



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

Head Teacher: Helen Graff [helen@edenprimary.org.uk](mailto:helen@edenprimary.org.uk) [www.edenprimary.org.uk](http://www.edenprimary.org.uk)

## RECRUITMENT PACK

### TEACHER (Fixed Term for 1 Year)

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

**June 2024**

Dear Candidate,

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

Eden Primary opened in September 2011. We 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.

**We are now looking for an excellent teacher to join us, starting on September 1<sup>st</sup>, 2024 on a fixed term contract for 1 academic year. Part time teachers may be considered.**

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 an enthusiasm for our inclusive ethos. They will be a strong classroom practitioner preferably with teaching experience and will have high expectations of children's abilities and behaviour and a passion for high quality, creative teaching and learning.

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

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 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.

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. Please do contact me on 0208 883 9527 for an informal conversation.

I look forward to meeting you.

With very best wishes

Helen Graff  
Headteacher

## **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 person are we looking for?

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

We are looking for:

- A strong classroom practitioner with a proven track record in teaching, learning and classroom management.
- Teachers who see the vision and values of the school as a good fit for their professional work.
- 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 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.
- A committed and supportive Board of Trustees.

## 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>• Teaching experience in the primary school</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> </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 EYFS/KS1/KS2</li> <li>• Knowledge of children’s development in and the teaching of literacy and mathematics</li> <li>• Understanding of an integrated curriculum</li> <li>• An ability to skilfully and appropriately manage a classroom and deal with behaviour issues in a sensitive, positive, emotionally responsive manner</li> <li>• Use of a variety of high quality, creative, innovative teaching methods</li> <li>• Understanding of effective assessment practice across the curriculum, 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> </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>• 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>• Commitment to the protection and safeguarding of pupils</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> <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>•</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:** Class Teacher

**Responsible to:** Headteacher

**Salary Grade:** Teachers' Pay Scale: MPS/ECT's

### **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**

#### **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 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. Please call me, Helen Graff, Headteacher on 0208 883 9527 or email me at [helen@edenprimary.org.uk](mailto:helen@edenprimary.org.uk) to arrange a visit.

***The closing date for applications is 30<sup>th</sup> June 2024***

### **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: Helen Graff, Head Teacher, Eden Primary, 79 Creighton Avenue, London, N10 1NR

**OR**

Email your completed application form and your supporting statement or letter to Helen Graff, Head Teacher at [helen@edenprimary.org.uk](mailto:helen@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**

Candidates will be asked to teach 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.

The successful candidate will take up their full time post in September 2024.

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



## ADVERT

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

**Salary: MPS/UPS**

**Start date:** September 2024

#### **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.

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

For more information contact Headteacher, Helen Graff: [helen@edenprimary.org.uk](mailto:helen@edenprimary.org.uk)

Closing date for applications: 30<sup>th</sup> June 2024

Demonstration Lessons and Interviews: 9<sup>th</sup> & 10<sup>th</sup> July 2024

Eden Primary is committed to safer recruitment and the protection of children and vulnerable adults. All positions will require full background checks, including two satisfactory references, an Enhanced DBS check and an online search, in line with KCSIE 2023. We are committed to promoting equality and challenging discrimination. We welcome applicants from all sections of the community.