



**School:** Ongar Place Primary School  
Milton Road  
Addlestone  
Surrey  
KT15 1NY

**Tel:** 01932 842785  
**E-mail:** admin@ongar-place.surrey.sch.uk  
**Age range:** 4 – 11 (2 – 4 nursery)

**Job Title:** KS1/KS2 Class teacher  
**Contract:** Full Time (Part Time/Job Share considered)  
**Salary:** MPS / UPS  
**Starting date:** 1<sup>st</sup> September 2024

**Details of post:**

Applications are invited from an enthusiastic class teacher to join our inclusive school. The successful candidate will have excellent interpersonal skills and be able to work as part of a team to provide positive learning experiences that benefit all our children. We aim to create memorable moments while preparing children for the next stage of education.

Experienced teachers and ECTs are welcome to apply. We have experienced ECT mentors to support and celebrate teachers as they begin their careers.

Ongar Place Primary School is a single form entry school with a nursery class

**We are looking for someone with:**

- passion for learning
- good interpersonal skills
- high expectations of self and others
- ability to plan creative learning that can be adapted for all learners
- commitment to CPD
- energy, enthusiasm and a sense of fun

**We can offer:**

- an inclusive environment where every member of the school community matters
- a friendly, supportive and committed staff team
- enthusiastic children who are well motivated and active learners
- good training and professional development opportunities
- a well-resourced school environment

Please see our website, [www.ongar-place.surrey.sch.uk](http://www.ongar-place.surrey.sch.uk) (about us / staff vacancies) for further details and an application form. Visits to the school are warmly welcomed. Please contact the school office to make an appointment.

Please contact Claire Reardon (SBM) or Tracy Good (Headteacher) for any further details.

**Closing Date:** Rolling Application Time  
**Interview date:** TBC

**Please note that we may choose to interview strong candidates on receipt of their application forms, early application is advised.**



## **KS1/KS2 Class teacher Job Description**

**Post:** KS1/KS2 Class teacher

**Responsible to:** the Headteacher

### **Purpose:**

To provide excellent teaching and enjoyable learning for the children.

To assist in the development of the curriculum throughout the school.

### **Responsibilities:**

- To uphold the teaching standards as set out by the DfE
- To meet, share ideas and plan co-operatively with members of the key stage and ensure enjoyment, continuity and progression in learning.
- To implement and maintain the school's pastoral care and discipline policy, taking into account the personal, social and emotional needs of the child.
- To assess own areas of need regarding professional development and seek out opportunities to address these through CPD.

### **Teaching and Learning:**

- To demonstrate good practice in terms of classroom teaching and organisation.
- To assess pupils in a manner agreed record and report this as necessary.
- To implement plans in an inclusive, motivating and supportive way using a range of teaching strategies, taking into account the needs of individual pupils.

### **Strategic Development:**

- To contribute to discussion of the school's aims and policies and participate in the implementation of policies, plans, targets and practices.
- To assist in developing policy and the school development plan.

### **Leadership:**

- To plan and manage the work of teaching assistants.
- To lead the work of colleagues as appropriate in order to promote effective teaching and learning for pupils.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

**PERSON SPECIFICATION**  
**Class teacher**



	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Training linked to KS1 or KS2</li> <li>• Enhanced DBS clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Have a good honours degree</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Excellent classroom management and practice</li> <li>• Teaching experience in KS1 or KS2</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of making use of appropriate data to analyse the performance of pupils and set targets</li> </ul>
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Have a clear understanding and vision of primary education and the way children learn</li> <li>• Have strategies which will achieve effective teaching and learning</li> <li>• Knowledge of the assessment of children and how this can be used to raise standards</li> <li>• Confidence in using ICT to support teaching and administration</li> <li>• Be committed to safeguarding and promoting the welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of the National Curriculum</li> <li>• Understanding of the principles of assessing to further support learning</li> <li>• Experience of statutory testing</li> <li>• Understanding of pupil premium</li> </ul>
<b>PROFESSIONAL SKILLS</b>	<ul style="list-style-type: none"> <li>• The ability to establish professional relationships quickly and work co-operatively as a member of a team</li> <li>• A willingness to manage a range of learning needs and a commitment to inclusion</li> <li>• The ability to manage workload and keep to deadlines</li> <li>• The ability to communicate effectively, both verbally and in writing, in a wide range of situations</li> <li>• Positive behaviour management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to work within a group planning and monitoring a curriculum area</li> <li>• Be able to contribute to an extra-curricular area</li> <li>• Knowledge of issues surrounding child protection issues</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• The ability to build and sustain effective working relationships with staff, parents, pupils and governors</li> <li>• Commitment to work flexibly</li> <li>• A caring and pastoral attitude towards staff and pupils</li> <li>• Energy and enthusiasm</li> <li>• A sense of humour</li> <li>• Committed to continuing professional development</li> </ul>	