

Information for Applicants

Academy **Quest Primary School**

Required **17th April 2023**

Contract **Full-time (permanent)**
Salary **TCT3 £34,103 – TCT12 £44,687 (comparable to MPS/UPS 1, outer London)**

Closing Date **Friday 3rd February 2023 at 12 noon**
Interviews **8th, 9th or 10th of February 2023**



Welcome



Dear Applicant

Thank you for your interest in the post of Class Teacher. We are looking for an individual who has a passion for working with children in KS1, is an excellent practitioner committed to delivering high-quality outcomes and will work hard to ensure all children are able to achieve the best they can. This information pack will help you to learn more about our fantastic school and I hope that you will be excited about the prospect of joining our excellent team. High quality and well-supported staff are crucial for the success of our children and we are able to offer a comprehensive professional development package.

Quest Primary School is at an exciting time in its development. In September 2022, the school adopted its new name, Quest Primary, thereby aligning more closely with our neighbour The Quest Academy and ensuring that partnership across both schools enables us to work effectively to provide the best possible educational outcomes and experiences for our pupils. Work has already begun to raise attainment across the school and our focus on developing excellent teaching and learning, supported by an engaging and ambitious curriculum offer, will ensure that pupils can achieve their potential, in a supportive and caring environment. We also provide specialist teaching for 14 children with Moderate Learning Difficulties in our Enhanced Learning Provision.

The Collegiate Trust has a clear vision to deliver *exceptional education for all*. Quest Primary pupils are well motivated and a pleasure to work with, whilst our staff are hard-working and ambitious for themselves and others. Our facilities enable us to provide the very best learning environment and learning experiences for our pupils and it is the combination of these factors that leads to the improving standards at our school and the enviable reputation that *The Collegiate Trust* has built. I hold the highest aspirations for what we will do and achieve in the future for our pupils at Quest Primary.

Whether you are at the very beginning of your career or are looking to develop your experience, a school within *The Collegiate Trust* is a great place for professional growth. ECTs benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development. Our aim in all appointments is to appoint colleagues who will share our aspirations and make a major contribution to building the best life chances for our pupils.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and the Collegiate may be right for you. To submit an application, please complete the form on the Trust website, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification. If you have any further questions about this post or would like to arrange a visit, I would be pleased to speak with you; please feel free to telephone the school on 020 8657 4722.

Best wishes,

Handwritten signature of Miss J Stawman in black ink.

Miss J Stawman
Head of School

Handwritten signature of Mr A Crofts in black ink.

Mr A Crofts
Executive Principal

Key Information

Quest Primary (previously known as Gilbert Scott Primary School) is a one-form entry school of 180 pupils, set on a spacious and attractive site.

Teachers	12
Education Support	21
Administration	2
Premises	1

Our school benefits from a talented and highly committed team of staff, with a strong combination of experienced and newer colleagues. The development of staff is a key feature of our work and we collaborate closely with other local schools and look forward to working across our Trust.

Nursery	19
Reception	26
Year 1	18
Year 2	18
Year 3	26
Year 4	25
Year 5	29
Year 6	21
Total	182

The school has a good reputation for supporting children with special educational needs. There is an enhanced learning provision for 14 children with moderate learning difficulties and an additional nursery provision for children with severe learning difficulties.

The *Senior Leadership Team* is an experienced and well-established group, which oversees key strategic areas of work in the school including monitoring pupil progress and the quality of teaching. The new Head of School works with a talented and ambitious team, with excellent support from the Trust's *Head of Education* and CEO.

Head of School	Miss J Stawman
KS1 Assistant Principal	Mrs D Adams
KS2 Assistant Principal	Mrs N Beirne
SENDCO	Mrs J West
Executive Principal	Mr A Crofts

We strive to continue building high quality practice to deliver great progress in every year group. The attitudes and behaviour of our pupils are excellent and they see the school as a safe, welcoming and nurturing environment.

You can find out more information about our school, and our Trust at the following websites:



Information about *The Collegiate Trust*

Our Trust works in the Croydon and Crawley areas with a clear vision to deliver *exceptional education for all*. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB).

The Trust has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff. *Gossops Green*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1st March 2018. *The Quest Academy* joined the Trust on 1st June 2018 and *Courtwood Primary* and *Gilbert Scott Primary* (now *Quest Primary*) joined the Trust on 1st September 2018. *Kenley Primary School* joined most recently in September 2021. In addition, two further secondary schools are expecting to join the Trust in 2023.

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer, Finance Manager & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Why Work With Us?

The Collegiate Trust is an exciting, fast-paced group of schools committed to progress, collaboration and excellence for all... staff and students alike. We are a dynamic and expanding trust of seven schools (two secondaries with Sixth Form provision, and five primaries) with numerous and diverse career opportunities for both new and existing staff.

All staff and governors, at every level of their career, in both teaching and business support functions, have an equal entitlement to Continuous Professional Development (CPD). This promotes, develops and supports staff in their shared commitment to lifelong learning. Results are reviewed and evaluated regularly in order to support further development of our CPD programme and drive constant improvement.

Through expert facilitation, Trust-wide collaboration, inter-school networking, and our extensive CPD programme, every member of staff has the opportunity to make substantial contributions to the development of the curriculum, pedagogy and delivery of business services, whilst improving their own prospects of career progression.

We are committed to:-

- facilitating **career progression**
- offering **excellent professional development**
- providing **opportunities to lead**
- extending **support from Trust experts**
- developing **collaborative opportunities** to generate new and next practice

Other tangible benefits of working within a TCT school include¹:-

- ✓ Exceptional performance rewards
- ✓ Two-week October half term (instead of 5 INSET days)
- ✓ Well-equipped staff rooms and work rooms
- ✓ Excellent learning resources in classrooms
- ✓ Cutting-edge technology provision
- ✓ Free Microsoft Office apps
- ✓ Staff diner (hot and cold meals every day)

Individuals who are successful in their application to The Collegiate Trust join us at an exciting time. In return for the opportunity to be part of our Trust, we ask that all joining members of staff share in our vision of “Exceptional Education For All” and are motivated to work continuously towards developing their own professional excellence.

Schedule for Appointment

Closing Date Friday 3rd February 2023 at 12 noon

Invitation to Interview 8th, 9th or 10th February 2023



¹ At the time of publication, not all benefits available at every TCT school.

Job Description

Job Title: Class Teacher (KS1)
Salary: TCT3 £34,103 – TCT12 £44,687
(comparable to MPS/UPS1,
outer London)
Accountable To: Head of School



Accountable For:

Teaching all areas of the primary curriculum, taking responsibility for the progress of the pupils and contributing fully to the life of the school.

Job Summary

Responsible for the education and welfare of designated classes and groups of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the school's aims, objectives and schemes of work and schools policies and to fulfil the Professional Standards for Teachers in England. To share in the corporate responsibility for the wellbeing and pastoral care of all pupils and to carry out any reasonable instructions given by the Head of School, SLT and SENCO.

Duties and Responsibilities

Teaching and Learning

- Have clear intentions for children's learning and to use knowledge of school policy and National Curriculum requirements to plan differentiated work to meet the needs of individuals and groups promoting progression, continuity and quality of learning.
- Use of variety of suitable teaching and learning styles and to communicate clear learning objectives and expectations
- Use relevant classroom management strategies to ensure that a purposeful environment for teaching and learning can take place
- Organise and maintain a stimulating working environment appropriate for the range of activities taking place
- Ensure that resources are organised and readily available to promote learning
- Support behaviour taking into account the personal, social and emotional needs of pupils

Curricular Leadership

- To prepare and teach effective lessons, ensuring regular assessment, including reporting to parents, informs all aspects of planning and supports improved standards.
- To take full responsibility for pupil progress and achievement
- To contribute fully to collaborative development and improvement within the year group, phase, school and Trust.

Pastoral Leadership

- Promote the general progress and well-being of individual pupils and of the class as a whole, liaising with colleagues to ensure the implementation of the school's pastoral system
- To undertake duties at the direction of the SLT.
- To promote and safeguard the welfare of all children and for whom you are responsible or with whom you come into contact.

Professional Leadership

- To participate in all performance management processes.
- To maintain all professional standards as laid down by the school and the Trust.
- To work with colleagues and governors to contribute to whole school improvement.

- iv. Through line management arrangements, ensure professional development needs are identified and addressed.

Person Specification

Qualifications

Good Honours Degree

Qualified Teacher Status

Experience

Effective working with young people of a range of ages and abilities

Evidence of making an effective contribution to a team

Skills & Attributes

Ability to deliver high quality learning over time to all pupils in a class

Sound knowledge of working with children with SEND needs

Ability to provide effective pastoral care

Capacity to work alongside colleagues, contributing effectively to a team

Ability to quickly establish and maintain positive relationships with pupils, staff and families

Understanding of safeguarding issues and promoting the welfare of children and young people

Well-developed communication skills, including high level of written and oral literacy and competent ICT use

Ability to work successfully with multi-agencies

Potential for professional progression

Commitment to extra-curricular activities

Fulfil the professional standards for Teachers in England

Knowledge

Experience of current good practice and curriculum developments in mainstream provision

Knowledge of early child development

Knowledge of successful practice in teaching SEN pupils including those on the autistic spectrum

Knowledge/interest in at least one curriculum area

Effective use of ICT to support high quality learning

Personal Skills

Ability to generate enthusiasm for new ideas in both pupils and staff and inspire other with confidence

Ability to communicate effectively to groups and individuals, both orally and in writing

Able to demonstrate a flexible approach to a variety of issues and an ability to listen to others
Ability to analyse situations and to help to implement realistic solutions
Ability to provide advice and guidance to parents in a positive and clear manner
Able to remain calm when working under pressure

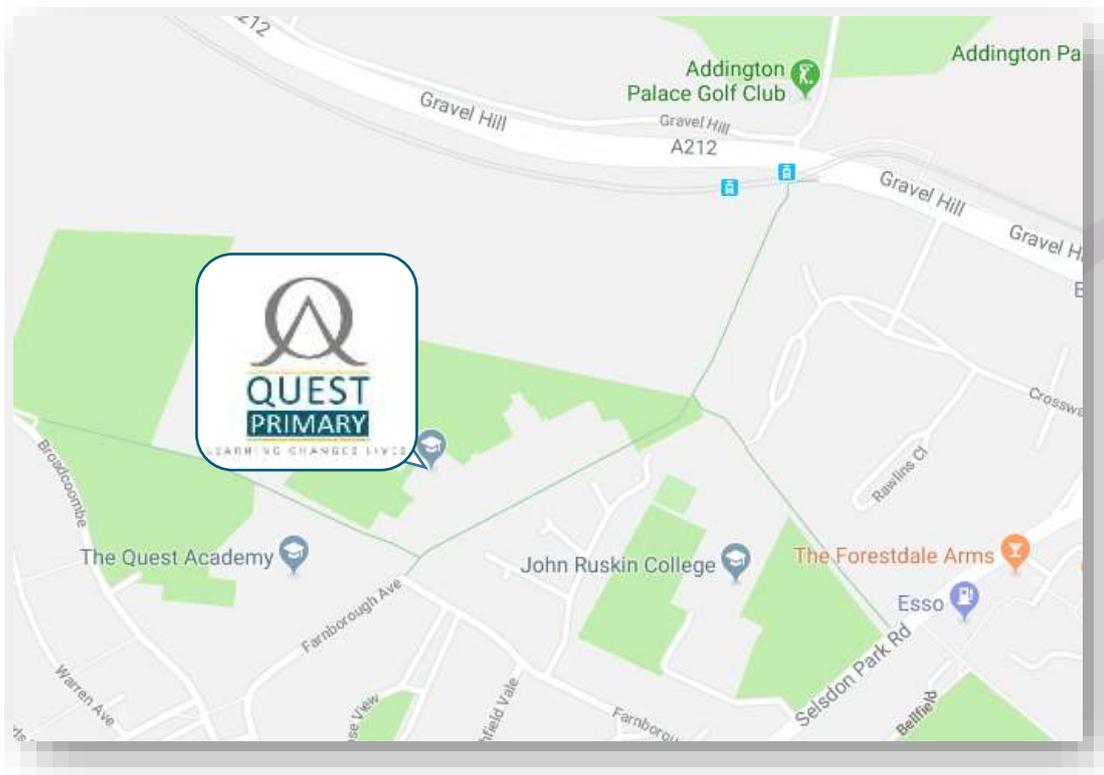
Philosophy
Expectation of high pupil achievement for all pupils including those with SEND
Commitment to the provision of high-quality education and pastoral care for all pupils
Evidence of understanding and commitment to equality of opportunity and respect for pupils' individual differences
Commitment to parental partnership in education and developing links between school, home and the community
Be aware of the key school policies and procedures, especially Health and Safety, Child Protection, Data Protection and School Development Plan

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the *Disclosure and Barring Service*.

Appointment will be dependent upon further health, medical and attendance checks.

How to Find Us



By Tram:

Route 3 (New Addington - Wimbledon) - to Gravel Hill Tram Stop and walk up the alleyway alongside the field (commonly known as *Conker Alley*). Follow the path to your right and The Quest Primary School is the second school on your right after *Red Gates School*.

By Bus:

466, 130 — to Gravel Hill Tram Stop/Addington Park and walk up the alleyway alongside the field (commonly known as *Conker Alley*). Follow the path to your right and The Quest Primary School is the second school on your right after *Red Gates School*.

64, 359 — to *John Ruskin College* on Selsdon Park Road and walk up Farnborough Avenue.

The Quest Primary School
Farnborough Avenue, Croydon, CR2 8HD
☎ 020 8657 4722
✉ admin@questprimary.org.uk
💻 www.questprimary.org.uk