



Eden Primary, 79 Creighton Avenue, London N10 1NR      Tel      0208 883 9527

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## RECRUITMENT PACK

### CLASS TEACHER

(Maternity Leave Cover)

#### Includes:

- Welcome Letter from Head Teacher      Page 2
- Eden Primary Vision and Values      Page 3
- What kind of person are we looking for?      Page 3
- Our Commitment to Staff      Page 4
- Person Specification      Page 4
- Job Description      Page 6
- How to Apply/School Visits      Page 9
- Full Advert      Page 10

## **Welcome Letter from the Head Teacher - Including How to Apply**

**April 2023**

Dear Candidate,

Thank you so much for your interest in applying for a teaching position at Eden Primary. I hope that you will enjoy this introduction to our lovely school and that you will decide to apply.

We are looking for an excellent new teacher to join us almost certainly in Key Stage 2 in the first instance. This is a maternity leave cover but there may be the possibility of permanent employment following this period. TLRs or leadership positions may be available for the right candidates in certain curriculum areas and phases. Part time teachers and early career teachers will be considered.

Eden Primary opened in September 2011. We are now approaching our 13<sup>th</sup> birthday and have a flourishing and dynamic Jewish primary school in a beautiful setting and building, designed and opened in 2012 to create a learning environment conducive to achieving the values and vision that we are committed to at Eden.

Eden Primary is a school that incorporates creativity, inclusion and outdoor education in a dynamic integrated curriculum. Jewish and General Studies are often integrated at Eden but can be taught discretely. Some knowledge of Judaism and Hebrew is therefore an advantage but is definitely not required. The school is inspired by the Reggio Emilia approach to educating young children.

We are an ambitious school and are keen to find teachers with a passion for teaching and learning to complement and build our team. They will be caring individuals with considerable drive and an enthusiasm for our inclusive ethos. They will be a strong classroom practitioner preferably with teaching experience but newly qualified teachers will be considered. They will have high expectations of children's abilities and behaviour and a passion for high quality, creative teaching and learning. Eden is an inclusive school and welcomes a number of children with special and complex needs supported by our Inclusion Lead and significant expertise in these areas.

Families at Eden want a Jewish education for their children, which is firmly grounded in the context of the local community and the wider world. Eden Primary now provides an education in which children learn about their own religion, backgrounds and cultural heritage, and also understand, explore, value and respect the full range of religions and cultures in our modern, integrated society.

Think about your skills, expertise and ambitions and apply for this position if you think it is a good fit for you. We hope to find talented teachers to enrich our school. If our vision resonates with you, I strongly encourage you to find out more about the school and put in an application.

I hope that you find the enclosed information helpful. I would be very happy to speak with you to tell you more about the school and answer any questions you may have. Visits are also encouraged Please do contact me on 0208 883 9527 for an informal conversation.

I look forward to meeting you.

With very best wishes

Jo Sassienie, Head Teacher

### **Eden Primary Ethos**

Eden Primary is a Jewish school where everybody is welcome.

The school's Jewish ethos embraces children from across the spectrum of Jewish belief and the wider community on an equal basis.

Jewish, universal and British values are embedded in all that we do.

**JEWISH EDUCATION** is taught in an open way alongside the culture and traditions of other religions so that all children and their families feel engaged and part of our community.

### **INCLUSION AND DIVERSITY**

Eden enables every child to develop their true potential by recognising and meeting their individual needs in an inclusive and nurturing school environment.

Children value and learn from the diversity and difference within our school and the wider community.

### **CREATIVITY AND INNOVATION**

A love of learning motivated by creativity, curiosity, wonder and achievement is at the core of our approach to teaching and learning.

Eden strives for academic excellence achieved through an innovative curriculum integrating both Jewish and general studies with high expectations for all children.

### **OUTDOORS EDUCATION**

Eden fosters a love of nature, the environment and outdoor activity so that the children develop self-confidence and well-being and learn how to enjoy, protect and take responsibility for the world around them.

Commitment to this ethos leads us to strive for thoughtfulness, reflection and sustained excellence building a strong learning community of children and adults.

### What kind of people are we looking for?

#### **PLEASE ALSO READ CAREFULLY THE JOB DESCRIPTION AND PERSON SPECIFICATION FURTHER ON IN THIS PACK**

We are looking for:

- Either a strong classroom practitioner with a proven track record in teaching, learning and classroom management or a successful Early Career Teacher.
- Teachers who see the vision and values of the school as a good fit for their professional work.
- Teachers who are open to new ideas and initiatives.
- Highly professional, positive teachers who will strive for excellence and work to a high standard securing the best possible outcomes for the children and for the school.
- Creativity and a passion for teaching and learning.
- Teachers who are emotionally responsive to the needs of the children, their families and their colleagues.
- An interest in working in a Jewish school where Jewish and general studies are integrated in a meaningful way.

### Our Commitment to Staff

We can offer:

- A vibrant, warm and engaged community of children, parents, staff and governors.
- The challenge, excitement and rewards of creating, developing and improving a young school with an innovative vision, new approaches to school life and learning and inspiring values.
- The opportunity to work in a creative and thoughtful environment with a strong and committed team.
- The opportunity to work in a beautiful school building.
- Exciting professional development opportunities with an experienced leadership team.
- A committed and supportive governing body.

## Person Specification

Selection decisions will be based on the candidate specification outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application form and supporting statement, you should ensure that you address the person specification and provide evidence of how you meet the criteria through reference to work or other relevant experience.

	<b>ESSENTIAL</b>	<b>POSSIBLE</b>
<b>QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of continued professional development</li> <li>• Track record of good or outstanding teaching</li> </ul>	Further professional study
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• KS1/KS2 teaching experience</li> <li>• Experience of planning, implementing, assessing and tracking pupil progress across the curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in formal or informal Jewish education: a Jewish school, youth club, summer camp, etc.</li> <li>• Experience in curriculum or phase leadership</li> </ul>
<b>TEACHING AND LEARNING</b>	<ul style="list-style-type: none"> <li>• Clearly articulated understanding of the nature of children’s learning and how this relates to the curriculum and best practice in KS1/KS2</li> <li>• Knowledge of children’s development in and the teaching of literacy and mathematics in KS1 or KS2</li> <li>• Understanding of an integrated curriculum</li> <li>• An ability to skilfully and appropriately manage a classroom and deal with behavioural issues in a sensitive, positive, emotionally responsive manner</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of outdoor and environmental education</li> <li>• Knowledge of or enthusiasm for the Reggio Emilia approach to educating young children</li> <li>• Experience of Jewish Education</li> </ul>

	<ul style="list-style-type: none"> <li>• Use of a variety of high quality, creative, innovative teaching methods</li> <li>• Understanding of assessment practice in KS1 or KS2 and use of data and progress tracking to ensure all learners achieve</li> <li>• Understanding of how to use assessment to inform planning for good teaching and learning</li> <li>• Understanding of how to give effective feedback to children.</li> <li>• Understanding of how to achieve good progress for all children in an inclusive classroom including those with special educational needs and those who are more able</li> <li>• Experience with children with SEND within a class</li> </ul>	
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to use I.T. effectively in the classroom and in your work</li> <li>• An ability to support, empathise with and build a partnership with parents and carers and build home/school links</li> <li>• Ability to work closely as part of a team with all school staff on teaching, learning and school improvement</li> <li>• Evidence and awareness of current local and national initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in creative arts.</li> <li>• Ability to play a musical instrument</li> <li>• Hebrew speaking, reading and writing</li> <li>• Expertise in a particular area of the curriculum</li> <li>• Leadership experience</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Proven commitment to equal opportunities and to valuing a community of learners from diverse backgrounds</li> <li>• High expectations and a commitment to achieving high standards in your work</li> <li>• Approachable and the ability to form good relationships with staff, pupil, parents and carers</li> </ul>	

	<ul style="list-style-type: none"> <li>• A commitment to furthering own professional understanding and expertise</li> <li>• An openness to feedback, supervision and new ideas</li> <li>• Energetic and enthusiastic with a positive 'can do' approach</li> <li>• Good communication skills</li> <li>• Good organisation and time management skills</li> <li>• Commitment to equal opportunities</li> <li>• Ability to maintain confidentiality</li> <li>• Commitment to the protection and safeguarding of pupils</li> </ul>	
<b>JUDAISM and ETHOS</b>	<ul style="list-style-type: none"> <li>• Support for the ethos and values of the school.</li> <li>• Commitment to supporting the plurality of Judaism</li> <li>• Commitment to valuing the backgrounds of all children in the school</li> <li>• Commitment to working in a classroom where Judaism is taught for part of the week</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge or experience of Jewish life and learning</li> <li>• Knowledge of Hebrew</li> <li>• Jewish text skills</li> <li>• Experience in formal or informal Jewish education</li> <li>• Desire to further own learning about Judaism</li> </ul>

### Job Description

**Post:** Key Stage 1/2 Classroom Teacher (Maternity Leave Cover)

**Responsible to:** Head Teacher

**Salary Grade:** Teachers Pay Scale: MPS (or UPS considered with additional responsibilities)

#### **Job Purpose**

- To plan and deliver high quality teaching and learning to pupils assigned to the post holder and to ensure their progression and achievement within the curriculum.
- To promote and monitor the social and emotional growth and well-being, and the safety of the children in the classroom.
- To be part of a team developing a Jewish primary school.
- To articulate and promote the vision and values of the school.
- The teacher may be expected to teach general education, Jewish education and Hebrew according to their skills and knowledge, but teaching all of these is not essential.

#### **Main duties**

The job description is performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document. It may be modified by the Head Teacher to reflect or anticipate changes in the

job, commensurate with the salary and job title. The duties listed below are not therefore an exhaustive list of what is required.

- Be responsible for the quality of teaching and learning of all pupils who are assigned to the post holder.
- Support the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the post holder's pupils.
- Provide leadership across the school in a designated subject or curriculum area, this to include:
  - i) monitoring quality and standards
  - ii) contributing to school planning and self-evaluation
  - iii) providing professional support to other teachers and support staff
  - iv) advising the Head Teacher on appropriate resources and materials
  - v) leading appropriate professional development.

## **Specific Areas of Responsibility and Key Tasks as Class Teacher in Key Stage 1/2**

### **1. Planning**

Plan teaching to achieve progression in pupils' learning through:

- identifying clear teaching and learning objectives and specifying how they will be taught and assessed
- developing and implementing creative, inspiring and engaging curriculum in collaboration with the Senior Leadership Team
- setting tasks, including homework, which challenge pupils and ensure a high level of engagement
- setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work
- relating planning and learning experiences to the vision and values of the school
- setting clear targets building on prior attainment
- identifying the needs of individuals and groups within the class, taking note of individual education plans and liaising with the Inclusion Leader
- making effective use of assessment information when planning lessons
- planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development
- the use of Teaching Assistant time as appropriate

### **2. Teaching and Class Management**

The class teacher will:

- liaise effectively with the Senior Leadership Team in pursuing teaching and learning excellence
- establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident



- set up a stimulating learning environment conducive to children making excellent progress
- care for and use efficiently all school resources and equipment
- set high expectations for pupils' behaviour, establishing and maintaining a good standard of behaviour through well-focused teaching and through positive and productive classroom management and supportive relationships in line with the school policy
- provide clear structures for lessons maintaining pace, motivation and challenge
- use a variety of teaching methods to meet the needs and engage the children in the class
- select appropriate learning resources and develop study skills through library, ICT and other sources
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- critically evaluate teaching to improve effectiveness

### **3. Monitoring, Assessment, Recording and Reporting**

The class teacher will:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- monitor and provide feedback on pupils' work and set next step and longer term 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
- prepare and present informative reports to parents
- carefully monitor the needs, social and emotional growth and well-being of every child

### **4. Other Professional Requirements**

The class teacher will:

- have a working knowledge of teachers' standards, professional duties and legal liabilities
- operate at all times within the stated vision, values, policies and practices of the school
- 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 to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management and development

of the school

- play a leading role in an area of school life or learning
- take responsibility for their own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors as necessary in addition to carrying out other duties as reasonably required by the Head Teacher

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

## HOW TO APPLY

### **When are visits with to the school possible?**

Visits and conversation with the Head Teacher are strongly encouraged. Ideally you will visit the school when it is in operation but you can also arrange to visit before or after school and/or speak to the Head Teacher on the phone or by Zoom. Please call Jo Sassienie, Head Teacher on 0208 883 9527 or email at [jo@edenprimary.org.uk](mailto:jo@edenprimary.org.uk) to arrange a visit or a phone call.

***Applications will be welcome at any time.***

### **Who should the completed application forms be returned to?**

Please post a completed hard copy of the application form and your supporting statement or letter to: Jo Sassienie, Head Teacher, Eden Primary, 79 Creighton Avenue, London, N10 1NR

### **OR**

Email your completed application form and your supporting statement or letter to Jo Sassienie, Head Teacher at [jo@edenprimary.org.uk](mailto:jo@edenprimary.org.uk).

***Shortlisted candidates will be notified by telephone and also by email, and references will be taken up before interview.***

### **What will the application process involve?**

We are keen to make the recruitment process as comprehensive and also as relaxed as possible to bring out the best in our candidates.

### **Shortlisted Candidates**

Shortlisted candidates will be invited for an interview and to do a demonstration lesson.

Candidates will participate in a 40 minute panel interview. As part of the panel interview candidates will be asked to bring with them an example of pupil learning which they

consider to represent high quality teaching and learning. This may include observations, children's work, photos, etc.

**Interviews and demonstration lessons dates to be confirmed.**

**The successful candidates will take up their full time posts on September 1<sup>st</sup> 2023.**

Part time candidates will be considered.

***For more information about the school please go to our website at [www.edenprimary.org.uk](http://www.edenprimary.org.uk) especially our school prospectus inserts.***

## ADVERT



79 Creighton Avenue, Muswell Hill, London N10 1NR

Eden Primary is a wonderful primary school that welcomes children from all backgrounds, integrating the best of general and Jewish education. The school is inspired by the diversity and strength of its community, creativity, an inclusive approach to learning, outdoor education, excellence and innovation in education.

### **CLASS TEACHER KS2**

**Salary: MPS or UPS, ECTs welcome**

**Start date: 1<sup>st</sup> September 2023**

### **Our school looks for teachers who:**

- Are dedicated classroom practitioners with an ability to inspire children.
- Are passionate and creative about educating young children.
- Have high expectations of children's achievement and behaviour.
- Are committed to growth and professional development.

Application pack available at [www.edenprimary.org.uk/jobs](http://www.edenprimary.org.uk/jobs).

For more information contact Head Teacher, Jo Sassienie: [jo@edenprimary.org.uk](mailto:jo@edenprimary.org.uk).

Eden Primary is committed to safer recruitment and the protection of children and vulnerable adults. All positions will require a satisfactory DBS & DBA check. We are

committed to promoting equality and challenging discrimination. We welcome applicants from all sections of the community.