



ORCHARD
—Community Trust—

'Committed to improving the life chances of all children, wherever they may be'



Key Stage 2 Teacher – Forest Park Primary School

CANDIDATE INFORMATION PACK



Closing Date: Monday 13th May 2024- 9am

Interview Dates: 16th and 17th May 2024



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Dear Candidate,

Thank you for taking your time to download our application pack and expressing your interest in the post of Part-time Teacher at Forest Park Primary School.

At Orchard Community Trust, we work closely together to ensure that our schools feel supported to help them develop and improve. Through discussion and shared planning, together with bespoke visits, we strive for the very best outcomes across all our schools.

We are very aspirational and ambitious for our schools and are fully committed to ensuring the best education for all our pupils. Our headteachers work closely together as a group to support and challenge each other and they are passionate about their own schools and individual contexts, as well as supporting the Trust community as a whole.

As a Trust, we believe in working collaboratively to share ideas and effective practice, whilst ensuring each of our schools retains its commitment to its own community and surroundings. In this way, our schools can ensure that the curriculum, wider opportunities and experiences engage and motivate all our pupils and are relevant to their individual needs.

Our Trust consists of five primary schools and two special schools. The successful applicant will join a close knit and collaborative team and is expected to contribute to the wider group of schools. This is an excellent and very exciting opportunity to join a growing Trust and be able to help to shape the future of both Etruscan Primary School and Orchard Community Trust overall.

ABOUT ORCHARD COMMUNITY TRUST.

OUR MORAL PURPOSE, VISION AND VALUES

Orchard Community Trust is fully committed to improving the life chances of all children, wherever they may be. This moral obligation, our mission, does not end at the school gates, within our own Local Authorities, or even within our own country. Where we have the capacity to make a difference, we are morally bound to do so.

Our vision and mission are to have fully inclusive schools working in our Trust, that fully embrace all stakeholders, and which celebrate individuality and success by offering a high-quality education and range of opportunities, where everyone makes excellent progress.

Our moral purpose and our focus and determination are centred on the following:

TRUST	RESPECT	FUN
LEARNING	OPENNESS	EXCITEMENT
DIVERSITY	COOPERATION	INTEGRITY
RELIABILITY	REPUTATION	ACHIEVEMENT

Within our Trust:

- We aim to set high standards for personal behaviour and self-regulation, and to promote courtesy, cooperation, consideration and respect for other people of all ages, gender, races, cultures, abilities and backgrounds.
- We aspire to deliver exciting and quality learning experiences in safe, secure and happy environments.
- We endeavour to achieve the very highest standards in every aspect of school life, by making the most efficient use of all the resources available.



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- We seek to prepare each child to face life beyond the school with the confidence, skills and ability to be resilient, to cope and thus to succeed.

If you would like to discuss aspects of the role further, then please do not hesitate to contact me for an informal conversation.

This pack has been developed to provide you with a summary of the information you need to consider when applying for this job at Forest Park Primary School and with Orchard Community Trust.

Within this pack, you will find a job description, a person specification, an overview of the Trust and details of how to apply for this post, should you choose to make an application.

You can find further information about us:

- on our website at www.forestpark.org.uk
- or by contacting us direct at recruitment@forestpark.org.uk
- or calling 01782 234979

I wish you every success with your application and look forward to meeting you in the near future.

Rob Johnstone

Senior Executive Leader

About Forest Park Primary School

Vision and Values

Our core purpose is to improve the prospects of our pupils by providing a high quality education which meets the needs of each individual child, thus allowing them to reach their full potential. We aim to build the skills, knowledge and positive attitudes necessary to help all of our pupils to become responsible, respectful and tolerant British citizens of the future.

Firm in our belief that our children come first - we strive to ensure that all pupils at Forest Park feel happy and safe. With our children being the leaders of the future, we actively promote: independence, confidence and teamwork.

We do this through the following aims and ethos striving towards our motto of:

'Be the Best You Can Be'

At Forest Park we aim to **SPARKLE**:

Support and encourage - to strengthen a home/school partnership, where the positive support of our parents and the wider community is very important to us all. We maintain an open and welcoming environment where we can work together for the benefit of our pupils.

Promote resilience - to nurture and foster a 'never give up' approach, where pupils and adults strive to overcome their difficulties.

Aspire to achieve - to create a culture where everyone aims high through an inspiring curriculum that provides all pupils with opportunities, irrespective of ethnicity, religion, disability or gender.

Respect each other - to promote and develop an understanding of moral, spiritual and ethical issues in school, consistently demonstrated through a mutual respect for each other. To teach sensitivity and empathy advocating no acceptance of bullying or discrimination, sustaining an awareness and understanding of British Values.

Keep positive - to educate pupils in developing positive attitudes towards self-discipline, good behaviour and to encourage development of positive relationships between themselves and others.

Listen and learn - to inspire pupils to be part of a culture where everyone's voice is heard and opinions are valued. Children are encouraged to accept mistakes as a tool to further learning.

Explore, enjoy and excite - to support each child's ability, creativity, development and enthusiasm in a range of subjects and skills through a creative approach to the curriculum, which incorporates opportunities for children to learn how to achieve a healthy and eco-friendly lifestyle.

Our school had an Ofsted Inspection in October 2023 and the inspector commented favourably as follows:

'Every child is focused and engaged in their learning. The school offers a strong wider curriculum underpinned by the school values of SPARKLE. The children value this, especially the trips and how



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these experiences help them to understand their learning. Children's moral development is strong and all children develop a great understanding of the world.'

Our pupils are well behaved inside and outside. They say, ***"Behaviour used to be good and now it is great!"***

Pupils feel happy, safe and love being a part of the Forest Park family. They acknowledge the ways in which the staff help to make a big difference to their lives and help to prepare them for their future education and careers. They say, ***'Forest Park is an amazing school with incredible people who make it an incredible place!'***

Forest Park is a larger than average inner city primary school with a PAN of 472 pupils. The school has a 52 place nursery. It is a two-form entry school from nursery through to year 6. In May 2019, the school became part the Orchard Community Trust.

Forest Park welcomes and celebrates a diverse population and welcomes pupils and families from a wide range of religious, cultural and ethnic backgrounds. 86% of pupils have English as an additional language. A much larger than average percentage of pupils come from families with high levels of deprivation and over 48% of pupils are eligible for Pupil Premium funding.



Key Stage 2 Teacher Job Description

Job details

Salary: MPS 1-6 (UPS) £30,000 -£46,525

Hours: 32.5hrs

Contract type: Permanent

Reporting to: Headteacher and Deputy Headteacher

Main purpose

In addition to carrying out the duties of a teacher as set out in the current School Teachers' Pay and Conditions Document: Conditions of employment of Teachers other than Headteachers.

Assessment, Planning and Teaching

To ensure that allocated pupils achieve progression in their learning by:

- assessing how well learning objectives have been achieved and use them to plan future learning opportunities;
- marking and monitoring pupils' work in line with school policy and set clear targets for progress, building on prior attainment;
- keeping records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- identifying clear learning objectives and specifying how they will be taught and assessed;
- setting tasks which engage and challenge pupils and provide opportunities for independence in learning and promote life-long learning skills;
- setting appropriate and demanding expectations of all pupils;
- identifying and making provision for vulnerable learners, pupils with SEND and able pupils;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- constantly monitoring and intervening to ensure sound learning and discipline;
- using a variety of teaching methods appropriate to children's learning needs;
- questioning and listening carefully to pupils, giving attention to errors and misconceptions;
- providing appropriate learning resources and opportunities to develop study skills through ICT and other sources.
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- evaluate their own teaching critically to improve effectiveness.

Recording and Reporting

To further support the progress of pupils by:

- engaging fully in Pupil Progress Meetings;
- recording pupils' progress systematically and providing updated data to SLT;
- providing feedback for parents/carers about their child's progress including leading parent consultation meetings and contributing to the preparation of informative reports to parents;
- ensuring effective transition arrangements.



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Duties and Responsibilities

Professional Responsibilities and Contribution to the School:

- To contribute to the effectiveness of the whole school by:
- having a good working knowledge of teachers' professional duties and legal liabilities;
- operating at all times within the stated policies and practices of the school;
- establishing effective working relationships with all members of the school community;
- setting a good example for all pupils through their presentation and personal and professional conduct;
- endeavouring to give every child the opportunity to reach their potential and meet high expectations;
- leading a subject or aspect of teaching and learning;
- contributing to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- leading extra-curricular activity;
- taking responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors;
- undertaking any additional responsibilities which might from time to time be required;
- participating in/contributing to wider school events, activities and visits.



Key Stage 2 Teacher - Person Specification

The following outlines the key skills and experience required for this position. The selection panel will assess each candidate against these criteria. Candidates are expected to demonstrate experience/knowledge/understanding in each area and how that is applied in a school context.

Criteria	Application-A Interview Process-I	Essential	Desirable
Professional Qualifications			
Qualified to degree level	A	x	
Qualified Teacher Status	A	x	
A commitment to professional development	I	x	
Personal Attributes			
Demonstrates commitment, reliability and integrity	I, A	x	
Value children and put their needs first	I,A	x	
High level of personal integrity	I,A	x	
Communicates effectively with self-awareness and social perception	I,A	x	
Has energy and resilience	I	x	
Demonstrates emotional intelligence	I	x	
Ability 'to get the job done'	I	x	
Is adaptable to changing circumstances and new ideas.	I,A	x	
A good attendance record	A	x	
Ability to reflect on own performance	I	x	
Ability to work as a team member	I,A	x	
Flexible approach, responsive to need	I,A	x	
Professional Knowledge and experience			
A track record of excellent classroom practice/teaching practice. (although we are open to ECTs)	I,A	x	
Understanding of the role of a class teacher.	I,A	x	
Understanding of strategies to support successful outcomes for all children.	I,A	x	



Knowledge of the primary phase curriculum and assessment.	I,A	x	
Experience or ambition to take on subject leadership impacting learning across the school	I,A	x	
Professional Skills			
Ability to maintain a positive school ethos with an accent on high achievement and inclusion for all.	I,A	x	
Committed to meeting the needs of children whatever their ability or background.	I,A	x	
A belief that primary education should be a lively, stimulating, enjoyable experience which achieves high standards and prepares children for secondary school.	I,A	x	
Ability to communicate and promote the aims and objectives of the school.	I	x	
Ability to communicate effectively (orally and in writing).	I,A	x	
Committed to working with parents, colleagues and other agencies in a positive and constructive manner.	I,A	x	
Ability to motivate and stimulate pupils of all abilities to enjoy learning.	I,A	x	
Ability to use Information Technology for assessment and analysis purposes.	I,A	x	
Make appropriate judgements over issues of confidentiality and safeguarding.	I	x	
A commitment to continuing professional development, and evidence of recent relevant training.	A	x	
An excellent understanding of a range of behaviour management strategies.	I,A	x	
An awareness of the principles of "Assessment for Learning" and a commitment to effective assessment and feedback for pupils.	I,A	x	
Able to work effectively with teaching assistants/learning mentor to ensure effective support for all children.	I	x	
Strong belief in delivering the full curriculum to develop the whole child	I,A	x	



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The Selection Process

Applications

The job information pack and application form can be downloaded from www.forestpark.org.uk

The application form should be accompanied by a covering letter which needs to include the following:

- An outline of why you feel you are suitable for the post and what has attracted you to it. **CVs will not be accepted.**

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of Senior Staff and Trustees. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the time candidates are invited to interview. Your first referee should be your current or last employer.

Interview Process

Final Selection

Following the formal interview process, we will use the person specification as a guide to select the most suitable candidate for our Trust. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- Suitable DBS check
- Proof of identity and qualifications

Timeline

Visit to school (please call to book): Thursday 9th May 2024 at 3.30pm

Closing Date: Monday 13th May at 9.00am

Shortlisting: Monday 13th May 2024

Interview Dates: Thursday 16th and Friday 17th May 2024

Please return your completed application form via email to Catherine Bridgeman at: recruitment@forestpark.org.uk



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The post is considered to be a regulated activity and as such is subject to an Enhanced Disclosure and Barring check. Additionally, applicants are to be aware that an overseas criminal record check, or certificate of good behavior, will be required before appointment, from candidates who have lived overseas for a period of 3 months (including aggregated time) over the age of 16 in the previous 10 years.

In line with the Keeping Children Safe in Education (KCSIE) guidance which outlines that schools should carry out online searches on shortlisted candidates. I can confirm that the online check will be carried out on all shortlisted candidates only as part of the process of assessing your suitability to work with children.

Orchard Community Trust is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment