



**Mill Hill**  
**Primary Academy**  
INSPIRING CREATIVITY & ACHIEVEMENT

Dear Colleague

Thank you for your interest in the post of KS1 or KS2 Teacher. A well-qualified, professional is required to join a large experienced, friendly and supportive team here at Mill Hill. This is a team which is committed to ensuring Mill Hill Primary Academy as the academy of choice for parents, an academy offering excellent outcomes for all of its pupils.

As a member of the team you would have the opportunity to drive forward your own professional development and expertise. At Mill Hill we are looking for new solutions that will challenge any barriers to learning. If you are a creative thinker, proactive in your approach, passionate about fostering children's love of learning and see yourself as a resilient learner yourself, then you would feel very much at home at Mill Hill.

This academy is part of the City Learning Trust. The academy is buzzing with a 'can do' attitude. Children in the academy are friendly, enthusiastic and keen to learn. Their voice is of key importance in informing and enabling continued progress of our academy.

We are looking for a vibrant and creative professional who can make an outstanding contribution to our academy and who can make a positive difference to the lives of our children and families, through providing world class welfare support.

You may, if you wish, submit a CV with your application but not instead of it. It would be helpful if your letter, in support of your application, is no more than 2 sides of A4. Please link your skills, and experience to the job and person specifications provided.

Please forward your completed application to Marie Faichney, HR Director, by post to Mill Hill Primary Academy, Sunnyside Avenue, Tunstall, Stoke-on-Trent. ST6 6ED or by email: [mfaichney@citylearningtrust.org](mailto:mfaichney@citylearningtrust.org)

Yours sincerely

**Sharon Bates**  
**Headteacher**

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Tunstall  
Stoke-on-Trent  
ST6 6ED  
Headteacher: Mrs S Bates  
Tel No: 01782 234466  
Web: <http://www.millhillprimaryacademy.coop/>

## **BACKGROUND & ETHOS**

Mill Hill Primary is an academy of 520 pupils, aged between 3 -11, situated in pleasant grounds serving an area of Tunstall which consists of private, private rented and council rented houses and flats. The children are from varied backgrounds, with a growing ethnic minority adding to the academy family.

The school converted to a City Learning Trust academy in April 2016 and benefits from the latest technology. The bright stimulating environment allows children to learn in an atmosphere where all are welcomed and valued. It is an academy at the heart of its community and seeks to provide the best learning opportunities and care to enable happy, successful pupils.

Every child should develop a love of learning and a thirst for knowledge which will enable them to problem solve, tackle new challenges and think creatively; all necessary skills for the 21<sup>st</sup> Century.

Our aim is for Mill Hill to be the academy of choice for all its community; a place where children feel secure, motivated to learn, well-resourced and able to access the highest quality teaching from caring committed staff.

Staff, Governors, parents and children will work as a team towards shared goals of trust, mutual respect and the highest standard. All pupils will reach their true potential.

All teaching and support staff are subject to the conditions of service outlined in the current pay and conditions document, as appropriate to their status, each member of staff is also required to carry out such particular duties as the Headteacher may reasonably direct from time to time.

## **APPOINTMENT PROCEDURE**

<b>Advertise:</b>	24.10.18
<b>Closing Date:</b>	12.11.18
<b>Shortlist:</b>	15.11.18
<b>Interview:</b>	21.11.18

**JOB DESCRIPTION:**

<b>School Name:</b>	Mill Hill Primary Academy
<b>Job Title:</b>	Classroom Teacher KS1 - KS2
<b>Reports To:</b>	Governing Body, Headteacher and Members of Senior Management team
<b>Role Summary:</b>	
As a Classroom Teacher, to deliver a broad, varied and well-balanced curriculum which nurtures and develops the potential of each child.	
Key Tasks, Activities and Areas of Responsibility:	
A) Planning, Teaching and Classroom Management	
Plan teaching and exercise good classroom management to achieve progression in pupils' learning by:	
<ul style="list-style-type: none"> <li>➤ Making effective use of assessment information when planning lessons.</li> <li>➤ Identifying clear teaching and learning objectives and specifying how they will be taught and assessed.</li> <li>➤ Establishing and maintaining a safe environment and purposeful working atmosphere which supports learning where pupils feel secure and confident.</li> <li>➤ Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development.</li> <li>➤ Identifying the needs of individuals and groups within classes and taking note of individual education plans.</li> <li>➤ Anticipating workload and planning ahead.</li> <li>➤ Setting tasks, including homework, which challenges pupils and ensures a high level of interest and motivation.</li> <li>➤ Providing clear structures for lessons, maintaining pace, motivation and challenge.</li> <li>➤ Setting clear targets to build on prior attainment.</li> <li>➤ Maintaining a well-equipped and organised classroom with appropriate displays, resource areas and materials for the children's use.</li> <li>➤ Assisting in the development, continuity and progression in all areas of the school curriculum by planning with colleagues as part of a team within the Key Stage or with all school staff.</li> <li>➤ Delivering effective learning for all by using a variety of teaching methods.</li> <li>➤ Managing pupils' behaviour and standards and encouraging a high standard of behaviour and mutual respect between all members of the school community.</li> <li>➤ Celebrating the achievements and creativity of all pupils.</li> <li>➤ Using Teaching Assistants' time appropriately and effectively.</li> <li>➤ Critically evaluating teaching to improve effectiveness.</li> </ul>	
B) Monitoring, Assessment, Recording, Reporting	
Use effective monitoring, assessment recording and reporting to achieve progression in pupils' learning by:	
<ul style="list-style-type: none"> <li>➤ Observing patterns of behaviour including absence and punctuality and highlighting concerns to the Phase Leader and Deputy Headteacher.</li> <li>➤ Assessing how well learning objectives have been achieved and use this to improve specific aspects of teaching.</li> <li>➤ Assessing and recording pupils' progress systematically and keeping records to check work is understood and completed, monitoring strengths and weaknesses, inform planning and recognise the level at which each pupil is achieving.</li> <li>➤ Marking and monitoring pupils' work and setting targets for progress.</li> <li>➤ Gaining an understanding of each child's previous educational experience and having adequate knowledge of their home background including medical concerns, ethnic origin, home language and religion.</li> <li>➤ Preparing and presenting informative reports to parents/carers.</li> </ul>	
<b>C) Other Professional Requirements:</b>	
<ul style="list-style-type: none"> <li>➤ Work pro-actively with your Line Manager to monitor and assess own performance.</li> <li>➤ Operate at all times within the stated policies and practices of the school.</li> <li>➤ Report progress against targets.</li> </ul>	

- Take responsibility for own professional development and duties in relation to school policies and practices.
- Ensure the school's open door policy is fully implemented so that parents/carers are made to feel important and visitors feel welcome.
- Be supportive of and sensitive to the needs of colleagues.
- Keep up to date with relevant initiatives and development in all curriculum developments to maintain good subject knowledge.
- Ensure that the school monitoring procedures are fully implemented.
- Liaise effectively with parents/carers, staff and governors as necessary and establish and maintain effective working relationships with all.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Represent the school at internal and external meetings and events as required, ensuring that positive networks are built.
- Make positive contributions towards school initiatives including development plan.
- Foster a lively and enthusiastic atmosphere for pupils and staff.

### **Key Skills and Competencies:**

#### **Qualifications**

- Degree level qualification.
- Postgraduate professional qualification e.g. Postgraduate Certificate in Education.
- Willingness to continue professional development.

#### **Other Skills Required for Role:**

- Ability to be flexibility in order to accommodate changes in work priorities.
- Ability to balance tasks and resources in the organisation of a wide range of activities.
- Ability to provide contingencies to deal with the unexpected.
- Ability to think clearly and logically in working through a problem and to make referrals as appropriate.
- Ability to monitor progress against key performance indicators.
- Possess an enthusiastic and positive attitude.
- Have an awareness of the needs of children who have English as an additional language.
- Communication:
  - Apply effective verbal communication skills.
  - Present information and ideas clearly, by using language appropriate to the audience.
  - Positively influence the opinions of others through factual discussion.
  - Adapt personal style to suit individual situation and needs.
  - Create an environment of trust by delivering on promises.
  - Utilise report-writing skills to accurately reflect a situation through positive language.
  - Use negotiation skills with parents and outside agencies.

#### **Accountability/Freedom to Act**

- Make routine decisions based upon guidelines and procedures laid down in the established framework.
- Lead by example in standards of behaviour in the work environment.
- Make decisions based upon analysis, understanding and interpretation of relevant data and information.
- Make judgements with regard to when it is appropriate to liaise with others including external agencies.

#### **General Comments**

- The Classroom Teacher teaches classes of approximately 30 children.
- To be successful in this role you must readily adapt to constantly changing curriculum, modifying lesson preparation and delivery accordingly.
- You must operate strictly in accordance with the school policies and procedures and have limited scope for decision making outside of these frameworks.

<b>General Information</b>	
<b>Equality Opportunities</b>	<ul style="list-style-type: none"> <li>➤ As a member of school staff, take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.</li> <li>➤ Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</li> </ul>
<b>Confidentiality and Data Protection</b>	<ul style="list-style-type: none"> <li>➤ Treat all information acquired through employment, both formally and informally, in strict confidence.</li> <li>➤ To be aware of the school's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li> </ul>
<b>To contribute as an effective and collaborative member of the school team</b>	<ul style="list-style-type: none"> <li>➤ Fulfil any other duties as reasonably required by the Executive Headteacher, Headteacher, Governor or SLT member.</li> <li>➤ Participate in the ongoing development, implementation and monitoring of the development plans.</li> <li>➤ Attend regular meetings as required and make a positive contribution during meetings.</li> </ul>
<b>Child Protection</b>	<ul style="list-style-type: none"> <li>➤ Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.</li> </ul>