



Application Pack
**Class Teacher and
Year Group Lead**

“Every child deserves to
be the best they can be”

Welcome to Orchard Academy

We're a primary school in Milton Keynes, proudly rated GOOD by Ofsted.

As a founding member of East Midlands Academy Trust (EMAT), we are dedicated to its vision that “every child deserves to be the best they can be” and this commitment drives us to provide the best education for each and every child.

At Orchard Academy we are Ready, Respectful and Safe and we are proud of our happy, caring, supportive and positive learning community where diversity is celebrated and each child can develop and extend their potential and achieve success.

Together with strong community links, we share leadership, staff and administration with our neighbouring infant school, Shepherdswell Academy, allowing us to offer the pupils a continuing broad and balanced curriculum at both key stages 1 and 2. We also have a specialist social communication department, known as Aspen, which offers a fantastic facility for children from both Orchard Academy and Shepherdswell Academy to learn and develop in a specialist environment.

Staff wellbeing is important to us, and when you become part of the #EMATters community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

This is an exciting time to join the Orchard Academy family. If you would like to visit the school prior to applying, or would like an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in Orchard Academy.



Zoe McIntyre
Executive Director of Primary Education

Post Description:	
Post title:	Cleassroom Teacher and Year Group Lead
Responsible to:	Head of School
Liaising with:	School and Trust Leadership, Parents/Carers and the wider school community. At times, with relevant outside organisations.
Pay range:	MPS-UPS + TLR2a Plus £2000 New Starter Incentive!
Contract terms:	Full time Permanent
Closing Date:	8 th May 2025
Interview Date:	15 th May 2025

Jobs Purpose

In addition to the responsibilities of class teacher as set out in the Teachers' Standards. The Year Leader will also undertake the following duties and responsibilities.

- To line manage the staff working within a year group.
- To oversee the achievement and progress of pupils in that year group.
- To oversee the pastoral and personal development of pupils in that year group

Responsibilities include:

Leading and Managing Staff

- Lead and manage the curriculum in the year group in line with the guidance of subject leaders and the curriculum leaders.
- Supervise the pastoral work of teachers and teaching assistants in the year team.
- Attend regular Year Leader meetings to discuss school policies and make decisions.
- Ensure that the school's Special Educational Needs and Disabilities policy is effectively implemented and liaise with the SENCO and Subject Leaders to manage any relevant intervention programmes.
- Manage arrangements for year group/class educational visits, including risk assessments and parental information to be communicated.
- Assist with induction of new staff joining year team.
- Advise supply teachers covering for absent colleagues.
- Oversee pupil behaviour and attendance by:
 - promoting positive behaviour and acting as a point of referral in more serious matters of pupil discipline within the year group and, where appropriate, deciding which issues need to be referred to the Assistant Headteachers or Head of School;
 - keeping records of pupil behaviour;
 - making contact with parents to discuss pupil behaviour;
 - liaising with colleagues (e.g. the school's Safeguarding and Pastoral Lead) and outside agencies as necessary in respect of pastoral duties.
 - provide pupil guidance and support and take steps to prevent bullying and support victims of bullying in line with current school policy and practice.

Liaison and cooperation

The teacher will work in liaison, contact and co-operation with:

- other members of staff
- parents, governors and the local community
- members of the EMAT central team as well as Local Authority support and advisory services
- school policies and guidelines on the curriculum and school organisation, in particular those relating to safeguarding, health and safety, professional conduct, and equality.

Teaching & learning – to:

- plan and prepare units of work and lessons for any assigned classes and groups within the context of the school's plans, curriculum and units of work.
- prepare materials and resources to support effective teaching and learning.
- assess, record and report on the development of progress and attainment of assigned pupils in line with the school's assessment and marking policies.
- liaise with TAs and other support adults to enhance learning opportunities.
- guide colleagues in presenting and maintaining displays to support pupils' learning.
- set and mark home learning for pupils where appropriate.
- make appropriate provision for the differing needs of all pupils in the classes they are assigned to teach. This includes children with barriers to their learning and devising strategies to address their needs in consultation with the SENCO.
- communicate and consult with the parents of children that you are assigned to teach, through reports, parents' consultations and incidental enquiries.
- participate in arrangements for preparing pupils for assessments

Whole school organisation, strategy and development – to:

- contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

Health, Safety and Discipline – to:

- promote the safety and well-being of pupils.
- take on a pastoral responsibility for the welfare of all assigned pupils.
- maintain good order and discipline among pupils, both when they are on school premises and when they are engaged in authorised school activities elsewhere.
- support school policies on pupil behaviour and attendance including personal appearance and uniform.

Management of staff and resources – to:

- direct and supervise support staff assigned to them and, where appropriate, other teachers.
- contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- deploy resources delegated to them.

Professional development – to:

- participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication – to:

- communicate with pupils, parents, and carers.
- develop and maintaining good relationships with parents and working to promote a positive image of our school in the community;
- respond to requests for information about assigned children.
- attend staff meetings and other team meetings as identified in the School Calendar.
- maintain records for all assigned children and to contribute to references or reports to parents, other schools and outside agencies, in consultation with colleagues. (This includes contributions to person-centred reviews of EHCPs).

Working with colleagues and other professionals – to:

- collaborate and work with colleagues and other relevant professionals within and beyond the school, including across the East Midlands Academy Trust.

Leading and managing staff – to:

- take responsibility for the leadership and management of a curriculum area across the school, maintaining an overview of teaching, standards and ongoing improvement in the specified subject. See separate guidelines for subject leadership. (NB This responsibility does not apply to Early Career Teachers).

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Qualified Teacher Status • Good Honours degree 	
Experience	<ul style="list-style-type: none"> • Successful teaching and curriculum experience within the primary phase • Experience of classroom teaching across KS2 • Experience of leading and co-ordinating an initiative within school • Recent experience of pupils with differing educational needs 	<ul style="list-style-type: none"> • Experience of leading professional development for teaching colleagues • Ability to enthuse and inspire colleagues to improve teaching and learning • Thorough knowledge of recent initiatives in assessment (e.g. end of KS2 assessment arrangements)
Knowledge and skills	<ul style="list-style-type: none"> • The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) • Statutory National Curriculum requirements at the appropriate key stage 	<ul style="list-style-type: none"> • The preparation and administration of statutory National Curriculum tests • Knowledge of key considerations in effective management and deployment of people and other resources • Experience of promoting personal, social, moral, cultural

	<ul style="list-style-type: none"> • The monitoring, assessment, recording and reporting of pupils' progress • The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN, Child Protection and safeguarding • The positive links necessary within school and with all its stakeholders • Understanding of quality of teaching and learning and how to improve practice • Effective use of data to inform action planning and next steps • Promote the school's aims and vision positively, and use effective strategies to monitor motivation and morale • Establish and develop positive relationships with parents, governors and the community • Communicate effectively (both orally and in writing) to a variety of audiences and have effective ICT skills • Develop good personal relationships within a team • Ability to effectively monitor, evaluate and reflect on the quality of education in order to identify strengths and areas of development • Ability to use evidence-based research to plan for and implement change that ensure the raising of standards and is sustainable • Ability to think creatively to anticipate and solve problems • Ability to lead a team • Ability to use evidence-based research to plan for and 	<p>and spiritual development in children</p> <ul style="list-style-type: none"> • Ability to formulate a strategy for the school and secure commitment to it from others • Ability to drive improvement and challenge underperformance • Ability to establish and sustain appropriate structures and systems and monitor them • Ability to motivate, challenge and influence others to attain higher goals • Ability to develop and empower individuals and teams
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	<p>implement change that ensure the raising of standards and is sustainable</p> <ul style="list-style-type: none"> • Ability to effectively monitor, evaluate and reflect on the quality of education in order to identify strengths and areas of development • Readiness to hold colleagues to account 	
Personal qualities	<ul style="list-style-type: none"> • Approachable, respectful, empathic and values others • Willingness and ability to innovate • Able to motivate self and others to achieve a shared goal • Resilient, persistent and optimistic when faced with difficulties and challenge • Commitment to inclusion and removing barriers to learning • Warmth and approachability • Commitment and dedication to social justice, equality and excellence for all • Flexible, adaptable and can work in collaboration with others • Committed to CPD of self and others within the school • Excellent interpersonal communication and administrative skills • Ability to work independently and as part of a team • Values a coaching ethos that enable self and others to grow and develop • High level of honesty and integrity • Strong commitment to raising standards • Punctual and reliable 	

Compiled by:	Revision Number
Approved by:	Revision Date __/__/__

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. 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.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

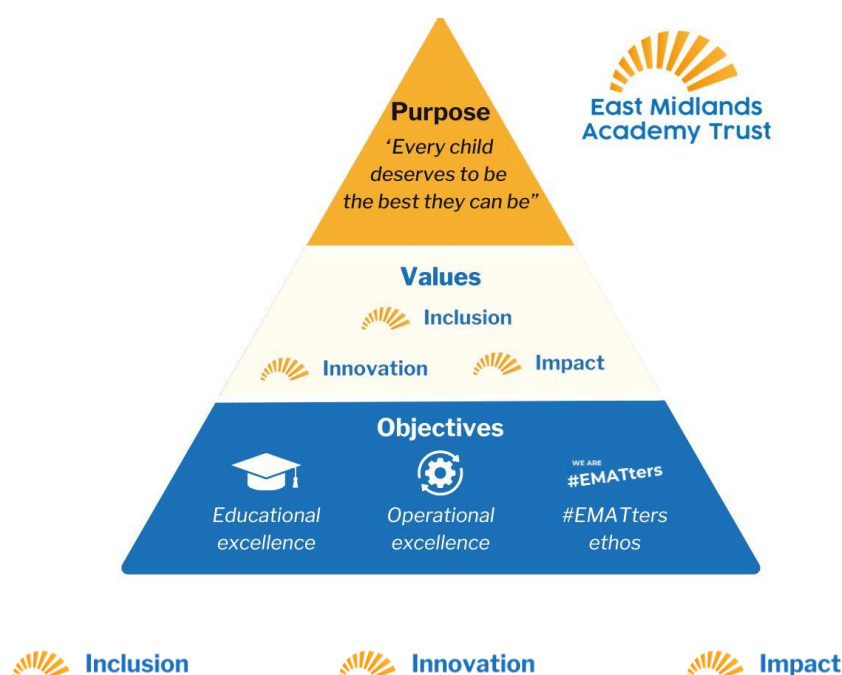
We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

Vacancy Closing Date: 8th May 2025

Interview Date : 15th May 2025

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

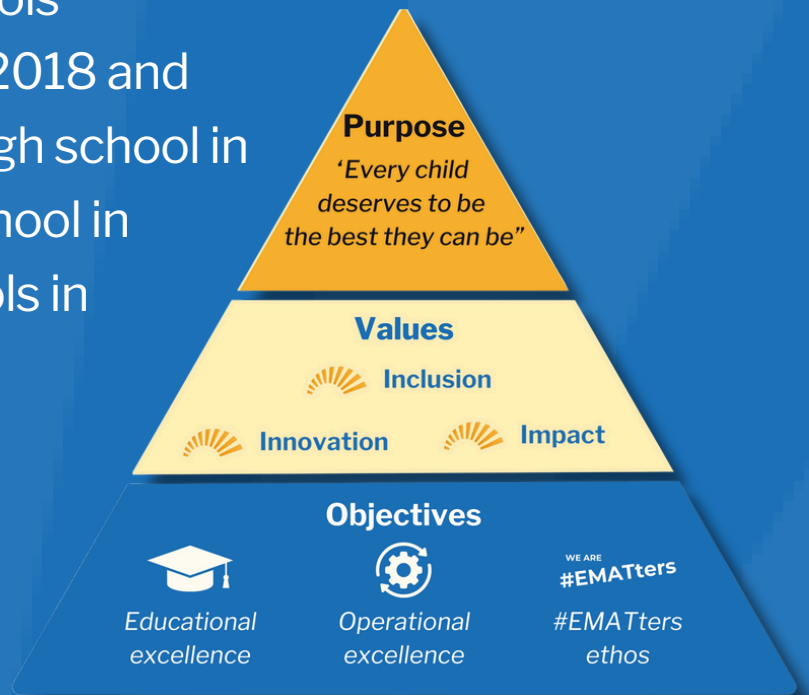
Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust



About East Midlands Academy Trust

Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



“Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

