



Reception Teacher

We are seeking an outstanding teacher to join a wonderful team in a flourishing school. Opportunities to teach at Windlesham are uncommon.

Windlesham School

Windlesham School is a warm, friendly and stimulating environment in which all children can reach their full potential. Our vision is to promote joy in learning, pride in achievement and respect for others. Throughout the School, we aim for the all-round development of a child, emphasising literacy and numeracy, together with the acquisition of skills needed for them to deal with our ever-changing society. We nurture self-esteem, self-discipline and independence. We also believe in developing a sense of civil and environmental responsibility and maintaining excellent standards of behaviour. Children are encouraged to show respect, concern and care for others at all times.

Curriculum

In the Lower School, all children follow the Early Years Curriculum. This prepares them for a more detailed approach to their studies which starts in Year 1. The development of reading is encouraged throughout the School and the foundations for this starts in our Nursery with pure phonic sound work mainly through the Read Write Inc scheme.

In the Upper School, Years 3 and 4 are taught by a Class Teacher who is responsible for teaching all main subjects to their class. Years 5 and 6 are assigned a Class Tutor who is responsible for pastoral care. This tutor will also be a specialist in teaching one or more subjects to children in the Upper School.

In the Upper School, the Curriculum is broad and the National Curriculum is carefully taken into account. Strong emphasis is placed on the core subjects of English, Mathematics, Science and Computing. The children also have lessons in Geography, History, French, Reasoning, Religious Studies, Music, Computing, Philosophy, Art and Physical Education. Specialist teaching is carried out by staff who have a particular responsibility to teach one or two subject areas to several year groups.

This particular full-time teaching position will be for a Reception class. The appointment will commence September 2022 and is initially offered as a 12 month contract with the possibility of extension.

Terms and Conditions

All new positions at Windlesham School are on probation for the first year. If a member of staff plans to leave, a full term is required as notice.

Preparing children for life



The successful candidate will be auto-enrolled into the School's Group Pension Scheme with Scottish Widows. The minimum employee contribution is 3% of the gross salary, however individuals are free to contribute more. The employer contribution is 3% of the gross salary.

Salary will be determined by the Main Pay Point Scale and experience. The School does not operate the Teachers' Upper Pay Scale and Threshold. Starting salary is £28,743.

Job Specification: Reception Class Teacher

Main Responsibilities and Key Tasks

a) Planning and Teaching

- Teaching, according to their educational needs, the pupils assigned to you including the setting and the marking of work to be carried out by the pupils in the school
- Planning and preparing long, medium and short term documentation with a parallel Year teacher
- Establishing clear and efficient class routines
- Creating a stimulating, supportive learning environment in the classroom

b) Assessing, Reporting and Monitoring

- Assessing, recording and reporting on the development, progress and attainment of pupils
- Providing and contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

c) Pastoral Oversight of Pupils

- Promoting the general progress and well-being of individual pupils and any class or group of pupils assigned to you
- Providing guidance and advice to parents and pupils on educational and social matters; making relevant records and reports
- Making records of any reports on the personal and social needs of pupils
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Communicating daily information relevant to pupils.
- Sharing successes as a class and where appropriate addressing concerns as a class
- Encouraging pupils to be accountable for actions and responsible for learning
- Setting and maintaining expectations through regular reminders and reward systems
- Communicating information about pupils to appropriate staff

d) Professional Relationships

- Communicating and consulting with the parents of pupils
- Communicating and co-operating with persons or bodies outside the School
- Participating in meetings arranged for any of the purposes described above



e) Other Professional Duties

- Supervising, and so far as practicable, teaching any pupils whose teacher is not available to teach them
- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and material; attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions
- Delivering and maintaining the effective implementation of school policies
- There are several Open Days or School Special Events which are planned on Saturdays during the academic year. Staff are asked to attend and support the school for these special days. In some cases, the Friends of Windlesham, the Parents' Association, hold an activity on a Saturday and support from staff is always appreciated
- Full-time and part-time teaching staff are asked to help run after school clubs over the academic year. These are open to children from Reception to Year 6
- Following the School Registration procedures as set out in the Staff Handbook;
- Monitoring pupil attendance/punctuality
- Maintaining Pastoral overview of class with particular respect to behaviour management and pastoral concerns.
- Commitment to the profession, self-motivation and willingness to learn from others
- Commitment to ensuring the safeguarding and welfare of all children
- Understanding the importance of meeting the social and emotional needs of the children
- Ability to liaise with outside agencies and organisations and to co-ordinate school events such as trips
- Ensuring pupil diaries are checked daily and responses given where appropriate.
- Be a genuine team player who works well in collaborative situations

f) Special Requirements

- A satisfactory enhanced DBS clearance is required
- A good health and attendance record

Windlesham School is committed to safeguarding and promoting the welfare of all children attending the school. The successful applicant will be required to complete an enhanced DBS check.

Please email pa@windelshamschool.co.uk for an application form.



Person Specification

Essential	Desirable
Qualifications	
<ul style="list-style-type: none">• Qualified Teacher status• First degree or equivalent	<ul style="list-style-type: none">• Evidence of additional further educational qualifications• Evidence of further professional development
Experience	
<ul style="list-style-type: none">• At least 3 years of successful teaching experience in Early Years• Substantial knowledge and understanding of learning and teaching in the Early Years, and specifically of the new Early Years Framework 2021• Training and experience in the teaching of phonics	<ul style="list-style-type: none">• Experience of teaching in more than one key stage• Experience of working with parents, carers and outside agencies with regard to pupil behaviour and/or safeguarding• Experience of delivering British Values in school• Experience of leading smooth transition between year groups and key stages
Personal Attributes	
<ul style="list-style-type: none">• Humour• Ability to adapt to changing circumstances & ideas• Energy and enthusiasm• Reliability and integrity• Stamina and Resilience• Ability to offer additional strengths to benefit extra-curricular programme.• An ability to anticipate and minimise problems	



Knowledge & Understanding	
<ul style="list-style-type: none">• Highly competent in ICT with very good skills in MS Word, Excel and PowerPoint. Experience with Outlook or similar online calendar and email systems.• Experience with using a School Management Information System (MIS) such as SIMS, Engage, iSAMS, or WCBS• Up to date knowledge & understanding of the current national curriculum• Evidence of a creative approach to lesson delivery• An understanding of the different ways in which children learn and the appropriateness of a variety of teaching styles to meet the individual learning needs of each child.	<ul style="list-style-type: none">• An understanding of inputting and analysing data in a School MIS

Communication Skills	
<ul style="list-style-type: none">• Establish and develop positive working relationships within a school team – work collaboratively• Outstanding communication skills, specifically the ability to communicate orally and in writing to a range of audiences	<ul style="list-style-type: none">• Ability to make presentations to audiences.
Self-Management Skills	
Ability to plan time and organise work effectively. This will include an ability to: <ul style="list-style-type: none">• Prioritise and manage time• Work under pressure and meet deadlines• Be self-motivating and set personal goals	



School Ethos	
<ul style="list-style-type: none">• Fully supportive of the aims and ethos of the school• A commitment to excellence and the maximising of academic and personal achievement for all pupils.	