

# Ovingham C of E First School Reception Class Teacher (Maternity Cover)

**Recruitment Pack**



# The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

## Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

## Our values

Everything we do is based around the values that we hold dear:

- **Innovation** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

## About Ovingham CofE First School

Ovingham First School is situated in rural Northumberland and is a popular school with a strong sense of community and clearly defined aims. The present school was originally built in 1962 as a Church of England Primary School, but following county reorganisation, it became a Church of England First School in 1974. It is a controlled Church of England First School. The single site occupies a prime position on the outskirts of the village with pupils benefiting from an attractive aspect with a large field stretching almost to the banks of the River Tyne.

We pride ourselves on being a happy, caring, friendly school, with very high standards of attainment and behaviour, together with an ethos in which every child is valued and nurtured. We seek to involve our whole community in the life of the school through a broad range of activities and events across the year designed to show off our pupil's skills and talents.

We are proud to be an inclusive Church of England School, a community for all where we give everyone the opportunity to flourish and thrive. We aim to offer an inspiring curriculum of the highest possible standard to help all

children achieve their full potential. Our beautiful environment and position within our local community provide a unique and broad range of experiences.

After completing their time at Ovingham, our children progress to Ovingham Middle School and then to Prudhoe High School. These are two of the 18 schools that along with ourselves, form the Cheviot Learning Trust - a multi academy trust made up of 18 schools - all within the three tier system.

**Mr Andy Hudson**  
Executive Headteacher



# Job Advert

**Ovingham C of E First School, Ovingham, Prudhoe, NE42 6DE (3-9 Years First School, Mr Andy Hudson Executive Head Teacher)**

**Job title:** Reception Class Teacher (Maternity Cover)

**Pay scale:** Main Pay Scale (£31,650 – £43,607)

**Terms:** Fixed term contract, to cover a maternity leave; to start February 2025. Planned end date is 31 August 2025 or upon the return of the substantive post holder.

At Ovingham we are very proud of our school where we support every child to achieve their full potential. We offer a wide range of exciting and challenging learning opportunities across the year and encourage parents & carers to be an active part of their child's education. Further information about the school can be found on our website.

We are looking for someone with Early Years experience (but this is not essential) as well as a determination to achieve high standards for all pupils and in return we can offer a happy and vibrant team who will support your career development. ECTs are welcome to apply.

You will be a highly committed, creative and exemplary practitioner who is able to make a full contribution to further raising standards of achievement and to the wider life of the school.

To be part of our school, you will need to:

- See every child as unique
- Enable positive relationships with the whole school community
- Have high expectations
- Be committed to continuing professional development
- Be a proactive learner and willing to work collaboratively
- Be enthusiastic, driven and willing to work on own initiative
- Make a positive contribution to our school

In return, we can offer you:

- Wonderful children with a passion to learn
- A creative, exciting curriculum which involves our community
- Hardworking and positive staff who all share the same goals and ethos
- A leadership team that is committed to pupil outcomes
- Opportunities to develop your career
- A school that is committed to ensuring that every child succeeds.

We are strongly committed to safeguarding

and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. An online search will be carried out on shortlisted candidates, prior to interview. The Trust Safeguarding and Child Protection Policies and Employment of Ex-Offenders Policy can [be found here](#).

Informal discussions or visits to the school prior to interview are encouraged. Please contact 01661 832581 to arrange. Application forms can be downloaded from the [school website](#) or the [Trust website](#). A curriculum vitae will only be accepted alongside an application form.

Completed applications should be returned via email directly to [info@ofs.cheviottt.co.uk](mailto:info@ofs.cheviottt.co.uk).

**Closing date:** 2nd December 2024 at 5pm

**Interviews:** w/b 16th December 2024

## Completing an Application Form

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word



# Job Description

## Job Purpose

To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.

## Knowledge and Understanding

- To have an up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which you work.
- To take responsibility for implementing school policies and practice, including those relating to equality of opportunity.

## Planning, Teaching and Classroom Management

- Promote our schools visions and values.
- Work to achieve the general and particular aims of the school, expressed in the schools vision Statement, the Curriculum Statement and the School Improvement Plan;
- To plan effectively to ensure pupils have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of pupils who are underachieving, very able, or not yet fluent in English.
- To plan effectively to meet the needs of pupils with Special Educational Needs and in collaboration with the SENCO, prepare, implement, monitor and review Individual Educational Plans.
- To assess, record and monitor each pupil's progress in line with the National Framework profile and to report to parents.
- To monitor pupil's class and home activities, providing constructive, oral and written feedback.
- To use teaching strategies that keep pupils engaged through effective questioning, lively presentation and good use of resources.
- To create a safe and stimulating learning environment that supports learning and in which pupils feel secure and confident.
- To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline based on mutual respect and personal responsibility.
- To deal with inappropriate behaviour in the context of the school vision statement , Positive Behaviour Policy and Anti-Bullying Policy.
- To set a good example to the pupils taught through one's presentation and one's personal conduct.

## Wider Professional Effectiveness

- To take responsibility for one's own professional development including Performance Management procedures.
- To attend training in and out of school, as directed by the Leadership Team.
- To manage the coordination of a curriculum area or non-curriculum area.
- To work effectively as a member of the school team, establishing and maintaining good relationships with colleagues, parents and pupils.
- To manage support staff and other adults effectively, involving them where appropriate with the planning and management of pupil's learning.

## Accountable for:

- The education and welfare of the children in accordance with national conditions of service and the religious ethos of the school.
- The quality of learning and the achievements of all pupils in the class.

## Authority to:

- Implement rewards and sanctions within the school policies and procedures.
- Liaise with parents or other responsible adults and with external professional staff in accordance with school policies and procedures.

## Child Protection:

- The school takes the safety of children seriously. All staff are expected to follow the school's Child Protection Procedures.

## Entitlements:

- Training and development within the school's INSET programme and in accordance with School Development Priorities.
- 10% Planning, Preparation and Assessment time as outlined in the National Agreement
- Appropriate professional support from the Executive Headteacher and other colleagues.
- Performance Management (Annually)
- Annual Review of Job Description in consultation with teacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

## Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications	B.Ed or PGCE with QTS status	Subject or phase specialism within EYFS/KS1	Application References
Experience	<p>Experience of teaching and learning expertise in Early Years or KS1</p> <p>Experience of using ICT in the classroom to support effective and challenging learning &amp; the ability to use this successfully.</p> <p>Planning challenging lessons to a high standard</p> <p>Experience of teaching a differentiated and challenging curriculum to all pupils appropriate to their needs.</p>	<p>Ability to plan and work collaboratively</p> <p>Experience of teaching in a mixed ability class using a variety of styles</p> <p>Ability and willingness to run extra-curricular activities</p> <p>Co-ordinating role within school</p> <p>Experience of working across school and showing subject leadership</p>	<p>Interview day</p> <p>Application form</p> <p>References</p>
Skills, Knowledge and Understanding	<p>High expectations of children's work and behaviour as well as the ability to develop all children to their full potential with evidence of achieving rapid progress for all pupils</p> <p>Empathy to work with and build positive relationships with all children</p> <p>The ability to create an inspiring classroom environment, planning innovative and creative learning opportunities</p> <p>Excellent ICT skills that extend beyond the classroom and include new technology</p> <p>Knowledge and understanding of school self-evaluation and evidence of contribution to school development</p> <p>Excellent knowledge and understanding of child development and how children learn in order to provide appropriate personalised learning experiences</p>	<p>Ability to adapt learning to match children's interests</p> <p>Ability to use thinking skills to enhance the curriculum</p> <p>Understanding of skills based curriculum</p> <p>Experience of teaching across age groups and mixed year group planning</p> <p>Experience of current methods of Assessing Pupil Progress</p> <p>Evidence of recent self-development in relation to curriculum</p> <p>A commitment to extending learning through the outdoor environment including creative/innovative learning opportunities</p>	<p>Interview day</p> <p>Application form</p> <p>References</p>

## Person Specification (continued)

	<p>Excellent knowledge and clear understanding of the National Curriculum, including assessment for learning.</p> <p>Ability to maintain effective and consistent behaviour management within the learning environment</p>	<p>Knowledge of data tracking and analysis to support pupil progress</p> <p>Understanding and evidence of implementing change</p>	
Qualities	<p>Ambition, drive and vision to improve the outcomes of all children – someone who goes the extra mile and has the desire/resilience to succeed, with high expectations of all</p> <p>Ability to demonstrate an empathy with the school ethos/vision/values and with children of all abilities</p> <p>Excellent communication skills combined with an ability to form respectful relationships with pupils, staff, parents and carers</p> <p>Able to learn with and from others, an ability to work as part of our close team and an aptitude to work flexibly</p> <p>Ability to tackle new challenges and create successful outcomes independently</p>	<p>Leadership across school</p> <p>Confidence to tackle poor performance and maintain high standards across school</p> <p>Evidence of building and sustaining the school community</p>	<p>Interview</p> <p>Application form</p> <p>References</p>



**Contact us**

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