



**TEMPLE GROVE
ACADEMY**



Teacher

**Information for Candidates
2023**

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

Introduction from the Consultant Headteacher



Dear Applicant,

Thank you for your interest in working at Temple Grove Academy.

Temple Grove Academy is an Ofsted rated 'Good' school, September 2019. It is a very happy school in which all children feel secure and confident. Children are encouraged to develop positive attitudes towards learning and to achieve high standards in all that they do.

We are extremely fortunate at Temple Grove to have a team of caring and highly motivated staff, who provide an exciting and stimulating environment in which all children can be provided with a wealth and variety of learning experiences. These experiences will help them develop their basic skills, concepts and social attitudes alongside their emotional, physical and intellectual development.

Our goal is to help all children develop lively enquiring minds, good personal relationships and the knowledge and skills for the ever-changing technological and multi-cultural world in which we live. To achieve this, self-discipline and tolerance of others, their cultures and races are encouraged at all times. We recognise the importance of good home-school links and of the partnership with parents.



Isabel M Ramsay
Consultant Headteacher
Temple Grove Academy

Our Ethos and Values



Try. Grow. Achieve

At Temple Grove we strive to all ensure the best outcomes for all pupils. As part of this children receive a unique offering:

- Wider curriculum offering – Science, French, Sports and Art
- Computing with Purple Mash
- PSHEC with SCARF
- Music with Charanga
- Links to other schools locally and nationally
- Forest school
- Extensive grounds, onsite pond area, amphitheatre



Job Profile



Post Title: Class Teacher ECT

Salary and Grade: Main Pay Scale

Line Manager(s): The Headteacher, members of the Senior Leadership Team and the Governing Body

Supervisory Responsibility: The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

Main Purpose of the Job:

- Be responsible for the learning and achievement of all pupils in the class(es), ensuring equality of opportunity for all;
- Be responsible and accountable for achieving the highest possible standards in work and conduct;
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils;
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012);
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Duties and responsibilities:

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the school.

Teaching:

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach to a good/outstanding level;
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate;
- Be accountable for the attainment, progress and outcomes of pupils' you teach, ensuring all pupils make at least good progress;
- Be aware of pupils' capabilities and prior knowledge to inform planning, differentiation and adaptations, demonstrating knowledge and an understanding of how pupils learn;
- Have a clear understanding of the needs of all pupils, including those with special educational needs, those that are gifted and talented in specific areas, those with English as an additional language and those with SEND, and be able to use and evaluate distinctive teaching approaches to engage and support them;
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, including the correct use of spoken English;

Job Profile



Teaching Cont.:

- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics;
 - Co-ordinate activities and resources within a specific area of the curriculum and support colleagues in the delivery of this specialist area;
 - Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment;
 - Make accurate and productive use of assessment to secure pupils' progress;
 - Give pupils regular feedback, both orally and through marking, and encourage pupils to reflect on the feedback given and be proactive in implementing said feedback in future lessons;
 - Use relevant data to monitor progress, set targets, and plan subsequent lessons;
 - Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- consistently and fairly;
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils;
 - Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary;
 - Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils;
 - Have high expectations of behaviour, promoting self-control and independence of all learners;
 - Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document;
 - Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns, following school protocol/procedures;
 - Comply with health and safety policies and the undertaking of risk assessments where appropriate.

Behaviour and Safety:

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards both
- Team working and collaboration:
- Participate in any relevant meetings/professional development opportunities at the school which relate to the learners, curriculum or organisation of the school, including pastoral arrangements and assemblies;

Job Profile



Team working and collaboration Cont.:

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them;
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and - where appropriate - threshold assessments;
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil;
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school;
- Take part in school events and activities, some of which may take place in evenings or weekends.

Fulfil wider professional responsibilities:

- Work collaboratively with others to develop effective professional relationships;
- Deploy support staff effectively as appropriate;
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate;
- Communicate and co-operate with relevant external bodies;

- Keeping up to date with changes and developments in Primary education;
- Make a positive contribution to the wider life and ethos of the school.

Administration:

- Register the attendance of and supervise learners before, during or after school sessions as appropriate;
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.

Professional development:

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary, responding to advice and feedback from colleagues;
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal;
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

Other:

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality;
- Perform any reasonable duties as requested by the Headteacher.

Person Specification



CRITERIA	QUALITIES	ESSENTIAL	DESIREABLE
Qualifications and experience	<ul style="list-style-type: none"> • Good General Education including English and Maths GCSEs • Qualified teacher status (QTS/QTLS) • Degree • Successful primary teaching experience (ECTs welcome) • Safeguarding Awareness training • First Aid qualification or willingness to obtain one 	✓ ✓ ✓ ✓	 ✓ ✓
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of the latest National Curriculum • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Ability to use own initiative and work flexibly to plan, prioritise and manage a workload in an environment of regular and critical deadlines • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills, particularly using ICT to support learning 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Proven experience of ability to work calmly, accurately, and professionally under pressure • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Act with integrity, loyalty, and fairness at all times • Good time management • Trustworthy and approachable 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

Application and candidate selection process: our candidate charter



We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.



In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.



Safer recruitment in education: information for applicants



Temple Grove Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- Temple Grove Academy application form

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.



Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

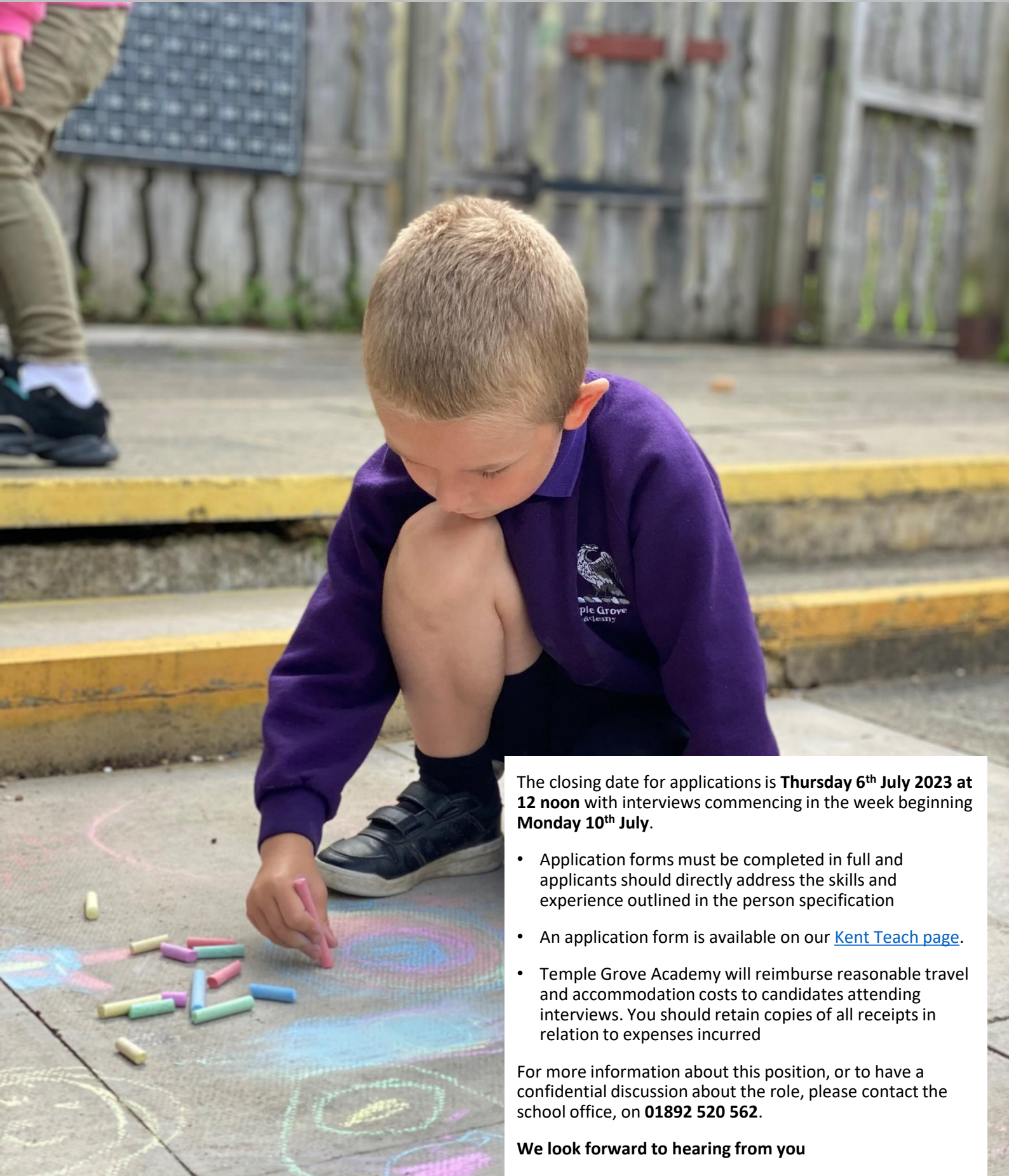
If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues, related to suitability to work with children.

Pre-employment checks

- an enhanced DBS check is required for all successful applicants;
- prohibition and overseas checks will also be completed if necessary.

How to Apply



The closing date for applications is **Thursday 6th July 2023 at 12 noon** with interviews commencing in the week beginning **Monday 10th July**.

- Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification
- An application form is available on our [Kent Teach page](#).
- Temple Grove Academy will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred

For more information about this position, or to have a confidential discussion about the role, please contact the school office, on **01892 520 562**.

We look forward to hearing from you



Temple Grove Academy
Friars Way
Tunbridge Wells
Kent TN2 3UA

01892 520562
office@templegroveacademy.com
www.templegroveacademy.com