

# Godinton Primary School



**Casual Supply Teacher**  
**EYFS, KS1 & KS2**

**Candidate Information Pack**

# Casual Supply Teacher

Year Group – EYFS, KS1 & KS2

Start Date – As soon as possible

Applications – To be made via Kent Teach

Closing Date – 17th October 2025

Interviews – To be confirmed



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**Headteacher Welcome** – Thank you for your interest in our vacancy.

We know that moving to a new job can be a daunting prospect so we hope this information pack will give you a taste of what life is like at Godinton and an insight into the things that are important to us.

Our school has grown in size over the past 40 years and now serves as a two form entry primary school for the surrounding area. Our grounds are amazing, with plenty of field space for outdoor learning – we even have our own woodland which is perfect for Forest School. Although we are not a swanky new build with modern features to boast, we love our school and take great pride in ensuring it is well kept and maintained to provide an environment,

which allows all within it to thrive and grow. It is full of amazing children with an eagerness to learn and fabulous teachers and support staff who encourage them to do so and support them in all aspects of their development.

So, when you step inside our school, you will find an exciting environment of creativity and discovery, where children's natural curiosity is stimulated and their capacity to learn is nurtured. We are very proud of our ethos, which provides a supportive, family atmosphere with an emphasis on ensuring that our children are happy and confident individuals who love coming to school.

At Godinton Primary School, our team works hard to provide every child with a well-rounded education, enabling them to reach their full potential and succeed wherever their strengths and skills may lie. We strive for academic excellence in our pupils but believe that this should be delivered alongside an enriching, fun and creative curriculum.

All members of our team are very much valued at Godinton. Whatever their role, they have a vital part to play in our school and do so with lots of smiles and laughter.

I am very proud to be the headteacher of this truly special school. If you like our ethos and would like to be part of a brilliant and caring team, then please do apply to join the Godinton family. Jill Talbot, Headteacher.

# Staff Wellbeing

Working in any school is tough, there are many pressures and demands placed upon staff and with growing pupil need and not always the funding to support this, the challenges are growing – we get it! That is why the Senior Management Team, along with a supportive Governing Body are so committed to the wellbeing of the team.

We care about our staff and aim to promote a happy, supportive and caring atmosphere.

Some of the ways we do this are:

⇒ We are committed to the DfE Well-Being Charter

⇒ We have a Wellbeing Policy which includes (and lots more):

- A Wellbeing Day each year for all staff

- Free Flu Vaccinations for all staff

- Free Eye Tests (dependent on job role)

- Two Wellbeing Weeks each year (no clubs, no meetings – just an early finish)

- Support Line offering 7 face to face counselling sessions

- Access to Kent Rewards

- Free Lunch for staff involved in parents evenings or other events that have a later finish

⇒ We are fully aware of our obligations to support Flexible Working and already offer this in a number of ways, such as, though job share positions for some of our teaching staff, part of PPA days can be worked at home. Some support staff are able to work their contracted hours over 4 days to allow for a day off during the week.



- ⇒ A supportive induction process which will ensure you have all the necessary knowledge to begin your career with us.
- ⇒ Staff breakfast treats
- ⇒ Recognition of staff birthdays.
- ⇒ Surprise gifts will occasionally await you to celebrate the start of a new term or to reward your dedication and commitment at the end of a term.



# Pupil Wellbeing

Positive pupil mental health and wellbeing is at the heart of everything we do.

Our supportive and caring school ethos and our clear set of values where kindness and respect are valued, helps children to feel emotionally safe.

We do this by:

- ⇒ Helping children to understand their emotions and feelings better
- ⇒ Helping children feel comfortable sharing any concerns or worries
- ⇒ Helping children socially to form and maintain relationships
- ⇒ Promoting a positive self-esteem and ensure that all our children know that they are important and feel proud of their achievements
- ⇒ Encouraging children to be confident and 'dare to be different'

We promote pupil voice and opportunities to participate in decision-making, we do this through our Mini Management Team, House Captains, Kindness Ambassadors, Sports Leaders and through discussions with the Headteacher at tea parties.

We have safe spaces in school dedicated to the promotion of positive wellbeing. Our 'Den' offers a wonderful space for time to be spent with our pastoral teaching assistant as does our Nurture room where children can visit the fish, and take part in a number of activities from cooking to gardening.

We are very proud to have the National Nurturing Schools Award (NSSA)



We also have trained staff in the following areas:

- ⇒ Rainbows Bereavement Co-ordinator
- ⇒ Emotional Learning Support Assistant (ELSA)

We support mental health and wellbeing in a vast number of ways, by raising awareness during assemblies and having open discussions during lessons. Classrooms are a safe space and interventions are used, such as worry boxes/worry monsters and circle time. We have the Godinton Superheroes where our staff will offer a regular light touch support approach to some of our vulnerable children.



# Safeguarding

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. This post is subject to an enhanced DBS Disclosure, satisfactory references and 'pre-employment health screening'.

In accordance with Keeping Children Safe in Education (latest version) you will find the following links to our Child Protection (Safeguarding) Policy and Recruitment and Employment of Ex Offenders.

<https://godinton.kent.sch.uk/media/8153/child-protection-safeguarding-policy-2024-25.pdf>

<https://godinton.kent.sch.uk/media/8164/recruitment-and-employment-of-ex-offenders-policy-2024.pdf>

All applicants shortlisted for interview are required to complete a self disclosure form and will be subject to an online search (this does not form part of the shortlisting process itself). All candidates will have the opportunity to address any issues of concern resulting from the search.

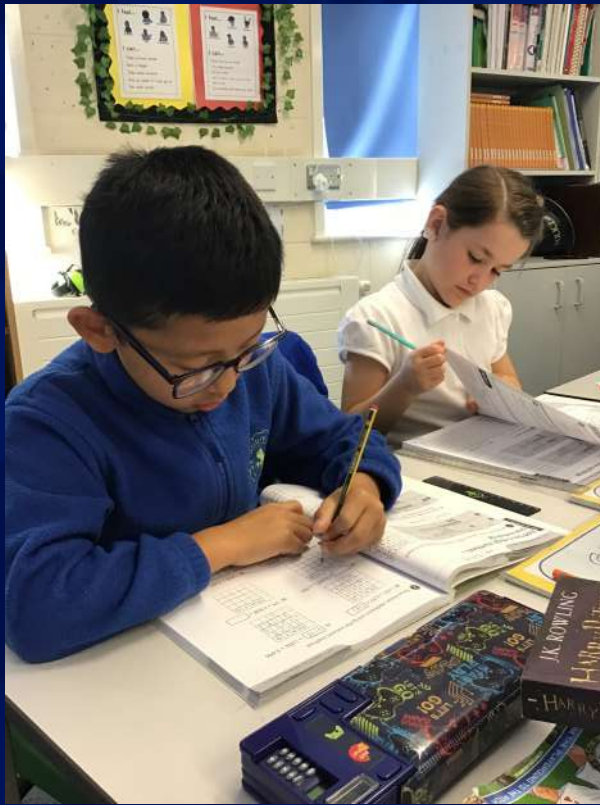


# Our Lovely School





Our Lovely



School



## Godinton Primary School

### Job Description

**POST**                      **Class Teacher**

**RESPONSIBLE TO:**      **Head of School**

#### **JOB SUMMARY:**

To carry out the professional duties of a teacher, as circumstances may require and in accordance with the school's policies, under the direction of the Headteacher.

#### **Duties:**

- To plan, prepare and deliver lessons to an allocated class or set of pupils in such a way as to bring about a progression of their learning;
- set tasks which challenge students and ensure high levels of interest;
- be aware of and make provision for students who are **AEN/SEN**, very able, **CIC** or who have other particular individual needs;
- contribute to or construct relevant plans, for example provision maps or behaviour support plans
- provide clear structures for lessons maintaining pace, motivation and challenge;
- make effective use of assessment and ensure coverage of programmes of study;
- maintain discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- evaluate own teaching critically to improve effectiveness;
- ensure the effective and efficient deployment of classroom support;

ensure the effective and efficient deployment of classroom support;  
assess record and report on the development, progress and attainment of pupils as required.  
mark and monitor students' work, provide verbal feedback and set targets for progress;  
prepare and present informative reports to parents;  
be familiar with statutory assessment procedures;

**Other Activities:**

Communicating and consulting with the parents of pupils;  
Participating in meetings which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.  
operate at all times within the stated policies and practices of the school;  
establish effective working relationships and set a good example through their presentation and personal and professional conduct;  
having regard for the need to safeguard pupils' well-being at all times;  
co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;  
contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;  
keep up to date with technology required to complete duties;  
take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools;  
take responsibility for own professional development and duties in relation to school policies and practices;  
work collaboratively as part of a school team;



### **Staff Development/Training/Reviews/Meetings:**

Participating in a scheme of staff development and performance review.

Reviewing from time to time his/her methods of teaching and programmes of work;

Evaluating teaching critically and using this evaluation to improve effectiveness.

### **Curriculum Development:**

Have lead responsibility for a subject or aspect of the school's work and develop plans for its development and / or maintenance;

Work collaboratively as part of a curriculum team.

### **Discipline, Health and Safety:**

Maintaining good order and discipline among pupils in accordance with the policies of the employing authority and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

### **General:**

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the terms and conditions of the current School Teachers' Pay and Conditions Document, the Conditions of Service for School Teachers in England and Wales (The Burgandy Book), as supplemented by Kent County Council's locally negotiated conditions (The Blue Book), the Teachers' Standards 2012 and other current legislation.

This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A.

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.

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 you.

**THIS JOB DESCRIPTION MAY BE AMENDED UNDER MUTUAL NEGOTIATION BETWEEN EMPLOYER AND EMPLOYEE.**

Signed:

EMPLOYEE

Date:

Signed:

HEADTEACHER

Date:



**Godinton Primary School**  
**Person Specification – Class Teacher**

| Essential                    | Desirable                                                                                                                                                                                                                                                                                                                                                            | Evidenced through                                                  |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Knowledge and Qualifications | <p>Qualified Teacher Status</p> <p>Evidence of continual professional development that is relevant and appropriate to the post</p> <p>Very good knowledge of pedagogy, and research, initiatives and technologies in learning and child development</p> <p>Knowledge of the full national curriculum with particular interest and expertise in at least one area</p> | <p>Application/CV</p> <p>Documentary evidence</p> <p>Interview</p> |



Knowledge and  
Qualifications

Essential

A good knowledge of  
emerging technology and  
the use of ICT to  
enhance learning and  
engage pupils

Understanding of  
statutory assessment  
procedures

Understanding of  
assessment for learning  
and its use to raise  
standards

Current knowledge of  
Safeguarding legislation  
and government guidance  
relevant to the position

Desirable

Evidenced through



## Skills

### Essential

Demonstrate evidence of the skills required to be an excellent classroom practitioner

Ability to challenge and differentiate teaching and learning for pupils of all abilities and needs

A skilful communicator with strong, interpersonal and presentation skills, both verbal and written

Ability to make learning exciting, relevant and cross curricular

### Desirable

Ability to analyse data for the effective monitoring and assessment of pupil performance and target setting

Creative and innovative approach to using the latest technologies within the curriculum for enhanced pupil learning

### Evidenced through

Application/CV

Interview

Presentation

References

## Skills

### Essential

Ability to create a vibrant, collaborative, happy and challenging learning environment

Ability to plan and implement a cohesive, creative and innovative curriculum

### Desirable

### Evidenced through

## Experience

### Essential

Experience of successfully raising attainment and increasing pupil progress

Experience of systematically assessing, monitoring and evaluating pupil attainment, and adjusting provision, in order to accelerate progress

### Desirable

Experience of teaching in a range of schools with different contexts

Experience of collaborative working with multi-agencies for the benefit of the pupils

### Evidenced through

Application/CV

Interview

References



## Experience

### Essential

Experience of collaborating and building effective relationships with parents, carers, colleagues and the wider community

Successful experience of teaching children with **SEND** and other vulnerable groups

### Desirable

Experience of participating in extra-curricular activities, residential and local visits to enrich learning experiences

Experience of being inspected by **OFSTED**

### Evidenced through

- Experience is expected to be commensurate with length of service and we will therefore not expect to see all of the above for any **ECT** applications



## Essential

## Desirable

## Evidenced through

### Personal attributes

Enthusiastic, positive and approachable, with the presence to inspire confidence and trust, combined with a love of teaching and seeing children progress and develop

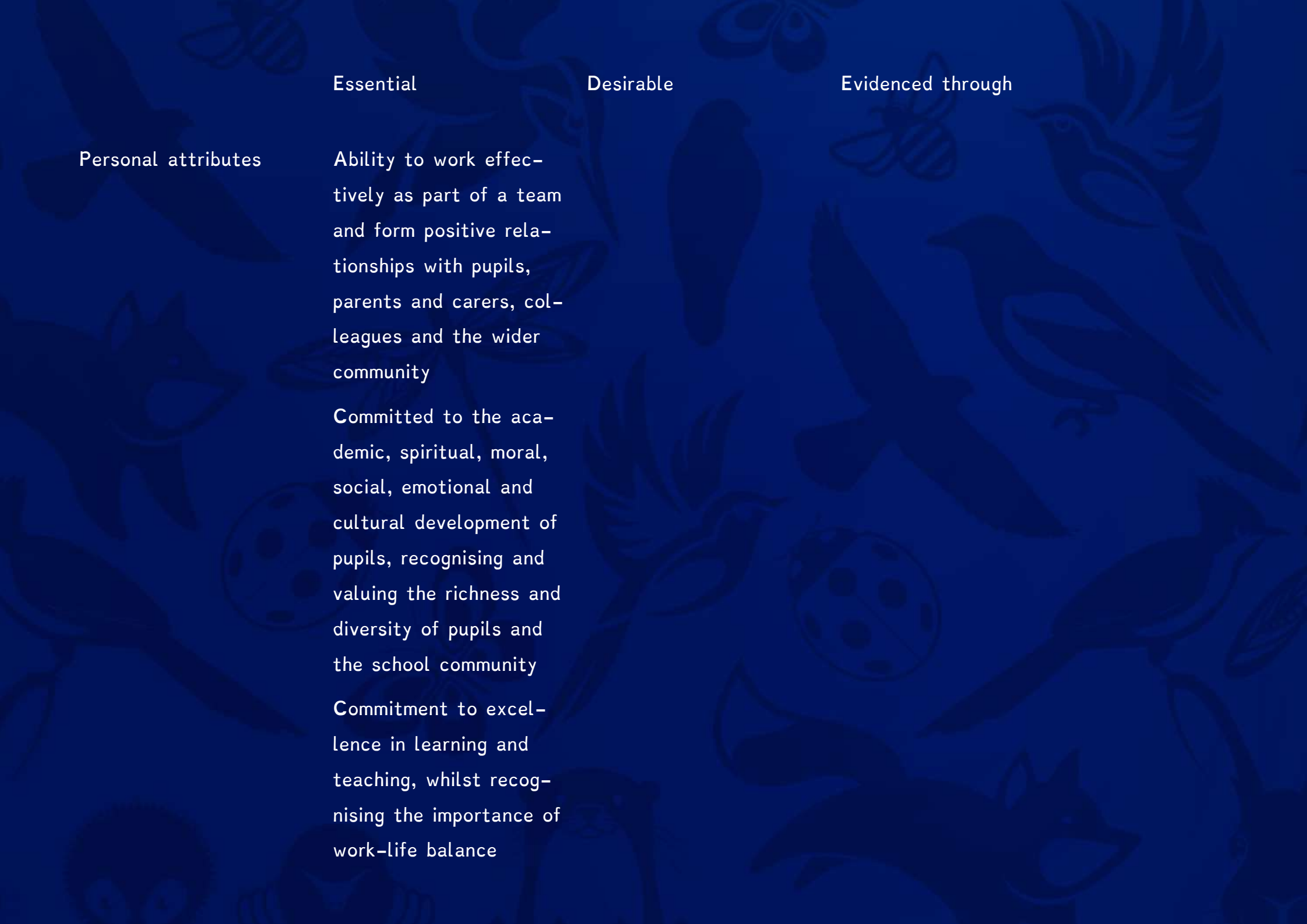
Strong working ethos with a high level of commitment to the school, its ethos and its values; welcomes accountability to a wide range of groups

Interview

Presentation

References





Essential

Desirable

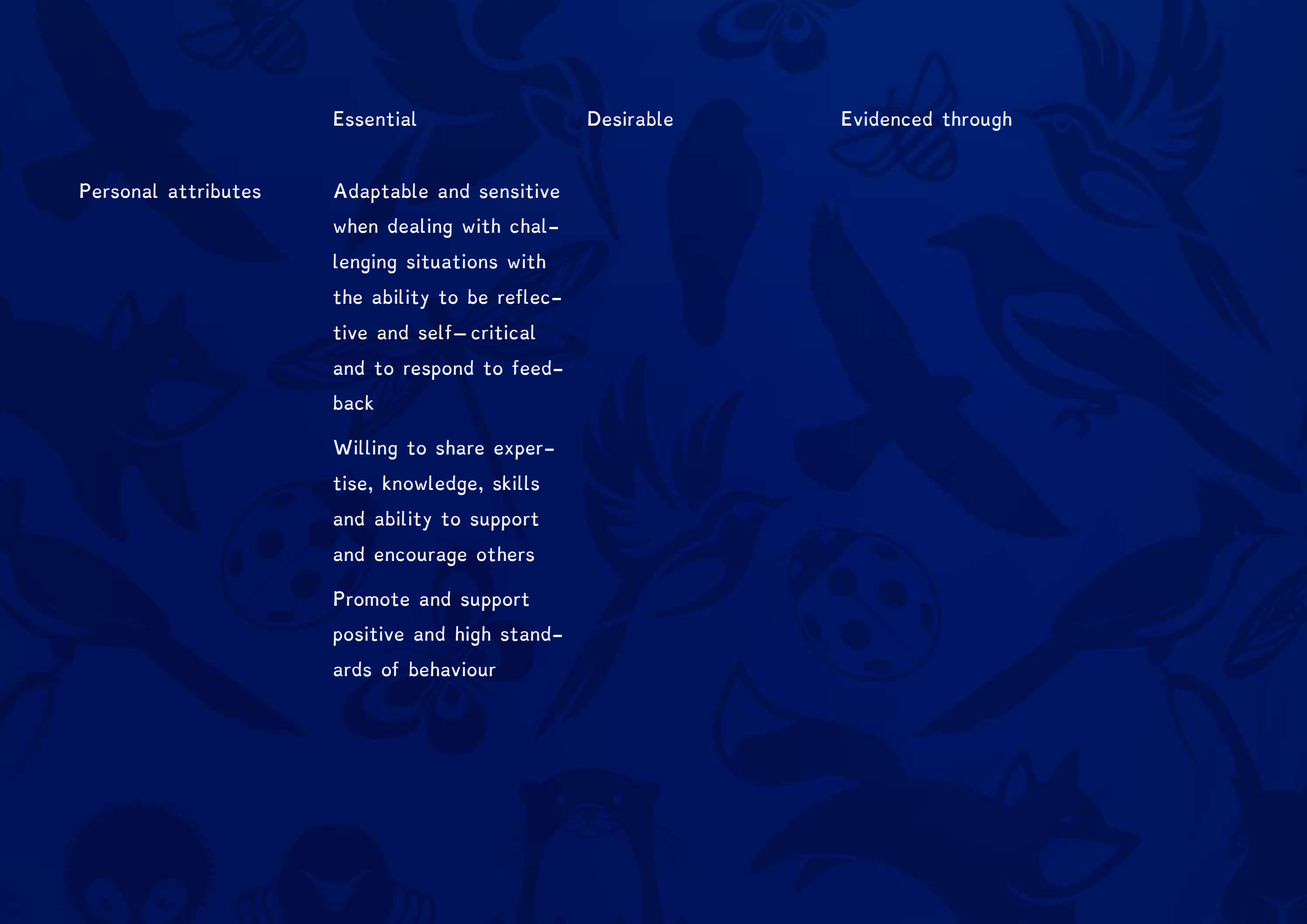
Evidenced through

Personal attributes

Ability to work effectively as part of a team and form positive relationships with pupils, parents and carers, colleagues and the wider community

Committed to the academic, spiritual, moral, social, emotional and cultural development of pupils, recognising and valuing the richness and diversity of pupils and the school community

Commitment to excellence in learning and teaching, whilst recognising the importance of work-life balance



|                     | Essential                                                                                                                                                                                                                                                                                                                   | Desirable | Evidenced through |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------|
| Personal attributes | <p>Adaptable and sensitive when dealing with challenging situations with the ability to be reflective and self-critical and to respond to feedback</p> <p>Willing to share expertise, knowledge, skills and ability to support and encourage others</p> <p>Promote and support positive and high standards of behaviour</p> |           |                   |



# What our colleagues say about working at Godinton Primary School, past and present

- ◇ I joined the Godinton team in 2012. I was only supposed to be here for a year! The advert detailed the wonderful family feel of the school – I thought it's too big to feel like a family. How wrong I was, I felt warmth and support from the moment I walked through the door, from everybody. Hence I'm still here!
- ◇ I would definitely recommend Godinton as a place to work, staff are well supported and kept up to date on all areas of school life.
- ◇ I love that staff are listened to, I understand that not every request can be granted or that there is a fix for every problem. The open door policy however, allows you to share concerns and if changes can be made, they are. I have never felt that I can't speak up.
- ◇ My colleagues are brilliant, they are supportive and always happy to help.
- ◇ The children really are at the heart of everything the school does and the whole team strive to ensure that their primary school years are some of the very best of their lives.
- ◇ The team are amazing! We all work hard together, we laugh together, we've shed a tear together. I've not experienced such a great bunch of colleagues in any other school.



Thank you for your interest in our school and vacancy, if you have any questions, do please contact Claire Williams  
our School Business Manager