



# The Griffin Primary School



Sponsored by Lawrence Sheriff School

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## Job Description – Casual Supply Teacher (EYFS)

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*The Griffin Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, governors and volunteers to share this commitment. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse. Everyone who works or volunteers at the academy is subject to an enhanced DBS disclosure.*

<b>Closing Date:</b>	12pm on Friday 17 <sup>th</sup> May 2024
<b>Interview Date:</b>	Friday 24 <sup>th</sup> May 2024
<b>Start Date:</b>	Monday 3 <sup>rd</sup> June 2024
<b>Salary:</b>	Mainscale 1-6 (£30,000 - £41,333) or UPS
<b>Hours:</b>	As required
<b>Contract type:</b>	Casual
<b>Reporting to:</b>	Headteacher

Applications should be made on the application form on [www.thegriffinprimary.uk](http://www.thegriffinprimary.uk).

The Griffin Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

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The Griffin Primary School is a single form entry school which opened in Rugby in September 2023. With purpose-built school and nursery buildings, this is a golden opportunity to be a member of the school and plan and implement outstanding provision within a growing team. We believe that a happy school is a successful school and our vision is that all members of our school community are 'Happy, kind and confident'. We are sponsored by the outstanding Lawrence Sheriff School in Rugby, which is also the host for Coventry and Central Warwickshire's Teaching School Hub.

We seek to appoint someone who is enthusiastic, engaging and has a love and knowledge of the Early Years Foundation Stage. We want to find a candidate who wants to utilise their skills, grow and develop. Your key responsibilities will be covering supply teaching in our EYFS classes, effectively managing behaviour and keeping children safe, as well as assessing children's progress to inform next steps. The successful candidate will communicate well with our class teachers and support staff to ensure good continuity and progression for our children. Please see the job description and person specification for more information.

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## **JOB PURPOSE**

The post holder will work under the overall supervision of the Headteacher delivering the EYFS Curriculum, working with individuals and groups assisting in the provision of care, safety and welfare of children in the EYFS classes.

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

The post holder will be a professional and positive role model when interacting with children, parents/carers and adults from other agencies.

## **DUTIES AND RESPONSIBILITIES**

### **Teaching**

- Teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

### **Whole-school organisation, strategy and development**

- Make a positive contribution to the wider life and ethos of the school
- Work with others on pupil development to secure co-ordinated outcomes

### **HEALTH, SAFETY AND DISCIPLINE**

- Promote the safety and wellbeing of pupils, in line with relevant policies
- Take part in training as required
- Maintain good order and discipline among pupils, managing behaviour effectively and in line with policy to ensure a productive and safe learning environment

### **PROFESSIONAL DEVELOPMENT**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

### **WORKING WITH OTHERS**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

- Communicate effectively with pupils, parents and carers

### **PERSONAL AND PROFESSIONAL CONDUCT**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **SAFEGUARDING**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

### **ESSENTIAL QUALITIES**

- Care and compassion – provide the very best childcare to every child every day combined with the ability to professionally challenge poor practice
- Being team-focused – work effectively with colleagues and other professionals and support the learning and development of others through mentoring and sharing of professional expertise and experience
- Honesty, trust and integrity – develop trust by working in a confidential, ethical and empathetic manner with a common sense and professional attitude
- Commitment to improving the outcomes for children through inspiration and child-centred care and education
- Work in a non-discriminatory way, by being aware of difference and ensuring all children have equal access to opportunities to learn, develop and reach their potential
- Working practice takes into account fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs

### **SAFEGUARDING AND CONFIDENTIALITY**

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated. All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of relevant continuing professional development</li> </ul>	Other Qualifications or training
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Proven record of achieving high quality teaching, increasing students' rates of progress and improving results</li> <li>• Experience of teaching in the EYFS</li> </ul>	
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of the EYFS curriculum</li> <li>• Understanding of strategies to improve behaviour</li> <li>• Understanding of best practice in how to support young children</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to identify gaps in one's own practice and seek to develop them</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Be supportive of the ethos of the school and understand the importance of high-quality teaching and learning.</li> <li>• Excellent communication and interpersonal skills with adults and young children</li> <li>• Ability to work effectively with all stakeholders and outside agencies</li> <li>• Ability to exercise good judgment and make effective decisions</li> <li>• Have enthusiasm and gain huge joy from experiences with children</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Passionate belief in the ability of every student to achieve</li> <li>• A clear educational vision and sense of direction</li> <li>• Good organisational skills and high levels of self-motivation</li> <li>• Energy, determination, and resilience.</li> <li>• Ability to work under pressure and to meet deadlines</li> <li>• Be happy, kind and confident</li> </ul>	