



May 2012

Dear Applicant

Thank you for your interest in the position of **Middle Leader - Partnerships** at Wray Common.

Wray Common is a large, friendly and innovative school which provides excellent professional development. We have a strong record in developing future school leaders and many of our teachers move on to promoted positions. Our inspection in 2008 judged us to be a good school with a very rich curriculum which has 'a positive impact on developing pupils' thinking skills, creativity and imagination' (OfSTED '08). We have just had a further inspection and whilst the results are not yet published, we are most pleased with the outcome.

If you are interested in joining our fun-loving, hard-working team, we would be delighted to meet you and show you around. In the meantime, please visit our website at www.wray-common.surrey.sch.uk for a flavour of our school.

I enclose:

- A person specification and job profile
- Some information about our school
- Our safeguarding statement
- An application form
- The School Prospectus can be downloaded from our website.

Please return the completed form by **12 noon on Wednesday 23rd May**. We will be contacting you on Thursday 24th May if you are successful in being selected for interview. **Interviews will take place on Monday 28th May**

Wray Common is committed to the protection and safety of all our pupils. This post is subject to an enhanced CRB certificate. You will be required to submit the application for this after the post has been offered. As part of our application process you are required to provide the names and contact details of two referees. One of these must be your current or most recent employer. If you are not currently working with children, one must be the employer with whom you most recently worked with children. If interviewed, you will be required to bring with you your original identification documentation such as passport or driving licence, proof of your current address, such as a utility bill and original certificates showing your professional qualification as a teacher and your GTC membership card.

I have tried to give you a flavour of our school in this application pack, but to find out more, please do come and visit us. Please ring Susan Stoughton on 01737 761254 to make an appointment. I look forward to meeting you.

Yours sincerely

Debbie Robins, Head teacher



Middle Leader : Partnerships at Wray Common School

Person specification

At Wray Common we expect teachers to make the education of children their first concern and be accountable for achieving the highest possible standards in work and conduct. Wray Common teachers act with honesty and integrity, have strong subject knowledge, keep their knowledge and skills up to date, are self-critical, forge positive professional relationships and work with parents in the best interests of their children. *(taken from 'Professional standards for teachers 2012')*

Essential	Evidence	Desirable	Evidence
Qualified teacher status	A	Evidence of further professional development	A I
Ability to promote good progress and outcomes for pupils	A I O R	Experience of leading the work of others	A I
Demonstrate good subject knowledge and expertise in KS1 in particular	I O	Interest in contributing to the development of our innovative curriculum	I
Ability to plan and teach well-structured lessons	O T	Willingness to contribute to range of extra-curricular activities	I
Use assessment to meet the needs of all learners	O T	Evidence of successful teaching in either EYFS or KS2 in addition to KS1	A R
Manage behaviour effectively to secure productive learning environment	I O R		
A commitment to safeguarding and promoting the welfare of all our children	I R		
Ability to develop effective professional relationships	I R		
Willingness to grow as an excellent practitioner through professional development	I T R		
Demonstrate consistently high standards of personal and professional conduct, and uphold the ethos, policies and practices of the school	I O R		
Willingness to contribute significantly to evaluating school performance and driving continual improvement	A I		
Evidence of expertise in building effective relationships with parents , other stakeholders and the wider community	A I R		

I Interview R Reference T Task O Observation A Application Form

We are committed to safeguarding and promoting the welfare of our children and the successful candidate will be required to undertake an enhanced CRB check.

WRAY COMMON PRIMARY SCHOOL
JOB PROFILE - Currently Under Review

NAME

START DATE
REVIEW DATE

Autumn Term 2012

TITLE

SUBJECT LEADER
TLR POST HOLDER : PARTNERSHIPS



KEY Accountabilities:

A. Strategic Direction and Development

- A As subject leader establish, with the involvement of relevant staff, short, medium and long term plans for the development of the subject and resources required.
Monitor the progress made in achieving subject plans and targets, evaluate the effect on learning and use this analysis to guide further improvement.
Keep abreast of, and inform colleagues of, ongoing developments in the subject at local and national level.
Create a clear action plan with measurable success criteria.
Provide termly evaluative updates and an annual summative report on impact for the SLT.
Subject leaders are expected to secure and sustain effective teaching of the subject, evaluate the quality of provision and standards of attainment and set targets for improvement. You will be required to:
- Ensure appropriate curriculum coverage, depth, continuity and progression in the subject for all pupils.
 - Provide guidance on the choice of appropriate teaching and learning methods.

As partnership leader lead all aspects of partnership work with parents and the wider community.
Oversee and quality control extended schools provision in conjunction with the SLT.
Lead all aspects of our collaborative work with partner schools.
Evaluate the quality of provision in the subject and use this analysis to identify effective practice and areas for improvement.

B. Teaching and Learning

Lead, develop and enhance the practice of colleagues, both through the leading of a significant subject area and leading partnership work.
Be accountable for managing and developing an area of curriculum or pupil development through the School Development Plan.
Act as a role model practitioner to less experienced staff.

C. Leading and Managing Staff

C Subject leaders are expected to provide support and guidance to secure and maintain high quality provision in the subject. You will be required to:
Use tracking data where relevant to identify pupils who are underachieving and contribute to the development and implementation of strategies to raise attainment.
Audit training needs of staff and lead professional development of the subject through example and support.
Ensure that newly qualified teachers are appropriately supported in the teaching of the subject.
Ensure that the Headteacher, Senior Leadership Team and Governors are kept informed about policies, priorities and success in meeting objectives and targets through the submission of an annual subject or SIT report as appropriate.
Play a proactive role in the life of the school, making a significant contribution to extra – curricular provision and school events.
Act as a mentor to School Improvement Team Leaders.

D. Efficient and Effective Deployment of Staff and Resources

D Subject leaders are expected to identify appropriate resources for the subject and ensure they are used effectively. You will be required to:
Establish resource needs for the subject and inform the School Business Manager of likely priorities for expenditure, keep within the allocated budget and achieve value for money.
Contribute to ensuring that there is a safe working environment in which risks are properly assessed and managed for the subject.
Ensure effective organisation and management of resources for the subject.
Ensure that resources required for effective implementation of a SIT are identified, deployed effectively and the impact evaluated to enable the Governing Body to fulfil the statutory requirement to monitor value for money.

ACCOUNTABLE TO

Headteacher

Signatures of those concerned in drawing up this document:

Signed:.....Date:..... Signed:.....Date:.....

