



**Westlands Primary School**  
**Recruitment Pack**  
**KS2 Classteacher – Maternity cover**



**Homewood Avenue**  
**Sittingbourne**  
**Kent**  
**ME10 1XN**

## **Job Description**

**Job Title: KS2 Class Teacher**

**Responsible to: Phase Leader**

### **Areas of Responsibility:**

- To be responsible for the education and welfare of a designated class of pupils
- To contribute to the learning and welfare of all pupils at the school
- To lead/be a part of a curriculum theme team and take responsibility for developing this within the school as directed by the Head of School

### **Main Duties and Responsibilities (Accountabilities):**

#### Planning and Teaching

- Plan and provide a balanced, creative and stimulating curriculum which meets individual pupils' needs in line with statutory and school requirements and enables pupils to make good or better progress.
- Teach lessons and promote learning
- Encourage reading at home to challenge pupils and engage interest
- Assess, mark, record, track and review pupils' achievement according to school policy and national guidelines, and make use of assessments when planning the next steps in pupil learning
- Set learning targets for pupils based on prior attainment
- Establish and maintain a safe, creative, purposeful and orderly learning environment which supports learning
- Report pupil achievement and progress to parents/carers orally and in writing
- Plan and supervise the work of teaching assistants working within the class

#### Other Professional Responsibilities

- Operate within the policies of the school at all times and model good practice with regard to attendance, appearance, punctuality and behaviour
- Contribute constructively to team meetings and whole school staff meetings
- Engage in the school's performance management process
- Lead parent/carer consultation sessions and report on individual pupil achievement and development
- Maintain good discipline of pupils in line with the school's positive behaviour policy
- Keep abreast of trends and developments in education, especially those areas particularly relevant to the duties and responsibilities of the post
- Be aware and responsive to the medical, social, personal and specific learning needs of children and report to the Head of School and Inclusion Leader where there is cause for concern

- Carry out safe supervision of pupils
- Participate in whole school events and curriculum enrichment activities
- Ensure safe working practices and implement the school's safeguarding procedures
- Take responsibility for own professional development so as to improve professional practice and expertise

#### Leadership of an Area of Learning (where appropriate)

- Lead, as negotiated, an area of learning across the school, focussed on raising standards and monitor, and teaching, learning and curriculum coverage in this area
- Develop an action plan for an area of learning and use this to develop and resource this area of learning effectively

## Person Specification

Job Title: KS2 Class Teacher

Responsible to: Phase Leader

	ESSENTIAL	DESIRABLE	NOTES
Qualifications and Training	Qualified Teacher Status	Teaching experience at a school with similar characteristics to Westlands Primary School	
Experience	Class teaching in KS2	Working in a school similar to Westlands Primary School	
Knowledge and Skills	<p>Knowledge of the National Curriculum</p> <p>Knowledge of teacher assessments at end of Key Stages</p> <p>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety</p>		
Personal Qualities	<p>Enthusiasm for children</p> <p>Hardworking, reliable and trustworthy</p> <p>Ability to communicate positively with children</p> <p>Ability to work supportively within a team</p>	<p>Friendly, with a sense of humour</p> <p>A drive for personal and professional improvement</p>	

## Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of fifteen primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and Sittingbourne Community College, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

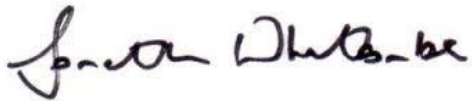
Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared

values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads "Jon Whitcombe". The signature is written in a cursive style with a large initial 'J' and 'W'.

**Jon Whitcombe**  
Trust Principal

## Letter from Victoria Pettett – Head of School

Dear Applicant

On behalf of all the children, staff and Governors I'd like to thank you for your interest in the role of KS2 Classteacher at Westlands Primary School.

We are a school that likes to celebrate success at every level. Our children are hard-working, enjoy a challenge and love to learn. We provide a huge array of activities for children to broaden their experiences which you will be able to see through our news and updates on our website and social media feeds. Working in partnership with parents, carers and other key members of the community we work together on the school's journey to provide an outstanding provision for all.

Westlands Primary School is part of Swale Academies Trust, which is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. The Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London.

Westlands Primary School was judged 'Good' in its last Ofsted inspection in July 2019 and the school continues to improve and develop. The welfare and development of its pupils is at the heart of everything the school does.

We seek to appoint an excellent practitioner with a proven track record of ensuring excellent pupil progress. The ideal candidate will thrive on challenge, be passionate about improving the life chances of pupils, enjoy working as part of a team and feel confident in trying new ways of doing things. The successful applicant will be well supported and we can offer you're a school committed to your professional learning.

We look forward to receiving your application. In the meantime, you are warmly invited to visit or if you have any questions please do not hesitate to telephone me for an informal discussion.

Yours sincerely



Mrs Victoria Pettett  
Head of School



## Swale Academies Trust

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of five secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.



As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.



## **Swale Academies Trust – Schools**

### **Primary**

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### **Secondary**

- Causeway School, Eastbourne
- Meopham Secondary School, Meopham
- The Sittingbourne School, Sittingbourne
- The Eastbourne Academy, Eastbourne
- The Whitstable School, Whitstable
- Westlands School, Sittingbourne
- Peacehaven Community School

### **Central Support Services**

- Ashdown House, Sittingbourne

## **Recruitment of ex-offenders**

The Trust has a written policy on the recruitment of ex-offenders, which is available on the Trust website under policies and documents.

## **The Application Process**

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the [Kent-Teach](#) website and all electronic application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR Team  
Swale Academies Trust  
Ashdown House  
Johnson Road  
Sittingbourne  
Kent  
ME10 1JS

## **The Shortlisting and Interview Process**

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

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

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

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any 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 two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous 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 a teaching role in past employment.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold. This can be downloaded here:

<https://www.swaleacademiestrust.org.uk/about.php?i=19>

