



# new wave federation

APPLICATION PACK  
CLASS TEACHER



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## Welcome Letter from the Executive Headteacher

Dear Applicant,

Thank you for your interest in our advert for the post of Class Teacher working within The New Wave Federation. The schools within the Federation are Grazebrook Primary School based in Stoke Newington, Shacklewell Primary School based in Dalston and Woodberry Down Community Primary School based in Manor House. The New Wave Federation was created in March 2016. Our schools federated after forming long term partnerships sharing expertise of best practice in all areas of education. We are very excited about this continued opportunity to raise standards and share our learning experiences. We are delighted that you would like to be part of this and welcome you to join us as we embark on this journey.

This pack has been put together to help you with the application process. If you would like to visit the schools for a tour and learn more about the federation we are happy for you to contact us. If you have any questions that you would like to ask please do contact **Mrs Lisa Langley, PA to the Executive Headteacher on 020 8802 4051.**

The role requires someone who is passionate about children's learning and who has a rich knowledge and understanding of how learners learn. The right person will be someone who is up to date with 21st century education, who can use new technologies and who is creative and resourceful. Our parents and carers want the very best education for their children and so do we.

The successful applicant will demonstrate that they are excellent practitioners with a creative approach, are committed to the delivery of high quality teaching and learning, have high expectations, possess excellent communication and interpersonal skills, are good team members.

We can offer you schools which are popular and well resourced, have a friendly and dedicated staff with good opportunities for development.

Our schools are vibrant, diverse and inclusive. There are challenges but also great rewards in the work here. If you are an effective communicator, have vision, energy and believe that every child can and will succeed, we would like to meet you.

Kind regards,



Mrs Nicole Reid  
Executive Headteacher

**New Wave Federation  
Performance Information 2017/18**

	<b>Foundation Stage</b>				<b>Key Stage 1 Phonics</b>			
	GLD		All		Year 1		Year 2	
	EXP	EXC	EXP	EXC	% WA	AV Sc	%WA	AV Sc
GB	88	20	88	19	97	37.1	67	27.7
SW	82	15	80	15	93	35.8	83	32.2
WD	78	13	78	13	91	36.2	75	28.0
Hackney	70	7	69	5	86	34.2	64	29.1
National	72	n/a	n/a	n/a	83	n/a	n/a	n/a

**Key Stage 1**

	Reading		Writing		Mathematics		RWM	
	EXS	GDS	EXS	GDS	EXS	GDS	EXS	GDS
GB	93	41	93	37	93	39	93	32
SW	91	40	89	38	95	35	89	25
WD	87	22	87	22	88	23	87	22
Hackney	81	27	77	21	81	25	73	16
National	76	26	70	16	76	22	n/a	n/a

**Key Stage 2**

	Reading		Writing TA		Mathematics		GSP		RWM	
	EXS	GDS	EXS	GDS	EXS	GDS	EXS	GDS	EXS	GDS
GB	100	79	96	58	98	51	98	65	96	37
SW	88	42	95	57	77	13	92	48	70	8
WD	91	41	91	43	86	38	89	41	81	20
Hackney	78	33	84	28	79	27	81	41	71	14
National	75	28	78	20	76	24	78	34	64	10

## Job Description

<b>Post Title:</b>	Class Teacher
<b>Responsible to:</b>	Executive Headteacher and Headteacher, Governing Body, and members of Senior Management Team.
<b>Direct Reports:</b>	Ancillary staff when based in their classroom.
<b>Salary:</b>	Main Scale Teacher.
<b>Key Internal Contacts:</b>	Other teachers within the school, Executive Headteacher and Headteacher.
<b>Key External Contacts:</b>	Local community, parents/carers and agencies relevant to duties

## Job Summary

- The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the Classroom Teacher to ensure that his/her professional duties are discharged effectively.
- This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Headteacher and Headteacher and the Governing Body by the Classroom Teacher. The duties set out on page six relate to the overall class teaching requirements and related expectations of a Classroom Teacher.



## Main Duties

- Within the class: to ensure the full implementation of the National Curriculum Orders for all subjects, or the Foundation Stage content as defined in current DFE documentation (as applicable to the year group) and in accordance with school policies.
- To create a positive, stimulating and innovative environment for learning. Maintain a well organised classroom with appropriate displays, resource areas and materials.
- To plan and implement a curriculum to meet the needs of all pupils in the class and develop personal and social aspects of learning.
- To develop effective ways of overcoming barriers to learning and sustain effective teaching through the assessment for learning.
- To keep under review the methods of planning and delivery of the curriculum, recording pupils' progress and make any required assessments.
- To monitor and report the quality of pupil attainment in all subjects to the Executive Headteacher, Headteacher and Governing Body.
- To assist in the selection of resources for the curriculum.
- To monitor and assess own performance and take a proactive approach to professional development.
- To effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the school community.
- To promote and facilitate parental involvement in teaching and learning through a shared school/home approach.
- To work with support staff and other teachers in the classroom to effectively plan for a range of needs and be supportive of and sensitive to the needs of other colleagues.
- To encourage interaction and teamwork within the school, share ideas and new initiatives and identify new ways of teaching the curriculum. When required, take a leading role in an area of school development.
- To assist other staff, including NQTs and students on teaching practice, and to assist with INSET for staff and governors when required to do so.
- To work with the Hackney Learning Trust on local and national initiatives for all subjects of the National Curriculum.
- In addition, to undertake such duties of a similar nature as may be reasonably directed by the Executive Headteacher and Headteacher from time to time.

## General Duties

- The Classroom Teacher within a Primary School teaches classes of approximately 30 children aged 3 to 11 years.
- To be successful in this role you must readily adapt to a changing curriculum, modifying lesson preparation and delivery accordingly.
- The Classroom Teacher will operate strictly in accordance with school policies.

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Executive Headteacher and Headteacher in the light of those changing requirements and in consultation with the Classroom Teacher and the Governing Body.



## Person Specification

	Essential
<b>Qualifications</b>	Degree level qualification
	Postgraduate professional qualification, eg. Postgraduate Certificate in Education
	Willingness to continue professional development
	Qualified Teacher Status (including skills test)
<b>Communication</b>	Applies effective verbal communication skills
	Presents information and ideas clearly, by using language appropriate to the audience
	Positively influences the opinions of others through factual discussion
	Adapts personal style to suit individual situations and needs
	Utilises report-writing skills to accurately reflect a situations through positive language
	Confident in leading staff meetings as appropriate
<b>Other Skills Required for Role</b>	Demonstrates excellent classroom practice
	Exercises flexibility in order to accommodate changes in work priorities
	Provides contingencies to deal with the unexpected
	Balances tasks and resources in the organisation of a wide range of activities
	Thinks clearly and logically in working through a problem making referrals as appropriate
	Anticipates workload and plans ahead
	Monitors progress against key performance indicators
	Enthusiastic and positive attitude
	Awareness of the needs of children who have a variety of needs
<b>Accountability and Freedom to Act</b>	Makes routine decisions based upon guidelines and procedures laid down in the established framework
	Contributes towards the effective delivery of performance targets, objectives and standards
	Leads by example in standards of behaviour in the work environment
<b>Leadership and Management Skills</b>	Ability to lead school based projects or developments
	The ability to support the strategic leadership of the school, contributing to strategic decisions taken by the Executive Headteacher and Headteacher
	The ability to effectively delegate responsibilities to others in the school team, to ensure the successful operations of the areas of responsibility
	To be able to lead by example, be highly driven, motivated and be able to motivate others
	The ability to be flexible in a constantly changing work environment and being able to adapt and change plans at short notice



## Application Process

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all the criteria identified in the selection criteria.

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer;
- You provide a referee who can attest for your ability to work with children; and
- If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference.
- Please explain any gaps in your employment/education history and reasons for these gaps, continuing onto an additional page if necessary.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

Completed application forms must be received by **12pm Friday 7<sup>th</sup> June 2019** and interviews are week commencing **Monday 17<sup>th</sup> June 2019**. Please be advised that if you do not hear from us within two weeks of the closing date, you have not been short listed on this occasion.

If you have any queries or require any further information, please contact Ms Alia Choudhry, Federation Business Manager on 020 7254 1415 or **[achoudhry@newwavefederation.co.uk](mailto:achoudhry@newwavefederation.co.uk)**

If you would like to have an informal discussion about the post then please contact me via email at **[nreid@newwavefederation.co.uk](mailto:nreid@newwavefederation.co.uk)**

We look forward to receiving your application.



### Grazebrook Primary School

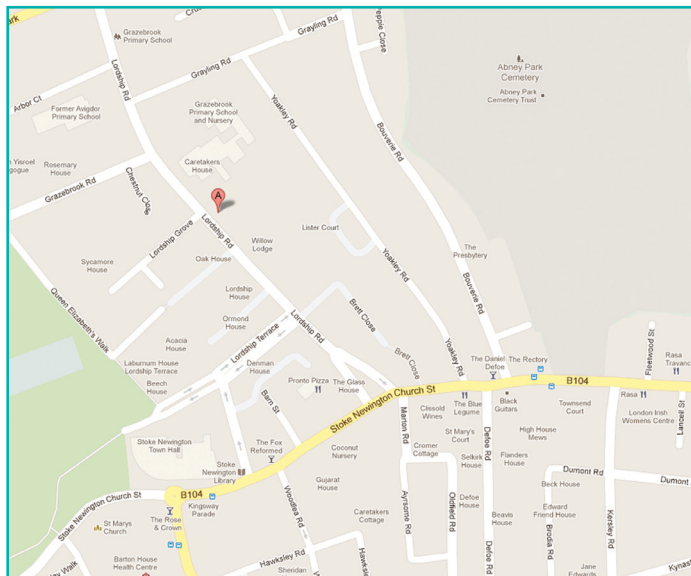
Lordship Road, London N16 0QP

Tel: 020 8802 4051

Fax: 020 8442 5202

E-mail: [GBOffice@newwavefederation.co.uk](mailto:GBOffice@newwavefederation.co.uk)

Web: [www.grazebrook.hackney.sch.uk](http://www.grazebrook.hackney.sch.uk)



### Shacklewell Primary School

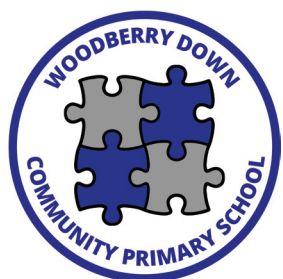
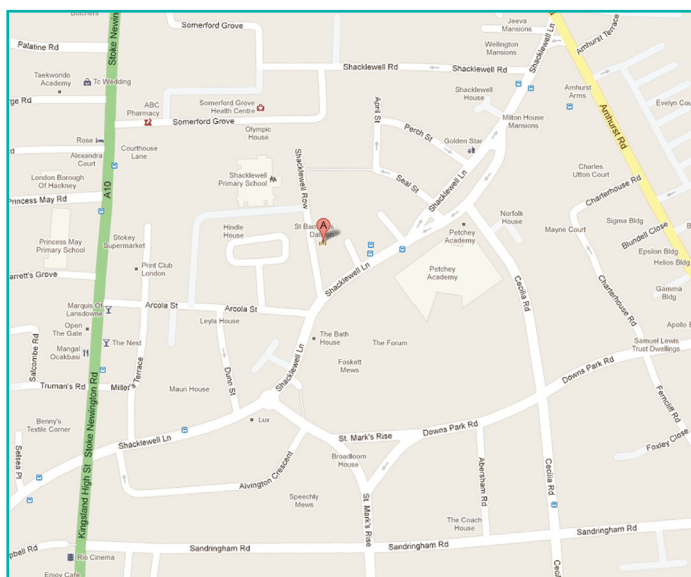
Shacklewell Row, London E8 2EA

Telephone: 020 7254 1415

Fax: 020 7254 1151

E-mail: [SWOoffice@newwavefederation.co.uk](mailto:SWOoffice@newwavefederation.co.uk)

Web: [www.shacklewell.hackney.sch.uk](http://www.shacklewell.hackney.sch.uk)



### Woodberry Down Community Primary School

Woodberry Grove, London N4 1SY

Telephone: 020 8800 5758

Fax: 020 8211 0029

E-mail: [WDOoffice@newwavefederation.co.uk](mailto:WDOoffice@newwavefederation.co.uk)

Web: [www.woodberrydown.hackney.sch.uk](http://www.woodberrydown.hackney.sch.uk)

