



The Langley Academy Primary
Langley, Berkshire
Graduate Cover Teacher
Application Pack

Contents

Thank you for your interest in the post of Graduate Cover Teacher at The Langley Academy Primary.

This pack contains:

- Letter to candidates
- Details about the Trust and the Sponsor
- Information about The Langley Academy Primary.
- Information about the other schools in The Trust.
- The job description and person specification

We hope that you find the pack informative and useful. If you do have any further questions, then please contact The Langley Academy Primary Headteacher via the details below:

Jane Atherton

jane.atherton@langleyacademyprimary.org

01753 214450

Dear Applicant

I am delighted that you have shown an interest in applying for the Graduate Cover Teacher position at The Langley Academy Primary. I want to set out the reasons why this opportunity is so exciting.

The Langley Academy Primary is a new three-form entry school that opened in September 2015 with 90 Reception pupils. The Langley Academy Primary is sponsored by The Langley Academy Trust. The school is built on the current site of The Langley Academy (secondary) making this is a unique opportunity to literally shape a new school, in a purpose built building.

We are committed to developing each and every one of our pupils to enable them to become the best they can be. It is our aim to provide each child with an outstanding education from day one.

To support us in our aims, we need a cover teacher who is innovative, energetic and nurturing with knowledge and understanding of teaching and across the school. You will support us by maintaining standards in the absence of a teacher.

As a member of our growing team we are looking for a Graduate Cover Teacher who is:

- Clear about their values and are passionate about the role a primary school can play in transforming children's lives
- Experienced and able to draw on prior knowledge to help deliver outstanding educational opportunities
- Knowledgeable, willing and able to provide additional support and cover in the absence of a teacher
- Able to work as a supportive, reflective member of our team
- Excited by working in a collaborative environment across The Trust
- Professional with a 'can-do' approach
- Flexible, quick-thinking with lots of great ideas
- Energetic, creative and able to use your initiative
- Approachable with excellent communication skills
- Role model for the school community

We will look to you to actively work alongside our teaching team to create an enabling environment, which enthuses children and gives them the motivation to do well. In return, you will benefit from the support of our team and Langley Academy Trust. As part of a dedicated team, you will have opportunities to develop your wider skills and interests to benefit our children.

As an academy we offer you the following benefits:

- Opportunity to work alongside practitioners across The Trust
- Comprehensive internal and external CPD programmes to assist in the development of your skills
- Support from the Trust's ITTCo to help you establish routes on your journey to become a qualified teacher

Working from a blank page to develop The Langley Academy Primary has been my most exciting challenge so far and I am sure you would love to be a part of this journey. Please come and visit us to learn more.

Yours sincerely

Tracey Bowen
Headteacher

About the Trust and the Sponsor

The Langley Academy Trust is a Multi-Academy Trust (MAT) established to build on the successes of The Langley Academy to enhance the life chances of all the children who attend our schools. Being a MAT allows us to take advantage of synergies between primary and secondary education. We are able to learn from best-practice and share resources across the Trust.

The Langley Academy Trust encompasses Parlaunt Park Primary Academy, The Langley Academy Primary and The Langley Academy. The Trust is at the heart of the Langley Academy community and is aspirational, we want to be the best MAT in the country with each school rated Outstanding as soon as possible. We believe in the economies of scale, the cross-phase opportunities for staff, the ability to respond to each other's needs quickly and the 'can-do' approach to everything we do, thus making the working environment very exciting.

The Langley Academy Trust is sponsored by The Annabel Arbib Foundation.

The Annabel Arbib Foundation is a registered charity established in 1987 that supports the philanthropy of Sir Martyn Arbib, and his direct family. The Foundation provides charitable donations and financial support to organisations and causes around the UK, with a focus on the Thames Valley. The Annabel Arbib Foundation, took a leading role in establishing the River & Rowing Museum in Henley-on-Thames, which opened in 1998 and attracts over 100,000 visitors per year. The Annabel Arbib Foundation continues to be the main sponsor of the educational side of the museum.

Sir Martyn's daughter, Annabel Nicoll is the Chair of The Langley Academy Trust. She works passionately with energy, commitment and determination to ensure The Trust makes a difference to the children and staff, offering opportunities that many elsewhere in the country may not get.



Annabel Nicoll, (Sponsor)

About The Langley Academy Primary

The Langley Academy Primary is a three-form entry primary school for pupils from 4 to 11 years old. It opened in September 2015 for 90 Reception pupils. From then on, our intake will grow year on year until we reach full capacity of 630 pupils in 2021. At the end of Year 6, pupils from The Langley Academy Primary will be given priority admission to The Langley Academy (secondary), creating an ‘all-through’ Academy. September 2016 saw the opening of the Nursery class.

We are committed to providing an outstanding educational experience, from our first day of opening that will meet the needs of all children, whilst developing their love for learning, based on our strapline: ‘Curiosity, Exploration and Discovery’.

Our vision is to create an outstanding all-through school. We provide a 21st century curriculum that puts children first. Pupils learn from first-hand experiences, stemming from our Museum-Learning focus; they will develop skills to be independent, reflective, critical thinkers with a passion for learning. We teach the whole child by offering a holistic curriculum. We ensure we build on children’s skills and interests to promote their readiness to learn. These experiences are enriched through extra-curricular projects and trips, supported through our Secondary Academy. Our staff are key in turning vision into reality.

As a new school, we are determined to bring the best opportunities to our pupils and their families. Our new building is designed to support the curriculum and ensures pupils in Reception have an outstanding early-years education building on their pre-school experiences.



The Langley Academy

The Langley Academy is a unique academy that serves the young people of Langley, Slough and further afield. The secondary academy is housed in an iconic building: it specialises in Science, pioneers the use of museum learning and aims to become a centre of excellence for sports, notably rowing and cricket. At the heart of its vision, The Langley Academy aims for the highest achievement for all and to provide a welcoming, imaginative and creative environment which enriches the lives of all involved. We aspire to instil traditional values and promote respect for other beliefs.

The Academy strives to be at the forefront of Science education and has developed links with national and regional museums to add an external dimension to learning.

We are proud of what we and our students have achieved and we are confident that we will continue to achieve high standards for all our students and our local community.

In its most recent Ofsted inspection in 2013, The Langley Academy was rated good with outstanding elements.

'The main reason why achievement is good is because the majority of teaching is typically good and sometimes outstanding, and it is well matched to the needs of most students. Students have outstanding attitudes to learning. Behaviour is excellent. Relationships throughout the academy are extremely positive and this ensures that the academy is a calm, purposeful environment in which to learn. The sponsors' vision permeates all aspects of academy life and the Principal, leadership team and those who lead subjects and house groups are relentless in driving improvement.'

Parlaunt Park Primary Academy

Parlaunt Park Primary Academy is a popular community school with recently modernised buildings that became a sponsored Academy within The Langley Academy Trust in September 2014. The Langley Academy Trust provides support and expertise to Parlaunt Park to allow the new Headteacher and staff to focus on providing an outstanding, holistic and exciting education for all of its pupils.

Parlaunt Park caters for children between the ages of 3 and 11 years.

Every child who attends Parlaunt Park is viewed as unique and treated as such. They are encouraged to become independent thinkers with a love for life and learning. Their enthusiasm is stimulated by dedicated staff members who share the ambitions of The Langley Academy Trust to motivate the pupils to be inquisitive and thoughtful learners who will go on to success at Secondary school and beyond.

Parlaunt Park and The Langley Academy Primary work collaboratively to ensure equality of opportunity for pupils in The Langley Academy Trust in order to prepare them for their continued educational journey at The Langley Academy.

Job Description

DESCRIPTION

To work with the Senior Leadership Team of The Langley Academy Primary in all aspects of developing learning and teaching, curriculum, assessment and enrichment in Early Years/Key Stage 1 and Key Stage 2.

Salary - Unqualified Teacher Scale (fringe) Point 1 - £18,3377

JOB PURPOSE

Graduate Cover Teachers should be exemplary role models and strive for the very best in their practice. They will work as part of the teaching team in order to provide an enabling environment in which all individual children can play, develop and learn.

Graduate Cover Teachers should have a view to continue their training to become a qualified teacher.

JOB SPECIFICATION

You will be accountable to the Trust, working effectively with the Headteacher, Senior Leadership Team and other staff at The Langley Academy Primary.

- 1. To work under the guidance of the Deputy Headteacher, within an agreed system of supervision, to:**
 - implement agreed range of activities with individuals/groups of children within or outside of the class.
 - manage and prepare resources to support learning activities, both indoors and outdoors.
 - supervise all children during the short term absence of the class teacher (i.e. PPA and cover supervision).
 - generally assist children in undertaking both adult directed and child initiated activities, interacting with them to support their learning and development.
 - regularly contribute towards written observations of a child's progress including marking, whilst maintaining confidentiality at all times.
 - collate evidence to support a child's progress towards learning outcomes.
 - assist teachers in the observation, assessment and planning cycle.
 - provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence

- 2. Supervision:**
 - To ensure the safety and welfare of children throughout the day.
 - To assist with the general supervision of pupils during break times and/or when required, interacting with children while they play both indoors and outside.
 - To provide appropriate guidance and occasional general supervision to less experienced staff who may be undertaking duties/tasks as part of their personal development i.e. students, placements.
 - To accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group.

3. Working with the children:

- To implement policies and procedures to ensure statutory frameworks are met.
- Implementing agreed learning activities/teaching programmes, adjusting activities according to children's responses/needs.
- Establish productive working relationships with children, acting as a role model and setting high expectations for behaviour and learning.
- To understand the required areas of learning, stages of development an assessment in order to support pupils' learning and progress.
- To promote and reinforce pupils' self-esteem.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- Interacting with children and supporting development of their knowledge, skills, attitudes, problem solving and thinking.
- Monitoring and evaluating children's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Encouraging children to interact and work co-operatively with others and engaging children in activities.
- Understanding and being able to implement inclusive practices into the setting, to ensure all children have the opportunity to learn, interact and fulfil their potential.
- Monitoring and evaluating children's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance.

4. Working with teachers and other professionals:

- Working with a wide range of people including teachers, school staff, visiting professionals and visitors/students placements.
- Working with the teacher and other team members in planning and evaluating daily/weekly learning and care.
- Working with the teacher to establish an appropriate safe and secure learning environment.
- Working with teachers and other team members, to share information, liaise and agree upon a recommended course of action, prior to discussions with parents.

5. Working with parents:

- To ensure that parents, carers are welcomed, involved and regularly informed of each child's activities.
- Liaising sensitively and effectively with parents/carers as agreed with the teacher, including participating in feedback sessions/meetings with parents either alongside the teacher or as directed.

6. Supporting the curriculum:

- To support the planning and to provide a programme of activities suitable to the age range of children within each group.
- Making decisions on how to implement a specific activity which has been defined by/discussed with the Class Teacher, e.g. planning and implementing a small group activity to fit with defined learning intention for the day.
- Contributing recommendations to the team, regarding planning for future learning.

7. Health and Safety:

- To take shared responsibility for standards of safety, hygiene, security, cleanliness and tidiness throughout the school.
- Organising the availability and use of general and specialist play equipment and other resources, including checking to ensure they are clean, safe and secure to be available to young children.
- Uphold school's health and safety policies, by reporting problems with resources and equipment to the teacher, for further action to be taken.
- To maintain the highest level of cleanliness and hygiene in personal care and food preparation.

8. Physical demands:

- The post requires working with young children, including bending, kneeling and crouching for periods of time. It may also involve occasionally lifting or holding children during planned activities, and also may include cleaning blood or other bodily fluids as well as toileting duties.

9. Working Conditions:

- The post involves significant elements of inside and outside work, including leading learning in an outside environment e.g. building a snowman with young children.
- Exposure to moderate noise, especially whilst working inside the class, e.g. a music session with young children.
- Other environments may include occasional trips to places of interest, e.g. local farm.

10. CPD

- A positive approach to continuous professional development, including accessing recommended training and development programmes as identified by the line manager.
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects
- To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To train as a Teacher

11. GENERAL

- The Cover Teacher may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post
- Contribute to the overall ethos /work/aims of the school.
- Apply strategies for assisting pupils to settle into new settings
- All staff in school will be expected to accept reasonable flexibility in working arrangements and allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion.

Person Specification

The Langley Academy Trust is committed to safeguarding and promoting the welfare of the children and expect all staff and volunteers to share this commitment. In choosing a Graduate Cover Teacher, The Langley Academy Trust will be looking for a candidate who closely matches the following:

Qualifications and Training	Essential	Desirable
Degree	✓	
Educated to a minimum of GCSE standard (or equivalent) in Maths and English	✓	
Paediatric First Aid training		✓
Child protection / safeguarding training		✓
Health and Safety Training		✓
Excellent written and oral communication skills	✓	

Relevant Experience and Knowledge	Essential	Desirable
Able to demonstrate effective practice and approaches to teaching and learning	✓	
Proven experience of positive impact on pupil progress	✓	
Experience, knowledge and understanding of the EYFS framework and/or National Curriculum		✓
Knowledge and understanding of child development	✓	
Knowledge of safeguarding		✓
Ability to balance adult-led and child-initiated learning opportunities	✓	
At least 1 year's prior experience of working in a primary school	✓	
At least 1 year's prior experience of working for The Langley Academy Trust		✓
Experience of undertaking observations and maintaining children's developmental records	✓	
Ability to plan learning activities to stimulate learning and development, based on observations	✓	
Experience of working with children with SEND		✓
Demonstrate relevant Numeracy, Literacy and ICT skills	✓	
Good organisational skills	✓	

Personal qualities and Attributes	Essential	Desirable
Model high standards of safe working practice to create an enabling environment	✓	
High aspirations and a belief in all children reaching their full potential	✓	
Inspirational, enthusiastic and motivated to create the highest quality care	✓	
Flexible approach to working	✓	
Creative worker	✓	
Able to contribute planning and other ideas to the team	✓	
Resilient	✓	
Ability to be self-reflective with a desire to review and refine own practice	✓	
Possess a positive approach to work, seeking to find solutions and demonstrating a cup half full approach	✓	
Ability to maintain confidentiality at all times	✓	
To keep abreast of childcare legislation	✓	
Demonstrate an understanding and commitment to equal opportunities	✓	
Committed to continuing professional development	✓	
Committed to become a teacher	✓	

How to apply

Please send a letter of application to:

Jane Atherton
PA to The Headteacher
The Langley Academy Primary
Langley Road
Langley
SL3 7EF

or email it to:

jane.atherton@langleyacademyprimary.org

Closing date:

12:00 midday on Thursday 2 May 2019

References will be sought when we shortlist. Your application will be treated in the strictest confidence.

The Annabel Arbib Foundation and The Langley Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to Funding Agreement and subject to pre-employment checks. References will be sought and successful candidates will need to undertake an enhanced Disclosure & Barring Service (DBS) check. TLAT is an equal opportunities employer.