Dear Candidate,

Thank you for expressing an interest in the position of Nursery Teacher at Colebourne Primary School.

Please find enclosed:
- An application form
- Job descriptions
- A person specification
- Self-disclosure form (you may provide this in a sealed envelope if you would prefer - it will only be viewed if you are short listed)

In your application, please pay particular attention to the Person Specification, and ensure you address the points it raises. The closing date for receipt of applications is Wednesday 5th June 2019, 12 noon and shortlisting will take place that week, with lesson observations and interviews likely to take place week beginning 10th June 2019.

We strongly encourage all candidates to visit the school if they are able to. Please contact the office to arrange a visit.

If you have any questions or wish to talk about any aspect of the role, please feel free to contact me.

Once again, my sincere thanks for your interest in this post.

I wish you every success.

Yours sincerely,

Stuart Guest
(Head Teacher)
A fantastic opportunity for a teacher to join our happy, successful, caring and hence oversubscribed school. Our most recent full OFSTED inspection graded the school as GOOD overall, with OUTSTANDING Behaviour and Safety of pupils, and OUTSTANDING Leadership and Management.

We are looking for a committed, hard-working, enthusiastic teacher to work in our brand new school nursery provision for 3-4 year olds. We are looking for someone who is able to demonstrate consistently good classroom practice and who continually strives for the best possible outcomes for children.

The successful candidate will work closely with the new Nursery team and with the existing Reception provision.

The successful candidate will be expected to take up the appointment at the beginning of the Autumn Term 2019.

We can offer you:
- A forward thinking school, striving for continual improvement and innovation.
- A welcoming and friendly school with a positive ethos.
- A place to build positive relationships to support and care for children and help meet their needs.
- A supportive, enthusiastic, dedicated and highly motivated staff and governors.
- Opportunities to be part of delivering an exciting and fun curriculum.
- The opportunity for continuing professional development.

For NQTs we offer a comprehensive NQT induction program which includes:
- An in school mentor to oversee your first year and help make it a success.
- An in school buddy who has been an NQT at Colebourne to help support you.
- Opportunities to observe and learn from other teachers.
- Additional training for areas such as special needs, attachment, maths and English plus any personal training needs.

Please visit our website: www.colebourne.bham.sch.uk and our twitter feed: www.twitter.com/colebourne to find out more about us and the opportunities we provide for our pupils and their families.

Visits to the school are highly recommended. Please contact the Colebourne Primary School office to arrange a visit and a talk with Mr. Guest.

PLEASE NOTE: We will only consider applicants who have completed the school application form and self-disclosure form (available via the school website vacancy section or by contacting the school)

We are committed to the safeguarding of our children, and an enhanced DBS check and other pre-employment checks will be required.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Closing Date: Wednesday 5th June 2019, 12 noon
Please Note: evidence as requested **must** be included in your application in order to secure an interview

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<th><strong>Qualifications</strong></th>
<th><strong>Experience</strong></th>
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| • Qualified Teacher Status | • Evidence of high quality teaching.  
|                     | • Evidence of successfully raising achievement of pupils.  
|                     | • Recent experience of teaching Early Years Foundation Stage. This ideally includes experience of nursery provision.  |

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<th><strong>Skills and Attributes</strong></th>
<th><strong>Continuing Professional Development</strong></th>
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| • A good knowledge and understanding of Early Years curriculum areas and the relevant statutory and non-statutory curricula / frameworks.  
| • Able to design and teach effective lessons and learning activities across the relevant curriculum, age and ability ranges including personalising learning to meet individual needs.  
| • Able to manage time and workload effectively.  
| • Able to establish and maintain excellent professional relationships with stakeholders.  
| • Able to show resilience and flexibility when faced with difficulties and changing circumstances.  
| • Have strong classroom management and organisation skills.  
| • A commitment to pupils’ well-being, and to encouraging pupils to develop self-esteem and tolerance.  
| • Ability to establish positive relationships with pupils and understand and support their needs  
| • High level of written and verbal communication skills.  
| • A commitment to equal opportunities.  |

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<th><strong>Other</strong></th>
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| • A commitment to inclusion.  
| • A commitment to involving parents, governors and the wider community.  |

These skills will be assessed through Interview and application form
Title and Grade of Post

Class Teacher

Purpose of the Job

- To promote the general progress and well being of individual pupils and of any class or groups assigned to her/him.
- To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher.

Line Management

1. The postholder is responsible to the Headteacher, Deputy Headteacher, Assistant Headteacher and Phases Leader for his/her teaching duties and responsibilities and for teaching tasks.
2. The postholder is responsible to the Team Leader to which s/he contributes for duties and responsibilities associated with the Team.
3. The postholder may be responsible for the supervision of the work of classroom assistants and other adults providing support in the classroom.

Duties and Responsibilities

The particular responsibilities attaching to the post of class teacher are as follows:

1. Actively support the Head Teacher, Governors and Staff in the promotion and achievement of the aim and objectives of the school
2. Liaise with the Head Teacher, members of the Leadership Team, phase leaders curriculum leaders, teaching and support staff where appropriate
3. Mark class attendance registers
4. Plan and prepare work for pupils assigned to him/her.
5. To teach, according to their educational needs, pupils assigned to him/her in the allocated group or class including the setting and marking of work carried out by those pupils in accordance to the policies of the school.
6. Assess record and report on the development, progress and attainment achieved by those pupils s/he is assigned to teach.
7. To keep assessments up to date and complete, including ICT based assessments.
8. Monitor and report to parents on the progress of pupils, including progress against targets, in the allocated group or class including and individual plans that are in place for children
9. Control and oversee the use and storage of books and other teaching materials provided for class usage.
10. To supervise the work of teaching assistant(s) and any other adults relevant to the allocated class – setting work for their groups/activities and ensuring they have the necessary planning in advance.
11. Contribute to the health and well being of pupils, including assisting with their personal care and hygiene when appropriate (including changing children) and following any necessary training.
12. Participate in any arrangement within an agreed national framework for the appraisal of his/her performance.
13. Help pupils with individual guidance as necessary.
14. Attend assemblies for pupils assigned to him/her unless a dispensation has been granted.
15. Lead at least one class assembly each year – where scheduled.
16. Undertake supervision during buffer time and at break times, where appropriate.
17. Maintain discipline in accordance with the rules and disciplinary systems of the school for
own class and other pupils across the school.
18. Contribute to meetings, discussions and management systems necessary to co-ordinate the
work of the school as a whole;
19. Be punctual with submission of requests (e.g. book sampling, planning)
20. Promote equal opportunities within the school and to seek to ensure the implementation of
the school’s equal opportunities policy; and
21. Provide a contribution to one of the school curriculum teams, where required.
22. After receiving training and in negotiation with the head teacher be a designated first aider
and/or fire marshal.
23. Ensure safeguarding arrangements are followed.
24. To ensure school policies are understood and followed.
25. To actively engage in partnership and inclusion opportunities with Beaufort School.

Conditions of Employment
The above responsibilities are in accordance with the requirements of the School Teachers’ Pay and
Conditions Document and within the range of duties set out in that document so far as relevant to the
potholder’s title and salary grade. In addition, to perform in accordance with the School’s code of
conduct and any other conduct requirements set out by the school, governing body, local authority or
the DFE.

Review and Amendment
This job description is normally subject to annual review. It may be amended at the request of the
Headteacher or post holder but only after full consultation with the post holder. It will be signed if
agreement is reached.

Complaints
If following review and amendment, agreement is not reached the appropriate procedures should be
used for the settling of any disputes.

Job Description signed after consultation:

.......................................................... Date: ..............
(Teacher)

.......................................................... Date: ..............
(Head Teacher)