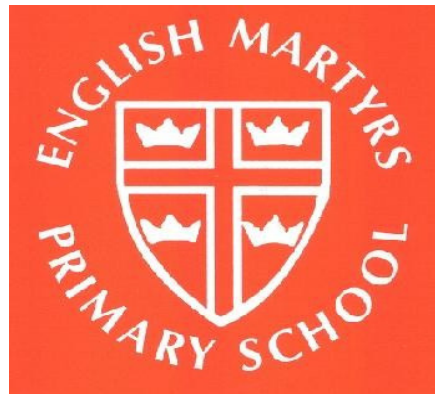


# Applicant's Welcome Pack



English Martyrs Catholic  
Primary School

[Class Teachers Application Pack](#)

# **English Martyrs Catholic Primary School**

## **Application Pack**

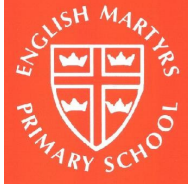


## **Contents**

1. Letter
2. Advert
3. Vision and School Aims
4. Mission Statement
5. What we offer you at English Martyrs
6. Job Descriptions
7. The setting and context of English Martyrs
8. A summary of strengths of our school
9. Application Comment Reply Slip

**DIOCESE OF ARUNDEL AND BRIGHTON**  
WEST SUSSEX COUNTY COUNCIL

**ENGLISH MARTYRS CATHOLIC PRIMARY  
SCHOOL**



Derwent Drive, Worthing, West Sussex BN12 6LA  
Tel 01903 502868 Fax 01903 503149

**Headteacher: Mrs Susan Harrison NPQH MA B Ed (Hons)**

December 2013

Dear Applicant

We would welcome visits, but due to the short time frame, I understand this could be difficult. Any applicants invited to interview will be given the opportunity to look around on the day.

This post is a dream for a teacher passionate about English. You will be working with a small group of about 10 or 12 children who we believe are capable of achieving Level 5 in Reading and Writing. They are all currently Level 4a or L5 and we want them to be Level 5 or very strong Level 5 by the time the National Curriculum Tests arrive in May. We would want you to be able to liaise with the Year 6 class teacher, plan for your group's needs, mark effectively for progress and know what is required of the current KS2 tests.

This post is temporary to ensure all children achieve at least 2 levels progress in Writing and Reading. Therefore we need a committed, outstanding teacher to help transform the learning for our children, through both their own abilities and the ability to work as part of a very strong team to change the learning not just in their own classes, but across the school.

We have an excellent reputation in the area and I am sure that if you visit us, you will want to join us. So come and see for yourselves.

I look forward to hearing from you.

Yours faithfully

Sue Harrison  
Headteacher



English Martyrs Catholic Primary School  
Derwent Drive  
Worthing  
BN12 6LA

NOR 209

### **Specialist English Teacher**

**The post is temporary and part time.**

**It is for 15 weeks, for 4.5 hours per week spread over three sessions on three different days, with an immediate start.**

### **Main Scale 2 – UPS 3 (pro rata)**

We are seeking to appoint an experienced and highly motivated English Specialist. This outstanding practitioner will have led English and will have proven ability to ensure pupils make good and outstanding progress. If you want to make a difference to our pupils by offering exciting learning experiences then we want to hear from you. We can offer you a happy working environment and a fully supportive team.

### Is this you?

- If you would like to work with a well-motivated small group of our most able Year 6 pupils to help them improve their Writing and Reading skills (All should achieve L5)
- You can support and promote our Christian ethos
- You are aware of the requirements of the end of KS2 National Curriculum tests.

We welcome and encourage visits to the school, however we are aware this has a very short turnaround time and it may not be possible, but an opportunity would be available on the interview day.

The appointment will be subject to a satisfactory DBS Enhanced Disclosure, references and Occupational Health checks.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment

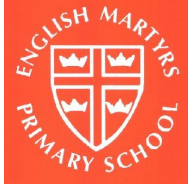
Please contact the office on 01903 502868 for further details or if you would like to visit our school.

**Closing date:** Wednesday 8<sup>th</sup> January 2014

**Interview date:** Monday 13<sup>th</sup> January 2014

Following the shortlisting process communication will only be made with the applicants invited for interview.

# ENGLISH MARTYRS CATHOLIC PRIMARY SCHOOL



## Our School

Our school revolves around our Vision, Aims and Mission. All our work should reflect these. This School Development Plan should have these as our basis for development and improvement. Therefore this is our starting point and ultimately what we hope to achieve.

## Our Vision

"A Learning Community in Christ"

## School Aims

**W**e want to help our children to reach a greater understanding of their Catholic faith

**E**ncourage respect, tolerance, understanding and courtesy towards others.

**L**et each child develop to their fullest potential spiritually, morally, academically, physically, creatively and socially in order that they make their own unique contribution to society.

**C**reate a climate of excellence, through our happy and stimulating environment, where children are challenged within a balanced and enriched curriculum.

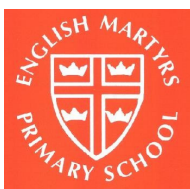
**O**ffer and promote a learning community, where opportunities for all are equal, each child is valued and high expectations are made and celebrated.

**M**aintain a safe and nurturing culture in which each child grows in self-esteem, self-confidence and self-discipline.

**E**ncourage an understanding of and respect for the environment and communities locally, nationally and globally.

## **School Mission Statement**

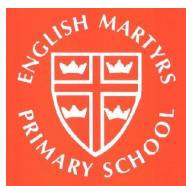
To accept each  
Individual  
as they are  
and to enable them to develop their full potential  
within a Christ-centred, worshipping community  
in a spirit of  
love,  
happiness  
and  
understanding



## **What do we offer you at English Martyrs?**

- Well behaved and well motivated children
- Very supportive staff at all levels, with very good team spirit
- Clear Induction into our school
- Professional development which is ongoing at all stages of your career
- A high level of highly qualified Teaching Assistant (TA) support
- High levels of lunchtime staff support (There are ten on duty each day)
- Very good ICT resources; ICT Suite for whole class teaching, whiteboard technology in each class with teacher laptop, a laptop trolley and two networked computers in each class and daily technician support
- Very good curriculum resources
- One block of release for PPA time
- Release time for subject leadership based on the School Development Plan priorities
- Efficient office staff who attend to typing, filing, stocktaking, ordering, photocopying and money collecting to enable you to spend more time teaching
- Very good Additional Needs support from a non-class based SENCO and a team of Learning Support Assistants
- Lovely school environment; with a dedicated PPA room, new staffroom, new offices, large classrooms all well decorated and presented
- Beautiful environment for learning with an outdoor learning zone for Foundation Stage and Key Stage 1, patio area for each class, two woods, an orchard, pond area, Trim Trail, Labyrinth, playground, large field and outdoor classroom
- Good road and rail links  
(Durrington Train Station is 10 minutes walk away. Easy access to London, Brighton and Chichester by train. 30 minutes to Brighton by car, 30 minutes to Chichester by car.)

# ENGLISH MARTYRS CATHOLIC PRIMARY SCHOOL



## JOB DESCRIPTION

### QUALIFIED TEACHER – Pre-Threshold Teacher

**Name** ..... **Date of School Year**

**Post Held**      Class Teacher

**Salary Scale**   Main Scale

#### **Job Purpose:**

- To be responsible for the Education and Welfare of a designated class in accordance with the requirements of the Conditions of Employment of School Teachers, as set out in the DfE document on Teachers' Pay and Conditions, having due regard to the requirements of the National Curriculum, the School's Mission Statement and Aims as well as any policies of the Governing Body.
- To uphold and support the Catholic Ethos of our school.
- To share in the Whole School responsibility for the well-being and discipline of all pupils.
- To adopt the School's Mission Statement, thus providing a happy and secure environment where all children are valued and develop a meaningful relationship with God.

To build up positive and effective relations with all parents, teachers, staff and governors reflecting the need for a strong partnership between home and school.

To support activities organised for the benefit of the children and school.



To take responsibility for an area of the curriculum and undertake to maintain and/or develop it as appropriate to the School Improvement Plan and in consultation with the Headteacher, paying due regard to the role of the Subject Leader.

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the headteacher.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with the attached paper 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

### **Areas of Responsibility and Key Tasks**

#### **a) Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- ensuring effective teaching and best use of available time
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- using a variety of teaching methods to:
  - (i) match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - (ii) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - (iii) select appropriate learning resources and develop study skills through library, ICT and other sources
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluating own teaching critically to improve effectiveness

- ensuring the effective and efficient deployment of classroom support
- taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy
- encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively
- using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning
- to foster our core learning values of Independence, Collaboration and Creativity

**b) Monitoring, Assessment, Recording, Reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor pupils' work and set targets for progress
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- undertake assessment of students as requested by examination bodies, departmental and school procedures
- prepare and present informative reports to parents

**c) Curriculum Development**

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and/or maintenance
- Contribute to the whole school's planning activities

**d) Other Professional Requirements**

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- know subject(s) or specialism(s) to enable effective teaching
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute positively and effectively to the Every Child Matters agenda
- cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students
- take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- take part in marketing and liaison activities such as Open Evenings, Parents

Evenings, Review Days and events with partner schools

- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- take responsibility for own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

### **Specific Duties:**

- Responsibility for PPA cover Year 5 and 6 classes.
- Curriculum Co-ordinator for ..... . To monitor planning, quality of Teaching and Learning, progress, resources and action planning.
- To jointly work with a Special Needs teacher to support specific special needs.

To whom responsible:            Headteacher

Staff for whom responsible: Teaching Assistants -

Agreed by            ..... (Teacher)

..... (Headteacher)

Date            .....

## **JOB DESCRIPTION**

### **Post-Threshold Teacher (Primary)**

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually.

### **Job Purpose**

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has pupils who achieve well.

### **Core Requirements of the Post**

In fulfilling the requirements of the post, the teacher will demonstrate essential professional characteristics, and in particular will:

- inspire trust and confidence in pupils and colleagues
- build team commitment with colleagues and in the classroom
- engage and motivate pupils
- demonstrate analytical thinking
- improve the quality of pupils' learning
- contribute to the school improvement/development planning and promote the learning priorities of the school SDP
- contribute to the development and/or implementation of school policies
- use the performance management process to advance pupil learning and enhance professional practice in line with the school's aspirations and priorities
- have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and/or maintenance
- promote the wider aspirations and values of the school

### **Areas of Responsibility and Key Tasks**

#### **a) Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- understanding and applying effective classroom management
- understanding and applying a range of teaching strategies

- positively targeting and supporting individual learning needs
- maintaining high levels of behaviour and discipline
- effectively using homework and other extra curricular learning opportunities
- demonstrating appropriate consistent progress
  - for the majority of pupils
  - across all teaching areas
  - across all spectrums of background, ability and behaviour
  - that compares favourably with pupils in similar settings
- effectively managing other adults on the classroom

**b) Monitoring, Assessment, Recording, Reporting**

- use performance data to evaluate pupils' progress and set appropriate targets for improvement
- use assessment to inform planning and teaching
- report on progress to all stakeholders

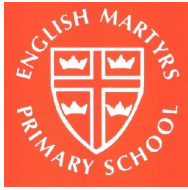
**c) Other Professional Requirements**

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- maintain an up to date knowledge of good practice in teaching techniques
- know subject(s) or specialism(s) to enable effective teaching
- take account of wider curriculum developments
- incorporate national strategies in all teaching
- communicate learning objectives
- contribute positively and effectively to the Every Child Matters agenda
- undertake professional development to enhance teaching and pupils' learning, and
  - apply outcomes and identify impact
  - share outcomes with colleagues
- take responsibility for professional learning

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## **The Setting and Context of**



### **English Martyrs Catholic Primary School**

English Martyrs Catholic Primary School is situated in Worthing, which is the largest town in West Sussex (population 100,000 and continuing to grow). It is a town set between the sea and the South Downs. English Martyrs is in the Durrington area of Worthing between the parishes of English Martyrs Catholic Church and St. Michael's Catholic Church. This covers a wide area of Worthing from High Salvington on the foothills of the South Downs in the north to Goring on the coast in the south.

English Martyrs is a happy school where staff and children enjoy coming to school and where parents are proud to send their children. There is a real commitment to strengthening the school year by year. There is a genuine motivation to seek the best for our children and revisit our School Mission Statement and School Aims regularly to ensure that we keep our focus. Visitors, supply teachers and prospective parents often comment on the positive, calm and caring ethos of our school.

We try to live our Mission Statement through our inclusiveness. We have a wide mix of social backgrounds as our catchments cover a diverse range of electoral wards (13 wards in Worthing and the towns of Angmering, East Preston and Rustington). These range from affluent areas to areas of deprivation. We also have children who are considered to have English as an Additional Language or from ethnic backgrounds other than white European.

We admit pupils from non-Catholic backgrounds whose parents require a religious education and who promote an ethos in which spirituality is valued and promoted. At present 84% of our children are baptised Catholic children with 8.4% being children from other Christian faiths.

English Martyrs is a through primary school from reception to year six. Currently we have 210 children on roll within seven classes. At present we have 23% on our Special Educational Need's register and of those one has a Statement of Educational Need.

Parental status and support is good and improving. Many classes have started to build a regular list of parents, grandparents, neighbours and some parishioners who come in to read with children. Parents volunteer to go on school trips and residential trips in years 5 and 6. The Friends of School are well run and supportive.

Community links are good with our two parishes of English Martyrs and St Michael's. The parish priests visit weekly and come informally to see the children and also to say Mass, take assemblies and contribute to areas of teaching in the RE syllabus. Members of the parish and local neighbours are also invited to whole school productions and events such as the School fairs.

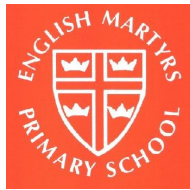
Our professional development record is excellent. We are proud that we promote professional development for all staff and are pleased of our recent record. Many former members of our leadership teams are now Headteacher's across West and East Sussex.

We like to encourage our vision statement through our work with students from other educational establishments. Therefore we work with Chatsmore and other secondary schools and sixth form colleges in the area to provide placements for work experience students, as well as placements for NVQ students from the Higher Education College and teaching students from Brighton, Chichester and other Universities.

The school has a strong team of Teaching Assistants, Learning Support Assistants, Learning Mentors, Lunchtime Supervisors, Office staff and Care-taking staff who are totally committed to the life and work of the school, as well as the education and personal development of the pupils.

We are looking forward to our continuing improvements over the next few years as we all strive to live our Vision Statement 'A Learning Community in Christ.'

# Summary of



## English Martyrs' Strengths

### **Curriculum**

- A commitment and belief by all staff to our Core Learning Values: Creativity, Collaboration and Independence
- A commitment to achieving children's work of real quality
- A stimulating, orderly and welcoming environment
- A commitment to increase our outside areas as a learning resource
- A commitment to high standards in teaching and learning
- High quality provision of SEN support and Gifted and Talented from Inclusion Leader and Learning Support Assistants
- Planned quality circle time across the school
- Good progress made across the primary school with very good value added scores
- A clear Whole School Curriculum Plan
- Continued development of school planning procedures
- A commitment to monitoring, assessment and school review
- Good provision of resources for curriculum which are well organised
- Good use of first-hand and real experiences to enhance learning
- Excellent IT resources and support
- Very good transition through the Key Stages

### **Organisation and Management**

- Good whole school procedures
- Our Behaviour Management Policy and the process of development
- Planned in-service training which incorporates all staff
- Established system of professional interview, monitoring and review for all staff
- Established meetings for professional development for teaching assistants, learning support assistants and lunchtime staff
- The whole school being aware of where we need to go to develop and all staff and governors being invited to contribute to the school's development and decision-making process
- Good hierarchy of rewards and sanctions
- Good transition between Foundation Stage and Key Stage 1
- A commitment to transition between Key Stage 2 and entering secondary school



## **Staff**

- Dedicated and caring staff
- Supportive, effective and efficient office staff who take the burden of photocopying and filing from the teachers
- Well trained and qualified teaching and support staff, with every class having a Teaching Assistant
- Teaching staff and Teaching Assistants who plan together
- Timetabled IT Technician
- Shared sense of teamwork
- Commitment to learning from each other (TAs and teachers)
- Dispersed leadership at all levels
- Sharing of ideas, subject knowledge and pedagogical expertise between staff at all stages of career
- Effective Project Teams who lead on whole school development

## **Community**

- Community spirit in the school and its relationship with the parishes
- Good relationships and communication between all school stakeholders (children, parents, staff, governors and parish)
- Parental presentations and information booklets
- End of Learning Unit Presentations to parents
- Parents seen as partners in the pupils' learning
- Involvement of the governing body in the life of the school
- Proactive governors' meetings
- Proactive Friends of School who are very supportive
- Liaison between Deanery schools
- Liaison between Durrington Family Group of schools and Worthing Group of schools
- Liaison between English Martyrs and Palatine Special School, with class links
- Liaison between our school and Chatsmore High School
- Extensive after-school activities available
- Family Learning opportunities in and after school time

## **Environment**

- Happy children in a warm loving climate
- Good opportunities for child voice: School Council, buddy system, circle time, idea boxes, interactive displays, interviews and questionnaires of their views, participation in school travel plan, counselling with school nurse, excellent class assemblies, end of Learning Unit presentations and productions
- Welcoming and attractive environment

- The Foundation Stage has had a significant amount spent on updating resources and improving the outdoor environment. The level of resources and equipment is now very good.
- Stimulating display and whole school environment
- Well organised and cared for environment
- Very good care-taking staff who take pride in their school
- Celebrations of our children's successes through displays from classes, charity money raised, photo album of our school in the local papers, big events, achievement book, achievement display, cloakroom award and lunch leaves
- Development of outside areas eg the wooded areas, orchard, pond and flowerbeds through parental help and the gardening club. This has helped to increase parental involvement and develop children's awareness of the school environment
- The development of the environment with the Trim Trail, outdoor classroom, all classrooms having an outdoor space and Foundation Stage and Key Stage 1 have a covered area.
- Well-behaved children. We have developed a good, positive and clear Behaviour Policy with Golden Rules established with whole school for the whole school



## **Application Comment Reply Slip**

As part of our self-evaluation we would like to know your honest view of our application pack and response to your request for an application pack. We hope you decide to apply for the position, however even if you don't we would still like your opinion.

- 1. Where did you see the advert or come to hear of this post?**
- 2. Which post were you interested in?**
- 3. What attracted you to this advert?**
- 4. Was your enquiry dealt with in a polite and effective manner?  
(Please expand if not)**  
  
Yes / No
- 5. Did you decide to apply for the post?**  
  
Yes / No
- 6. Why?**
- 7. What were the best parts of the application pack?**
- 8. Is there anything which we could do to improve our advert or application pack?**