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# Early Years/KS1 Teacher

## *Candidate Pack*

Bishop Chavasse Primary School

Tonbridge

Kent

TN11 0FB

[www.bishopchavasseschool.org.uk](http://www.bishopchavasseschool.org.uk)

01732 676040

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For further information, or to arrange an informal conversation about this post please contact: Mrs Becks Hood, Head of School at [recruitment@bishopchavasseschool.org.uk](mailto:recruitment@bishopchavasseschool.org.uk) or telephone: 01732 676040

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## Welcome from the Executive Head, Sacha Strand

Dear Applicant

Thank you for your interest in the post of Early Years/KS1 Teacher at Bishop Chavasse Church of England Primary School, a new 2FE primary free school which opened in September 2017 in South Tonbridge, as part of the Tenax Schools Trust.

Joining a school, with the wealth of development opportunities the wider Trust and our school hub provide, creates career development opportunities that may not be readily available in established schools, making this post ideal for ambitious teachers aspiring to middle and senior leadership roles.

The Trust has a vision for Bishop Chavasse Church of England Primary School to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to primary phase teaching and learning and securing the very best outcomes for pupils. To do this, we will need a committed, enthusiastic and inspiring teaching team, surrounded by dedicated support staff working closely together. Achieving the vision we have for Bishop Chavasse will require hard work, and a creative, can-do attitude, to continue to build and maintain our reputation within the community we serve.

Our vision is to create an outstanding Church of England primary school at the heart of local community where all pupils, regardless of background, are offered a taught curriculum from the start which enables them to master the knowledge and skills they need to achieve their full educational and personal potential.

The school has a full time Head of School, Mrs Hood, and myself as Executive Head. We are supported by our Local Governing Body, and in turn by a dynamic and enterprising Trust which is underpinned by a strong Christian character and ethos and is a formidable local driver of school improvement. Our Trust delivers high standards through a strong belief in the 'open mind-set' approach that insists that all children and young people can excel irrespective of their starting points.

Furthermore, Bishop Chavasse benefits from being part of a wider Teaching School Alliance, Altius, covering West Kent and East Sussex. This cross-phase alliance has a strong primary membership and is jointly led by two designated Teaching Schools, one of which is Bennett Memorial, the founder member of the Tenax Schools Trust. These partnerships enhance the quality and range of teacher development available to Bishop Chavasse staff. Finally, as a Church of England school, Bishop Chavasse is linked with St Stephen's Church and other local churches in Tonbridge and accesses the excellent support provided by the Rochester Diocesan Board of Education.

We look forward to receiving your completed application form in due course.

Yours faithfully



Sacha Strand  
Executive Headteacher

**Welcome from the Headteacher at Bishop Chavasse Church of England Primary School,  
Mrs Becks Hood**

Dear Applicant

Thank you for considering developing your career at Bishop Chavasse. Being a part of a growing team so early in a school's creation is a rare opportunity for a Teacher, and I hope that after reading the enclosed information, your excitement and enthusiasm for joining a school at such an exciting time will match my own.

Our dedicated and caring team has a wide range of experience, with some early in their careers and others able to mentor and support less experienced staff. Our Church of England primary school is at the heart of local community, where all pupils, regardless of background, are taught a mastery curriculum which enables them to develop the knowledge and skills they need to achieve their full educational and personal potential. Together with Tenax, we are a school at the forefront of developing new approaches to teaching and learning.

It is our passion to develop the whole child in a safe, Christian environment and through our inspirational, knowledge-rich curriculum, we enthuse and challenge, allowing every child's potential to be realised; as highlighted by our school vision. Teaching and learning at Bishop Chavasse Church of England School is underpinned by respect and our school values, which are found in the parable 'The Wise and the Foolish Builder'. This teaching forms the basis of our whole school vision, highlighting in particular the importance of **wisdom, compassion and honesty**.

School Vision:

**Bishop Chavasse School values every wonderfully and uniquely created child and adult; inspiring everyone to fulfil their potential, as we achieve excellence together. As Jesus teaches through the parable of the house on the rock: we grow in wisdom, supported by the compassion of God to establish firm, honest foundations on which every child can build.**

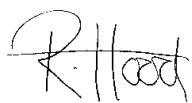
We are seeking energetic, enthusiastic and passionate teachers who understand the power of working within a team and who, from the beginning, will feel ready to add something to our Bishop Chavasse Family. An enthusiasm for positive self-efficacy, self-development through research is essential. We are interested to hear from teachers who have qualifications or a particular interest in the following subjects: maths, geography, history, art/DT and Latin/languages.

Please visit our website to gain further insight into our school: [www.bishopchavasseschool.org.uk](http://www.bishopchavasseschool.org.uk). We welcome applications from those who share our determination to inspire young people as lifelong learners, and who believe, as educators, we are instrumental in facilitating children to aim high and achieve their full potential, in every aspect.

If you would like to arrange a visit or telephone call ahead of submitting your application please contact the school office on 01732 676040 or email [recruitment@bishopchavasseschool.org.uk](mailto:recruitment@bishopchavasseschool.org.uk)

I look forward to receiving your completed application by **Thursday 1<sup>st</sup> June 2023**. Candidates will be invited to **interviews 8<sup>th</sup>- 9<sup>th</sup> June 2023**.

Kind regards



Mrs Becks Hood, Headteacher

## **The Tenax Schools Trust - Who we are and what we stand for**

Tenax Schools Trust is a Church of England multi-academy trust (MAT) that exists to provide outstanding education in both primary and secondary schools in Kent and East Sussex. Alongside Church of England Voluntary Aided (VA) and Voluntary Controlled (VC) schools, the Trust will also include schools with no denominational ethos. While our Church of England schools place particular emphasis on teaching children and young people about Christian values, beliefs and traditions all of our schools subscribe to our underpinning educational, ethical and personal development principles. We value diversity and will preserve the distinctive local character of each school. We welcome pupils and families from all backgrounds and from all faiths and none.

Our educational philosophy derives from our founding values:

- We believe in the value and potential of every child and young person.
- We are committed to high standards of achievement and embrace a positive mind set approach that insists all students can make exceptional progress.
- We will deliver high quality teaching with a focus on achieving mastery of subjects from phonics through to the skills needed to play a musical instrument well.
- We value our staff because exceptional learning requires exceptional teachers. We provide excellent professional and career development as well as competitive employment packages. We aim to be an employer of choice
- We will provide rich additional opportunities for all to build character and develop children and young people's moral, social and cultural awareness.

The name 'Tenax' is the Latin word for 'tenacious' or 'steadfast'. We chose it because we are steadfast in our belief in the value of Church of England education, and the consequent commitment to high achievement and personal growth for all young people.

### **Partnership & Wider Contribution**

Tenax Schools Trust aims to offer schools wide opportunities for mutual support and partnership, in particular through the practical sharing of leadership, educational and pedagogical expertise, resources and joint professional development.

The Trust supports its local governing bodies in their important role of working with the headteacher of each school to ensure high standards are maintained. Local governing bodies have a central role to play in preserving the identity of each school and building and maintaining strong links to the community it serves.

In its operation across Kent and East Sussex, Tenax Schools Trust has a close working relationship with both the Diocese of Rochester and the Diocese of Chichester. Likewise, The Trust collaborates with the local authorities of Kent and East Sussex in providing excellent educational opportunities for local children and young people.

## **Bishop Chavasse Primary School Class Teacher Role Description**

**Responsible to:**           **Head of School**

**Salary Scale:**           **Main Pay Scale**

It is important that Teachers are fully aware that they uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school. At Bishop Chavasse Church of England Primary School we explicitly adhere to core Christian values. Particularly we actively promote the school values of giving our best, resilience, caring for each other and integrity.

### *General duties:*

The education and welfare of a designated class in accordance with the requirements and conditions of the most recent School Teachers' Pay and Conditions Document and the Professional Standards for Teachers; having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, any policies of the governing body. To share in the corporate responsibility for the wellbeing and behaviour of all pupils.

### *Specific responsibilities:*

Child Protection and safeguarding the welfare of our pupils are the responsibility of all staff in this school. In addition, Class Teachers will:

- Be responsible for the leadership and management of designated curriculum area throughout the school.
- Actively contribute to the creation and implementation of the School Plan, informing the SLT of the areas of strength and development for your subject through regularly reviewed action plan and staff meetings.

This job description may be amended at any time after discussion with you to reflect and anticipate needs in the school, the professional development of staff and changes in the post commensurate with salary and title.

### ***Job Specification***

You are required to carry out the duties of a school teacher as outlined in the most recent School Teachers' Pay and Conditions Document, issued by the DFE and the Professional Standards for Teachers.

### *Teaching and Learning*

The post requires you to teach all areas of the curriculum to pupils to a good or better standard.

- To establish a safe, organised and stimulating environment with displays that foster curiosity, enhanced learning and celebrate pupils' achievements.
- To plan engaging and motivating lessons and achieve progression in pupils' learning through identifying clear objectives, success criteria and next steps. Lesson content will be differentiated to meet the needs of all pupils and ensure active participation which engenders a deep love of learning.
- To promote equality and inclusion in teaching by making effective personalised provision for all; including those for whom English is an additional language, have special or additional educational needs (including Gifted or Talented), or a disability, taking into account all vulnerable groups identified by the school.
- To plan, set and assess homework in accordance with the School Homework Policy.

- To actively engage with and promote positive working relationships with all members of staff, enhancing the strong peer support structure which is deeply established within the school community. This will include high levels of engagement with internal (and external) coaching and mentoring programmes.
- To work positively with others to plan and co-ordinate planning and activities in order to ensure transition between year groups is smooth and receiving staff are given all necessary information.
- To make referrals to other staff as appropriate.
- Lessons will be judged to be consistently good or better in line with the school's basic expectations.

#### *Recording and Assessment*

- To be responsible for the attainment and progress of a class of pupils.
- To make effective use of formative, diagnostic and summative assessments and use these as a tool for raising pupil performance and overcoming barriers to learning.
- Set clear targets for pupils' learning, building on prior attainment, and ensuring pupils are aware of their own learning.
- To support and guide learners so they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners; to mark work in accordance with the school's Marking Policy and code to facilitate pupil improvement.
- To communicate effectively with parents, other stakeholders and outside agencies when required.

#### *Leadership and Management*

- All teachers are Leaders and Managers of Learning, both within and without their classroom environment.
- To prepare, develop and review the designated curriculum area Policy for which you have responsibility in consultation with the Headteacher and staff.
- Lead staff in the development of schemes of work for designated curriculum area throughout the school closely related to the requirements of the National Curriculum and in the development of our 'Curriculum'.
- To secure commitment of staff by acting as a consultant, adviser and in-service organiser, sharing knowledge and ideas as well as showing by personal example how the designated curriculum area can be used to exploit opportunities to develop pupils' personal, spiritual, moral, social and cultural development.
- To keep up to date with research, teaching methods and resources available by liaising with outside agencies, in service courses, visits, personal study, cluster and network meetings; reporting and discussing with other staff.
- To identify areas of strength and create an action plan which identifies areas for improvement, linked with the School Improvement Priorities, and be proactive in its implementation.
- To be involved in target setting and to monitor and report on standards achieved in your subject areas.
- To make recommendations regarding the ordering of resources and to manage the budget delegated to these curriculum areas.
- To provide parental interest and understanding of the teaching of the designated curriculum area across the curriculum by newsletter, website information, notice board/display or parents' workshop,

#### *Standards and Quality Assurance*

- To support the aims, ethos and policies of the school.
- To work as part of a team to raise standards and progress and ensure that the education we provide is of the highest quality.
- To know the current legal requirements, national and school policies and guidance on the safeguarding and promotion of well-being of children.
- Promote fair and consistent discipline in line with the school policy.

- To keep up to date with the philosophy, teaching methods, changes and developments in the structure of the curriculum.
- To review own teaching and impact on learners progress, attainment and wellbeing, refining approaches where necessary and being committed to coaching and mentoring support.
- To participate in staff meetings and be a positive role model to others.
- To be punctual and smartly dressed.
- To respect the confidentiality of records and information regarding pupils, parents and other stakeholders.
- To liaise with outside agencies, attend relevant courses and actively seek ways of benefiting from collaboration.

#### *Ex-Curricular Responsibilities*

- To take part in the wider life of the school, including extending learning through out of school contexts, the running of a subject specialist club, attending some PTFA events, or by exploiting an area of personal interest. This may be seasonal or for the duration of one term.
- Liaise with colleagues and other stakeholders in a flexible and professional manner

#### *Curriculum areas and responsibilities*

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Each holder of a post of responsibility should ensure by consultation that their area of responsibility receives adequate consideration during the course of the year.

Since there is considerable overlap in the areas of responsibilities, it is expected that each person with specific responsibility can look to other members of staff for support and advice in the carrying out of that responsibility.

There is an expectation that all staff will support and maintain whole school achievements and awards.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.



## **Bishop Chavasse Primary School Class Teacher Person Specification**

Applications for the above post will be short listed on the basis of the following criteria and should show, with relevant examples where appropriate, how they meet the requirements detailed:

### **Essential**

Qualifications:

- Possession of a recognised teaching qualification
- Evidence of ongoing commitment to continued professional development

Teaching and learning:

- Excellent classroom practitioner who can lead by example
- Successful experience of working with pupils with a wide range of abilities.
- Ability to monitor and evaluate the quality of teaching and learning, to ensure high standards.
- Sound understanding of the current Code of Practice for SEND and principles of inclusion.
- Ability to demonstrate knowledge and understanding of current educational issues.

Children:

- Overriding commitment to providing the best education to each individual child in an environment where all are committed to safeguarding the welfare of children.
- Flexible, positive, sensitive and open to the needs of children, their families and the community.

Professional Behaviours

- Ability to demonstrate a range of outstanding, interpersonal and communication skills with pupils, parents, colleagues and professionals.
- Enthusiastic with a commitment to the school's Christian vision and values
- Ability to work collaboratively with colleagues from other disciplines
- To have competent ICT skills

Personal Qualities

- Resilience
- Resourceful
- Empathetic
- Enthusiastic
- Organised

### **Desirable**

- Ambition to further career
- Ability to demonstrate significant impact upon school improvement through subject leadership

## Guidance Notes for Applicants

### Applications

Please submit your completed application by **Thursday 1<sup>st</sup> June 2023**. Candidates will be invited to **interviews 8<sup>th</sup>-9<sup>th</sup> June 2023**.

We encourage you to attend a visit of our school before you apply. Any applicants who would appreciate an **informal discussion** with Mrs Sacha Strand, Executive Headteacher or Head of School, Mrs Becks Hood should email to book a mutually convenient time for a school tour or conversation. Please contact Nicola Stanton: [recruitment@bishopchavasseschool.org.uk](mailto:recruitment@bishopchavasseschool.org.uk) or telephone 01732 676040.

### Start date

These posts are offered to start on 1<sup>st</sup> September 2023. Successful candidates may be asked to attend transition activities. This will be discussed at interview stage.

### Application Form

It is imperative that the application form is completed in full and where possible, electronically signed. As you will be submitting your application form electronically, you will also be asked to sign the form should you be invited to interview. Submission of an electronic application, whether signed or unsigned, will be considered to be a declaration that the form is complete and accurate.

### Supporting Statement

The application form asks for a statement in support of your application. The selection panel will look to see how well you have focused your application on the school and the Trust's overarching vision and we would strongly encourage you to share with us what drives and motivates you as an individual, particularly in respect of your own teaching experience, and how you would apply this in the context of a brand-new school.

In addition, it will be important to relate your skills and knowledge to the person specification with supporting evidence that demonstrates how you meet the range of criteria.

### Referees

As part of our commitment to Safer Recruitment practices we will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post, and will always ask employers to comment on an applicant's suitability to work with children. If you have been employed in your present school for less than three years, the governing body may wish to seek further supporting information from your previous employer(s).

## **Qualifications**

If you are invited to interview you will be asked to bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications.

The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved any other professional qualifications e.g. National Qualification for Middle Leaders (NPQML) or SEN qualifications, please bring copies of these certificates to the interview.

## **Medical Information and Disclosure and Barring Service (DBS) Disclosure**

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust's Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer. This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

## **Childcare Disqualification Regulations 2009**

Teachers working regularly with pupils in Year R are covered by the Childcare Disqualification Regulations 2009. The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate may be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2009 Regulations.

If the preferred candidate is found to be disqualified under the 2009 Regulations, the offer of employment may be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted. Full guidance from the Department for Education about the Childcare Disqualification Regulations, the posts to which the regulations apply, and the criteria for disqualification can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/528473/Disqualification\\_under\\_the\\_childcare\\_act\\_June2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/528473/Disqualification_under_the_childcare_act_June2016.pdf)

## **Eligibility to Work in the UK**

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)