

# Bushey & Oxhey Infant School

Aldenham Road, Bushey, Hertfordshire WD23 2QH

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Email: admin@oxhey.herts.sch.uk

**Headteacher: Mrs M Cooper MA**



9<sup>th</sup> February 2018

Dear Applicant,

Thank you for your interest in applying for the position of classteacher at Bushey and Oxhey Infant School.

The school forms part of a two-school federation with Bushey Manor Junior School.

Our school is a good school (Ofsted: November 2016) that is constantly seeking to improve, develop and achieve ever higher standards for our children and staff. We are committed to continuing professional development and the federation offers an opportunity for staff to develop skills across all primary key stages and liaise closely with colleagues on both sites.

We are part of a strong local community with most of our children and families coming from Oxhey Village and the school values close family and local links as we believe that close partnership working secures the best outcomes for our children.

We are looking for a teacher who is passionate about children and has confidence in their ability to lead and manage learning within their class. We need someone who is open to change, willing to listen to advice, able to rise to challenges and wants to put in the extra hours and go 'above and beyond' to ensure they are doing the best for their children and families.

Our children want a teacher who is: 'fun, friendly and playful'; 'honest and consistent'; 'gives us opportunities to learn outside the classroom' and 'respects the school's traditions'.

We are a friendly and welcoming school and we will happily show you around should you be persuaded that this *might* be the school for you!

I look forward to meeting you,

A handwritten signature in black ink that reads 'Mrs M Cooper'.

Mrs M Cooper  
Headteacher



## Class Teacher

Salary dependent on experience

NQTs welcome to apply

Start: September 2018

Are you looking for the first or next step in your career?  
Pick up the phone, come and visit – and meet our fabulous children and staff.

Bushey and Oxhey Infant School is a two form entry school, which forms one half of the Bushey Primary Education Federation. We are looking to appoint a highly motivated, creative and skilled teacher who wants to join our great team and who shares in our determination to enable every child to succeed. We won't put a ceiling on learning! Do you feel the same?

We can offer you:

- An opportunity to develop and learn.
- A school that is 'all about the children'.
- A supportive and positive working environment with happy, friendly, well behaved children who love coming to school and enjoy learning.
- Outstanding CPD opportunities.
- Supportive and welcoming governors, staff and parents.

This is an exciting opportunity to join us – come and visit!

The school is committed to safeguarding children and young people.

**All post holders are subject to a satisfactory enhanced Disclosure and Barring Service check.**

Application packs are attached. If there are any difficulties downloading, please contact the school. Visits warmly welcomed, please contact Office Manager, Alison Klos on 01923 229731 to arrange. Contact for further information or any additional queries: [a.klos@busheyfederation.org.uk](mailto:a.klos@busheyfederation.org.uk)

### Selection Process and Procedure

Your application should be submitted by **1pm Monday 5<sup>th</sup> March** to Alison Klos, Office Manager either in hard copy or by email: [a.klos@busheyfederation.org.uk](mailto:a.klos@busheyfederation.org.uk)

The selection panel will meet on the evening of Monday 5<sup>th</sup> March and complete the short listing process. Shortlisted candidates will be contacted by phone and invited to interview. This will be followed by a letter outlining the interview process and the schedule for the day.

Interviews are provisionally scheduled to take place on Monday 12<sup>th</sup> March.

Any appointment will be subject to receipt of satisfactory references and to pre-employment checks.



## Bushey Primary Education Federation – Person Specification

Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had that shows how you meet these requirements when you fill in your application form and prepare your supporting

<b>Qualifications and Training</b>	<i>Essential</i>
Education	1. Qualified teacher status (NQTs welcome for this role) 2. Evidence of continual professional development
<b>Experience</b>	<i>Essential</i>
Teaching	3. Current experience of teaching within the Primary Range 3-11years (placement schools accepted) 4. Be graded at least as a good teacher by your current setting/mentor 5. Have strong ICT skills and use ICT to enable learning
<b>Skills and qualities</b>	<i>Essential</i>
Relationships	6. Ability to establish and develop positive relationships with all those involved in the school 7. Ability to develop parental support and to involve parents and the wider community in the day-to day life of the school 8. Ability to work effectively and productively with the school's partners e.g. the LA, Health and other visiting professionals
Personal, Interpersonal and communication skills	9. Ability to relate well to children, to know & treat each child as an individual 10. Ability to prioritise & manage own time effectively & be resilient under pressure 11. Ability to communicate to staff, parents/carers and governors and the wider community effectively in writing and orally 12. Ability to deal sensitively with people 13. Highly competent in the use of information technologies & computing 14. Enthusiastic, flexible and approachable
<b>Attitudes</b>	<i>Essential</i>
Education philosophy	15. Committed to always putting the child first and ensuring progress in learning 16. Committed to raising achievement through partnerships with parents and Education Services
Equal opportunities	17. A strong knowledge of, and commitment to, inclusion and equality of opportunity
Safeguarding	18. Committed to safeguarding and promoting the welfare of children, and expecting all staff to share this commitment