



Grange Road • Bushey
Hertfordshire • WD23 2QL
Federation Headteacher - Miss Kate Fiddler
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November 2018

Dear Applicant,

Firstly, welcome to Bushey Manor! We firmly believe that if children feel safe, secure, valued and supported, they will thrive in all they do and the sky will be the limit for what they can learn and achieve. The children are at the centre of everything we do, and we have no doubt that reaching and surpassing potential is accomplished through a close and trusting relationship between home and school. By working together at all times, we can promote and uphold the vision and ethos of Bushey Manor Junior School

As a team, we are very proud of our high standards and of the many opportunities we offer our children. These opportunities are not just in academic subjects, but also in the wider curriculum; Sport, Music, Computing, Art and Drama, are just an example of what the children experience during their time with us. We value each and every child, and believe that we provide an education which encourages many core learning values, including creativity, independence and resilience.

Life as a Federation

Bushey Manor forms one half of the Bushey Primary Education Federation, along with Bushey and Oxhey Infant School, which was created in September 2016. This has enabled both schools to have greater joined-up thinking, and ensures that our children and families receive a consistent approach to primary education. We consider ourselves to be a family of schools who collaborate and have a desire to enable our children to become successful learners, confident individuals and responsible citizens. We now also have one Board of Governors to oversee life at both schools.

Staffing Structure and Support

As a Federation, we have a relatively newly formed Leadership Team who work closely together to ensure both schools run as effectively as possible. Having been at the school since September 2014, I have been appointed in January 2018 as one of the two Federation Headteachers, the other based at Bushey and Oxhey Infants, Mrs Mary Ann Cooper. We also have a newly appointed Deputy Head and Inclusion Leader at Bushey Manor, and a newly appointed Assistant Head at Bushey and Oxhey, all of whom form part of the SLT. All staff have Federation contracts and are able to work across both schools, therefore allowing for additional CPD, and we currently have a two members of staff who work in both schools (Pastoral Leader and Music Specialist Teacher).

All teachers and support staff work very closely as a team, with smaller teams running throughout; year groups and phases. The phases (Years 3 and 4, and Years 5 and 6), are both led by a Middle leader team.

Everyone at Bushey Manor teaches, including me when possible. As the Federation Headteacher, I feel it extremely important that I remain in the classroom for some of the time, currently working with Year 6 to enhance their Maths learning.

Moving forward

Here at Bushey Manor, we are all very proud of our children and of our dedicated, professional team. As a community, we all work very well together, from staff to parents and Governors, in order to ensure that we provide the best for the children and families in our schools.

If you would like to visit us, please either phone the school office to make an appointment or email me: k.fiddler@busheyfederation.org.uk

Kind regards,

Miss Kate Fiddler
Federation Headteacher



School Improvement Priorities 2018 - 19

Leadership & Management

- 1) To close in-school gap between disadvantaged and non-disadvantaged pupils
- 2) To embed rigorous and robust systems of monitoring, evaluation and performance appraisal
- 3) To continue to embed effective middle leadership
- 4) To continue to develop the effectiveness of governance, such that:
 - operational activity and strategic planning is aligned with the strategic direction agreed with the Governing Board, for each school and for the Federation as a whole;
 - continue to provide the Board with accurate, relevant and timely data, documentation and information such that it is enabled to perform its responsibilities effectively
 - the Board takes responsibility for ensuring that it is appropriately prepared and qualified to carry out its role effectively, and that it communicates with all stakeholders effectively in the discharge of its responsibilities

Outcomes for Pupils

- 1) To raise attainment of all pupils in all subjects:
 - all teaching is at least 'good'
 - to ensure there is sufficient challenge for all pupils, particularly the more/most able
 - to ensure that marking and feedback move learning on and that pupils respond to it regularly
- 2) To improve rates of progress for all children in all subjects:
 - all pupils to make at least expected progress
 - at least 25% to make more than expected progress

School Improvement Priorities 2018 - 19

Personal Development, Behaviour & Welfare

- 1) To continue to implement a consistent therapeutic approach to behaviour, alongside the core aspects of Attachment Theory
- 2) To raise attendance figures to at least 97.5%

Quality of Teaching & Learning

- 1) To ensure that 100% of teaching is at least 'good' and at least 50% is 'outstanding'
- 2) In Maths, ensure adequate time is given to embed the pupils' knowledge, understanding and skills securely:
 - to introduce content progressively and to ensure full curriculum coverage
 - to use effective pedagogical strategies
 - plan lessons effectively, including the use of resources

Teaching Assistant

Full-time/Part-time

Salary dependent on experience (and to be agreed with successful candidate) – Immediate start

Are you looking for the next step in your career?

Pick up the phone, come and visit – and meet our fabulous children and staff.

Bushey Manor Junior School is a two-form entry junior school, which forms one half of the Bushey Primary Education Federation. We are looking to appoint a highly motivated, creative and skilled individual 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 strong and supportive leadership team who all teach.
- A supportive and positive working environment with happy, friendly, well behaved children who love coming to school and enjoy learning.
- Training and support for your professional development.
- 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 available from and returnable to the School.

Visits warmly welcomed, call 01923 226362

Email for an application pack: k.fiddler@busheyfederation.org.uk

Selection Process and Procedure

Your application should be submitted by **9am Wednesday 21st November** to Kate Fiddler, the Federation Headteacher, either in hard copy, via Teach in Herts, or by email: k.fiddler@busheyfederation.org.uk

The selection panel will meet on the evening of Wednesday 21st November and complete the shortlisting 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 will take place on **Tuesday 27th November**.

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

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service check.

Bushey Primary Education Federation – Teaching Assistant Job Description (typical)

Purpose of the role: To work with teachers to support teaching and learning, by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan.

Responsibilities:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Support the teacher in monitoring, assessing and recording pupil progress/activities.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate.
- Understand and support independent learning and inclusion of all pupils as required.

Teaching Assistants may also undertake some or all of the following:

- Work with individual pupils with special educational needs.
- Work with pupils for whom English is not their first language.
- Assist in the development of individual development plans for pupils.
- Support the work of volunteers and other teaching assistants in the classroom.
- Support the use of ICT in the curriculum.
- Invigilate exams and tests.
- Assist in escorting and supervising pupils on educational visits and out of school activities.
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays, if requested by the class teacher.
- Support pupils in developing and implementing their own personal and social development.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Carry out midday supervisor duties.
- Monitor and manage stock and supplies for the classroom.

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| <p>Knowledge NVQ level 2 in numeracy & literacy (or equivalent) Experience of KS2 necessary Intermediate knowledge of ICT Basic knowledge of health, wellbeing and safety Awareness of ‘Keeping Children Safe in Education’ Basic knowledge of First Aid Awareness of data protection and confidentiality Understanding of the school’s ethos and values</p> | <p>Competencies Communication (written and verbal) Problem Solving Team working Active Listening Motivation</p> |
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This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.