and strategies to succeed, aids their improvement and ensures progress.



**Values** - As a school, the pupils, parents, staff and governors worked together to decide on twenty two values that would become a part of school life. From assemblies and lessons to everyday actions and vocabulary, everyone uses our school values: *Manners, Sharing, Courage, Tolerance, Friendship, Respect, Effort, Forgiveness, Hope and Aspiration, Self-Belief, Responsibility, Reflection, Empathy, Honesty, Patience, Humility, Independence, Caring, Making Good Choices, Justice, Resilience.*



**Ambition** - We constantly aim to raise children's aspirations, helping them to become lifelong learners. We want to equip them to succeed in the 21st Century, as we are not just educating the children of today but the citizens of the future.



**Learning** - It is our goal to give all children the chance to shine. Children are given wide ranging experiences and opportunities, not only in the classroom but beyond, to express themselves within a supportive and challenging learning environment. Individual abilities and talents are recognised, fostered and developed and this contributes to the continued success of our pupils.



**Togetherness** - We believe that excellence comes from creating an open and nurturing environment where evaluation from children, parents, staff and governors leads to improvement. We recognise that relationships matter and are central to success. Whether you are in the classroom, working with other people for the good of the school or helping our community, we want everyone to feel safe, secure and above all else happy, as together everyone achieves more.



## Application Information

### Temporary Class Teacher (Maternity Cover)

**Y1: 3 days: Monday – Wednesday**

**Upper KS2: 2 days: Thursday - Friday**

**To start Spring Term 2025 – date to be confirmed**

#### **Salary and benefits**

The salary will be within the school's framework which range from M1 (£31,350) to M6 (£42,689) and U1 (£44,579) – U3 (£47,839) depending on the applicant's expertise and experience. September 2024 pay award is still pending. These are FTE salaries, salary will be pro-rata according to number of days.

The successful applicants will be eligible for the school's healthcare plans including a cashback plan for a range of services including dental, optician, podiatry and physiotherapy as well as health screening, GP telephone and video consultations, counselling and private medical operations for certain conditions.

Class Teachers at Stamford Green receive one full day for teacher responsibility time every fortnight and are able to work from home on these days. On the alternate week, Class Teachers receive two hours of PPA release which is covered by specialist teachers. This provision is pro-rata according to the percentage of FTE worked.

#### **Recruitment Process**

We encourage applicants to visit the school. If you would like to arrange a visit, please contact Beth Saunt, School Operations Leader – [b.saunt@stamford-green.surrey.sch.uk](mailto:b.saunt@stamford-green.surrey.sch.uk).

Completed applications forms must be returned by 9.00am on Wednesday 16 October 2024 to Louise Druce, Headteacher, Stamford Green Primary School, Christ Church Mount, Epsom, Surrey, KT19 8LU or by email to [b.saunt@stamford-green.surrey.sch.uk](mailto:b.saunt@stamford-green.surrey.sch.uk). Please note that we reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore we would recommend that you submit your application as soon as possible.

We will contact you by email or telephone by Thursday 17 October 2024 if you are being invited for interview. If you do not hear from us please assume that your application has not been successful. Interviews will be held on Monday 21 October 2024.

Applications must be on the application form, curriculum vitae will not be accepted. Please also provide a supporting statement showing how you meet the person specification on no more than 2 sides of A4 paper at no less than font size 11. In your supporting statement, please tell us why you would like to work at Stamford Green, what relevant experience you have and how you can contribute to our vision and motto. Please illustrate your points with specific examples of your experience.

## Other Information:

- Stamford Green is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The appointment will be subject to a satisfactory medical screening, DBS enhanced clearance and evidence of relevant qualifications.
- As part of our safer recruitment procedure, on-line checks will be carried out prior to interview and to facilitate this, shortlisted candidates will be asked to provide details of their on-line presence.
- As part of our safer recruitment procedure, shortlisted candidates are required to bring to interview original documents to confirm their identity, right to work in the UK (ideally passport) and evidence of qualifications.
- References will be taken up prior to interview unless you have expressly asked us not to do so in a covering letter.



# Stamford Green Primary School

## Job Description

### Class Teacher

**Post Title:** Class Teacher

**Salary:** M1 – M6 (Main Scale) or Point 1 – Point 3 (Upper Scale)

**Purpose:** To take responsibility for a class in order to promote effective teaching and learning for pupils and secure high pupil achievement.  
Lead on a subject or area of responsibility.

**Accountable to:** Headteacher (for management)  
Member of LMT (for performance management)

#### Professional Duties

At all times:

- To have regard to our school curriculum, values and policies.
- To meet or exceed the Teacher Standards.

#### Management of Teaching and Learning

- Provide for the learning experiences of pupils in the class.
- Meet the educational needs of all pupils through differentiation of tasks when appropriate.
- Ensure planning promotes progression, continuity and quality of learning.
- Use a variety of suitable teaching and learning styles and communicate clear objectives and expectations.
- Monitor and evaluate pupils' learning and achievement.
- Use relevant classroom management strategies to ensure a purposeful environment for teaching and learning to take place.
- Promote and sustain a productive, disciplined and calm classroom environment, making use of the school's behavior policy.
- Maintain a tidy and orderly classroom with attractive, informative, child-centred displays and well managed resources.
- Communicate and cooperate with colleagues in relation to both pupils in the class and wider school issues.

- Plan and implement visits and trips in line with the school's Thrive Experiences.

### **Assessment and Reporting**

- Assess, record and report on the development, progress and attainment of pupils in both oral and written forms.
- Keep records of pupils progress and report achievements in line with school policy.
- Communicate and consult with parents and carers both informally and formally.
- Communicate and cooperate with persons or bodies outside of the school and participate in relevant meetings.

### **Management of People**

- Establish and maintain a positive regard towards pupils.
- Manage pupil behavior taking into account the personal, social and emotional needs of pupils.
- Work as a member of a team; plan collaboratively; share information, ideas and expertise.
- Consult and plan with support staff and outside agencies, as appropriate.
- Work with the wider staff to ensure continuity and progression in a subject or other area of responsibility.
- Participate in key stage, year group, school staff meetings and inset days and work collaboratively with other adults and colleagues.
- Establish good relationships with parents to promote pupils' learning and development.
- Implement rewards and sanctions within the school's policies and procedures.
- Liaise with parents or other responsible adults and with professional staff in accordance with the school policies and procedures.

### **Professional Development:**

- Participate in all relevant meetings at school.
- Participate in school evaluation and review.
- Lead on an area of responsibility as agreed with the Headteacher.
- Review and reflect on methods of teaching and programmes of work.
- Participate in arrangements for future training and professional development.
- Advise and cooperate with the Headteacher and other staff on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **Other**

- Work to support the vision and ethos of the school at all times.
- Contribute to the wider school community including supporting some PTA events, running an after school club for at least two terms each year and involvement in the school's Thrive Experiences.
- Perform, in accordance with any direction given by the Headteacher, any duties that may be reasonably assigned.

Stamford Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to criminal records and reference checks. Stamford Green Primary School is an equal opportunities employer.



## Stamford Green Primary School Person Specification Class Teacher

E = Essential

D = Desirable

<b>Qualifications</b>	
Educated to degree level.	E
DfE Qualified Teacher Status.	E
Evidence of continuing professional development.	D
<b>Skills, abilities and personal qualities</b>	
A passion for the job and enthusiasm to fully participate in whole school life.	E
Ability to develop positive and supportive relationships with our children.	E
Professional, warm manner and an obvious sense of pride in your work.	E
Personal integrity and loyalty and ability to remain confidential at all times.	E
Be a part of our 'can do' culture and demonstrate that you have resilience and can go 'above and beyond'.	E
Strong organisational and planning skills with an ability to work independently and on your own initiative.	E
Ability to work to tight deadlines.	E
Believe and contribute to our school motto 'working together to be the best we can'.	E
Excellent communication skills, verbal and written, with a wide range of different audiences.	E
Evidence of high presentation standards and attention to detail across the whole learning environment including classroom displays and children's books.	E
Excellent team working skills.	E
Willingness to undertake further professional development.	E
Ability to multi task and prioritise to manage conflicting demands.	E
Ability and skills to manage change and adapt in a changing role.	E
Flexibility to respond to changing demands.	E
Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools.	E
<b>Experience and professional knowledge</b>	
Experience of teaching within the Primary age range.	E
Highly computer literate – experience of using a range of platforms and programmes to support learning and a willingness to embrace new technology.	E
Secure knowledge of the EYFS and/or National Curriculum 2014.	E
An understanding of how to achieve outstanding teaching and learning.	E
A knowledge of how to assess pupil progress to inform future learning.	E
Creative skills to provide a stimulating learning experience.	E
Knowledge of how to challenge and support all children using differentiation.	E
Ability to manage behaviour positively, consistently and in line with school policy.	E