

Meon Infant School

Class Teacher Appointment
Sept. 2015



Application Pack

Headteacher:
Mrs. L.J. Daish

Deputy Headteacher
Mrs. K. Morey

Bursar
Mrs. A. Simmons

Meon Infant School
Shelford Road
Milton
Portsmouth
Hants.
PO4 8NT

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May, 2015

Dear Applicant,

Re. **CLASS TEACHER – MPS**

Thank you for your interest in the above post.

Please find enclosed the following documents:

1. Job Description
2. Person Specification
3. School Details

Completed application forms should be returned to the school by the closing date

5th June

You are welcome to visit our website if you require further information about the school.

Please contact Mrs. Simmons if you would like to have a look round the school.

Interview date is

TO BE ARRANGED

Yours sincerely,

Mrs. L.J. Daish

Mrs. L.J. Daish
Headteacher

MEON INFANT SCHOOL

JOB DESCRIPTION

Post Title: **CLASS TEACHER**

Responsible to: Headteacher

Salary Scale: MPS +TLR

Responsibilities :

The job description should be read alongside the range of professional duties of Teachers as set out in the Teachers' Pay and conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England. The postholder may also be responsible for managing a specific curriculum area.

JOB DESCRIPTION:

Duties:

In addition to the general professional duties of school teachers set out in the current teachers pay and conditions document (attached) certain particular duties are reasonably required to be exercised. These are set out as follows:

- Work closely with colleagues to plan and prepare lessons to meet the specific needs of individual pupils.
- Liaise with colleagues to ensure continuity of progression.
- Mark children's work in agreement with the school's marking policy.
- Assess, record and report on the development, attainment and progress of pupils.
- Promote the general progress and well-being of individual pupils and when required liaise with the SENCO to communicate and co-operate with outside agencies.
- Carry out playground and wet play duties as deemed necessary.
- Encourage parents' interaction with the school, giving a welcomed approach.
- Regularly communicate with parents regarding their child's well being and progress.
- Maintain discipline and good behaviour.
- Attend staff meetings/training as necessary.
- Work closely with teaching assistant to provide a happy and motivating working environment.
- Undertake such other reasonable duties as may from time to time be required.
- To be responsible for the health and safety of self and others in the capacity of job.

MEON INFANT SCHOOL

CLASSROOM TEACHER -

PERSON SPECIFICATION

Professional Experience	<ul style="list-style-type: none">• qualified teacher status	Essential
Curriculum Expertise	<ul style="list-style-type: none">• demonstrate a clear understanding of appropriate teaching and learning strategies for Early Years and Key Stage 1	Essential
	<ul style="list-style-type: none">• demonstrate up-to-date knowledge of general educational issues	Essential
	<ul style="list-style-type: none">• demonstrate curriculum planning skills of a high order	Essential
	<ul style="list-style-type: none">• show a commitment to quality educational standards and have high expectations of all children as demonstrated in classroom practice	Essential
Personal Skills/Abilities	<ul style="list-style-type: none">• be able to communicate effectively with all members of school community	Essential
	<ul style="list-style-type: none">• have excellent interpersonal skills	Essential
	<ul style="list-style-type: none">• be able to operate as part of a team	Essential
	<ul style="list-style-type: none">• be enthusiastic, committed and well motivated	Essential
	<ul style="list-style-type: none">• be able to prioritise	Essential
	<ul style="list-style-type: none">• be a good role model of professional capability	Essential
	<ul style="list-style-type: none">• be flexible and supportive	Essential
	<ul style="list-style-type: none">• have high expectations for achievement in teaching and learning	Essential
	<ul style="list-style-type: none">• be compassionate and understanding of the needs of colleagues both professional and personal	Essential
	<ul style="list-style-type: none">• have a good sense of humour	Essential
<ul style="list-style-type: none">• enjoy children and share in their success	Essential	
<ul style="list-style-type: none">• have high order skills of organisation	Essential	
Community Involvement	<ul style="list-style-type: none">• be prepared to work with the governing body and wider community	Essential
	<ul style="list-style-type: none">• have a commitment to active parental involvement in school	Essential
	<ul style="list-style-type: none">• be keen to promote liaison within the wider educational community	Essential

MEON INFANT SCHOOL
Shelford Road, Milton, Portsmouth. PO4 8NT

SCHOOL DETAILS

Geographical Situation:

Milton is located in the south of the City of Portsmouth and neighbours Southsea. It is close to the main shopping centres of Southsea and Portsmouth. The areas of Southsea and Portsmouth offer a wide range of shopping and leisure activities and attractions. Southsea is a seaside resort.

Meon Infant School is situated in Milton. It caters for children 4+ to 7+ years. It has 6 classes 2 in each of the 3 year groups and each year group works on a parallel level of mixed ability in both classes. The current Headteacher has been at the school since 1999 firstly in the roll of Deputy Headteacher and in post since 2010.

The school has achieved 3 excellent OFSTED inspections – July 2000 when we achieved BEACON status in June 2006 when we achieved “Outstanding” and were mentioned in the H.M.I. report. Our most recent OFSTED was in May 2009 when we received our 3rd OUTSTANDING inspection.

The school shares a site with Meon Junior School and Jack and Jill Pre school. There is good liaison which continues to strengthen. The school is located in a residential area comprising mainly private housing. The school is a mainly single storey building which has been developed and modernised over the last few years

The school is situated in a good road system and exit from the City and to the motorway is very accessible.

Catchment Area:

The catchment area consists of the immediate location of Milton (Velder Avenue – (north) & Locksway Road – (south)). The housing in the area is mainly owner occupied. Two new housing developments are in progress at the present time.

The school offers:

- an attractive welcoming reception area and a well equipped office.
- a library/learning support area
- 6 well equipped classrooms
- a music/T.V./Drama room
- a large hall
- stock room
- ICT Suite
- a food technology area
- a teacher’s work room
- 3 extensive resource areas
- a good sized staff room
- a medical room
- P.E. resource area

Each class has at least one computer. All classes, hall, reception area and music room have Interactive Whiteboards. We have a bank of 15 laptops and also some ipads/tablets.

The playground is tarmac with painted playground games and brightly coloured furniture. Active Lunchtime play is in operation.

There is an environmental garden in one corner of the site which includes a pond with natural pond life, a ‘meadow’ area and a greenhouse. There is also a small plot for growing vegetables etc.

There is a school servery. Lunchtime meals are delivered from another school and are served in the hall. The school has adopted a cafeteria style meal service which is provided by outside contractors. Children choose their meal every day prior to it being ordered. Packed lunches are also permissible.

Pupils:

There are 180 children on roll at present. The school is a two class entry. All classes have a maximum of 30 pupils.

Most of the children transfer to Meon Junior School.

All children wear school uniform. The school colours are maroon, white and grey. The school logo is a frog.

Many of the present children have had brothers and sisters who have attended the school, some even have parents and grandparents who are also former members of the school.

Staffing:

Headteacher - Deputy Headteacher - 6 full time Class Teachers – 2 part time Class Teachers – 1 S.E.N.C.O./SEN Teacher/Music Teacher – 1 part time ECAR Teacher, 9 part time Teaching Assistants - 1 Bursar - 1 Admin Support Officer - 1 Caretaker - 2 Cleaners - 1 Senior Supervisor - 7 Supervisory Assistants - 2 Kitchen Assistants

Parents are involved in the day to day work of the school and a number of parents support the staff in the classrooms.

Friends Of Meon School (F.O.M.S.) parent support group is very active and organises various events during the year both fund raising and entertainment.

The Governors of the school are very pro-active. Links with the community are invaluable.

Other Information:

The school runs various “After School Activities” ranging from Football training with P.F.C. coaches, to Art, Various Sports, Cookery, clubs.

The school operates a “Walking Bus” service with an external contractor for before and after school care. It is located in a neighbouring school.

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We operate an Equal Opportunities policy.

We adhere to Sex Discrimination, Human Rights and Race Relations.

DBS Disclosure at enhanced level will be required prior to any offer of employment.