

# TEACHER

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## VACANCY

**The Oaks Infant School**  
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**The Oaks** Infant School

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# Dear Applicant

Thank you for expressing an interest in joining us at The Oaks Infant School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

Although we have 90 children in every year, we are still able to offer a unique experience for every child. We have very high standards; academically, socially and for each individual's personal development. Our emphasis is placed on offering a creative, meaningful and bespoke curriculum which excites and enthuses our children, drawing on their innate curiosity and thirst for independent learning. We capitalise on children's love of the outdoors and have developed wonderful outdoor learning environments. These are an intrinsic part of our provision, intertwined with our curriculum which has been designed on the philosophy that children of infant age should be learning through doing, exploring, play and creation and with the needs of each evolving cohort in mind. The foundation of our success is a happy, kind and respectful school community who work together to ensure the best possible experience and outcomes for each individual. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at The Oaks Infant School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: [www.theoaksinfantschool.co.uk](http://www.theoaksinfantschool.co.uk) or contact the office: [admin@oaks.kent.sch.uk](mailto:admin@oaks.kent.sch.uk) (t: 01795 423619).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Mrs Jenny Wynn  
Head of School



Mrs Catherine Hurst  
Executive Headteacher



**Advert**

Job Title: Teacher

Grade: MPS

Thursday & Friday, 0.4 FTE

This is a fabulous opportunity for a dedicated and organised person to join the school team at The Oaks Infant School which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic and experienced Teacher to join the school's successful and supportive team. This role may be suitable for either an ECT or a Qualified Teacher who are looking for a new challenge however we encourage anyone to apply who feels they have the necessary skills and abilities to fulfil the role.

The Oaks is one of ten schools within Our Community Multi Academy Trust. We are a three form entry infant school, with a nursery and Specially Resourced Provision with 320 pupils on our roll, with an excellent reputation in the local community.

Our Community Multi Academy Trust believe that our people are our biggest asset.

**We can offer you:**

- The opportunity to work in an excellent school and to contribute to its growth and development
- Students who enjoy learning
- A stable and committed staff team determined to give our students the best possible opportunities
- A supportive and committed board of Governors and Directors
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will:

- a commitment to working within a supportive and collaborative team where we are passionate about educational philosophy and pedagogy
- an ability to develop positive, meaningful and productive relationships with pupils and strong links with their parents
- Respect confidentiality and the potential sensitivities of working in a school
- Have experience working in a school or early years setting
- Knowledge and understanding of effective ways to enable inclusive education
- Be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum
- A commitment to supporting continued professional development

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks which include online checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact Jenny Wynn, via telephone on 01795 423619, or [headteacher@oaks.kent.sch.uk](mailto:headteacher@oaks.kent.sch.uk).

## Job Description

The Oaks Infant School – Teacher

Permanent position: 2 days per week

### **JOB PURPOSE AND RESPONSIBILITIES:**

The education and welfare of a designated class/group of pupils in accordance with the requirements of the current School Teachers' Pay and Conditions Document and Professional Standards for Teachers. Due regard will also be given to the school's aims and objectives and Schemes of Work, and any policies of the Trust and Local Monitoring Council.

Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

### Key duties and responsibilities

- To inspire pupils, promoting a positive, stimulating approach to learning
- To lead by example, providing a good professional model as a classroom practitioner
- To communicate high expectations and ambition to children in their work and attitude
- To maintain good order and discipline amongst pupils, in accordance with the school's behaviour and anti-bullying policy
- To plan, prepare and implement an appropriate programme of work for the children which:
  - takes account of individual needs through scaffolding and encourages children to be confident, independent, lifelong learners
  - is in line with the year group team
  - promotes their social, moral, spiritual and cultural development
  - fulfils the National Curriculum or EYFS Curriculum
  - is in line with school policies
- To assess and evaluate children's work so that it informs future planning and makes their next steps in learning clear
- To contribute positively to a whole school ethos of improvement and challenge
- To work with the year group team to ensure the appropriate curriculum for these children.
- To foster effective working relationships with the team and wider year groups.
- To have a positive working relationship with the job-share teacher that maintains consistency for the children.
- To have pastoral care of the teaching group, within the school ethos, by:
  - being a good role model for the children in all personal qualities
  - fostering the positive self-image of each child through praise and encouragement
  - respecting each child and ensuring that the children know they are valued
- To take an active part in meetings/working groups relevant to the age range that you are teaching

- To keep parents of the children within a group or class informed of their child's needs and progress within both the formal structure of the school's reporting format and informally when required
- To take every reasonable step to ensure the safety of the children, especially in activities such as PE, educational visits and practical activities and to report any health and safety issues or concern to the senior leaders or the Health and Safety representative
- To alert the Designated Safeguarding Leads to any cause for concern (following safeguarding protocols) and use the expertise of senior and other colleagues for professional advice and support
- To actively promote and implement whole school policies and to support initiatives decided by the senior leaders and other colleagues
- To be actively engaged in the school and Trust programmes of continuing professional development, both inhouse or via our external collaborations.
- To be responsible for the coordination and development of a subject throughout the school. (An ECT would not be expected to be responsible for this during their first year).
  - To keep yourself and colleagues abreast of current subject developments and the subject needs of children as related to other aspects of the Curriculum.
  - To review and update as necessary the policy and guidelines through consultation and discussion with colleagues.
  - To liaise with their equivalent subject leads across the Trust.
  - To maintain a subject leader expectation document.
- Maintain confidentiality and discretion in all aspects of work
- Any other work requested by, and deemed appropriate by, strategic leaders

This job description explains the main duties and responsibilities of the post but each individual task undertaken may not be identified. It should be read in conjunction with the Professional Standards for Teachers in Appendix 1.

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 job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually

Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children. This role is subject to an enhanced DBS check.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Person Specification

	Essential	Desirable
Qualifications & Knowledge	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of continual professional development that is relevant and appropriate to the post</li> <li>• Very good knowledge of pedagogy (particularly child-led learning), and research, initiatives and technologies in learning and child development</li> <li>• Knowledge of the National Curriculum and EYFS Curriculum</li> <li>• Understanding of statutory assessment procedures</li> <li>• Understanding of assessment for learning and its use to raise standards</li> <li>• Current knowledge of safeguarding legislation and government guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of equality and health and safety legislation within the context of school compliance</li> <li>• An understanding of the role of parents and the community in school improvement and how this can be promoted and developed</li> <li>• A good knowledge of emerging technology and the use of ICT to enhance learning and engage pupils</li> <li>• Paediatric First Aid trained</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Demonstrable evidence of the skills required to be an excellent classroom practitioner</li> <li>• Ability to challenge and adapt teaching and learning for pupils of all abilities and needs</li> <li>• A skilful communicator with strong, interpersonal and presentation skills, both verbal and written</li> <li>• Ability to make learning exciting, relevant and cross curricular</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to analyse data for the effective monitoring and assessment of pupil performance and target setting</li> <li>• Creative and innovative approach to using the latest technologies within the curriculum for enhanced pupil learning</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of successfully raising attainment and increasing pupil progress</li> <li>• Experience of systematically assessing, monitoring and evaluating pupil attainment, and adjusting provision, in order to accelerate progress</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching in a EYFS or KS1</li> <li>• Experience of collaborative working with multi-agencies for the benefit of the pupils</li> <li>• Experience of participating and in extra-curricular activities, local visits to enrich learning experiences</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of collaborating and building effective relationships with parents, carers, colleagues and the wider community</li> <li>• Successful experience of teaching children with SEND and other vulnerable groups</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of being inspected by OFSTED</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Enthusiastic, positive and approachable, with the presence to inspire confidence and trust, combined with a love of teaching and seeing children progress and develop</li> <li>• Strong working ethos with a high level of commitment to the school, its improvement, its ethos and its values; welcomes accountability to a wide range of groups</li> <li>• Ability to work effectively as part of a team and form positive relationships with pupils, parents and carers, colleagues and the wider community</li> <li>• 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</li> <li>• Commitment to excellence in learning and teaching, whilst recognising the importance of work-life balance</li> <li>• Adaptable and sensitive when dealing with challenging situations with the ability to be reflective and self-critical and to respond to feedback</li> <li>• Willing to share expertise, knowledge, skills and ability to support and encourage others</li> <li>• Promote and support positive and high standards of behaviour</li> </ul>	

	<ul style="list-style-type: none"><li>• A commitment to collaborative working both within the Trust and the wider educational community</li></ul>	
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# Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



# OCMAT Leadership Principles

## **The Inclusive Leader:**

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

## **The Compassionate Leader:**

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

**The Community Leader:**

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

**We will ultimately achieve this through being Collaborative leaders**

**The Collaborative Leader:**

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

## Our Schools

### Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

## Trust Central Team

### Central Support Team

*(based at Lynsted & Norton Primary School)*

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

# The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact [trusthr@ocmat.org.uk](mailto:trusthr@ocmat.org.uk) for a paper application form.

# The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

## Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: [www.ocmat.org.uk](http://www.ocmat.org.uk)



Mr David Whitehead, CEO, Our Community Multi Academy Trust  
 c/o Lynsted & Norton Primary School  
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