

Thank you for your interest in the vacancy at our school.

Within this pack you will find information about:

- Details of the Recruitment Process
- The School
- An Application Form

We look forward to receiving your application.

Recruitment Process

Timetable

Closing Date: 1.00 pm, Thursday 4th November 2021
Interview: Week Commencing 8th November 2021

Application

Please complete the application form enclosed and submit a letter of application, giving evidence of your experience in relation to the criteria listed in the Job/Person Specification.

You are requested to supply the names and addresses of at least two referees on the application form. One of these should be your present, or last, employer. As this post involves working in a school, we will be looking for information which supports the suitability of candidates for working with children.

Applications should be sent to:

A Marsh-Ballard
Headteacher
Priestley Primary School
Prince Charles Drive
CALNE Wilts
SN11 8TG

Or e-mail:

admin@priestley.wilts.sch.uk

If you have any questions about this vacancy, please email the School Office on admin@priestley.wilts.sch.uk

Short-listed candidates will be contacted on **Thursday 4th November** by e-mail. Please provide preferred e-mail address should you be successful. If you do not receive an e-mail on this date, thank you for your interest in working at Priestley Primary School but on this occasion, you have not been shortlisted. Due to the quick turnaround, can we also ask that you ask any referees provided to keep an eye on their email inboxes.



Welcome to the Priestley Experience

I would like to take this opportunity to introduce myself and welcome you to Priestley Primary School. I am Andrew Marsh-Ballard and have been Headteacher here at Priestley since September 2005. Whether you are just embarking on a career in education, or bring with you many years of experience, you will be joining the school team at an exciting time in its history.

Our aim at Priestley is to help create communicative, competent, confident young people who are more than ready for the next challenge in their educational journey. Although we strive to raise academic standards, we also feel that it is vitally important not to lose sight of the child as an individual which was recognised by OFSTED 2018.

'The school is highly inclusive, and its successes demonstrate your belief in equality of opportunity. You have continued to build on your vision of 'creating opportunity, releasing potential and achieving excellence'

At Priestley we value the contribution the children make to their own learning and to the learning of their peers around them. It is important that children enjoy their time at Priestley and develops a healthy attitude to learning creating a bank of memories that will stay with them for years to come.

The all-round development of a child is our paramount importance. We seek to build strong relationships with all our parents and carers and look forward to a working partnership to ensure this happens.

I look forward to answering any questions you have and receiving your application.

A Marsh-Ballard

*Andrew Marsh-Ballard
Headteacher*

Ethos & Aims

The school's vision is:

'Raising Aspiration, Realising Ambition, Stimulating Curiosity'.

Confident to explore an unknown future.

Our mission or how we aim to achieve this vision is:

Placing Learning at the Heart of All We Do

Working in partnership with pupils, parents, staff, Governors and the wider community to provide a safe, happy stimulating and purposeful learning environment where high expectations are set so that all pupils are challenged to achieve their potential, socially and academically.

For our core values which underpin our mission I would like to introduce you to an extremely popular member of the Priestley Team. Spikey is the school's learning character that was both designed and developed by the children themselves. Everyone at Priestley aspires to being 'Spikey', every day. Attached to Spikey are the schools core values. Under an umbrella statement of 'Respect for All' our core learning values are:

Cooperate
Give it a go
Stay focused
Share great ideas
Take responsibility
Think things through

A typical parent's comment was, 'Great school, fantastic teachers. My child feels happy and safe in a supportive learning environment.' (OFSTED 2018)

About Our School

Calne is a small town that nestles in the western reaches of the Designated Area of Natural Beauty known as the North Wessex Downs. It sits on the River Marden and the A4 between Chippenham and Marlborough. Its origins date back to Anglo Saxon times and more recently it was known for the imposing Harris' pork processing factory that finally closed its doors during the early 1980's.

The school derives its name from the philosopher and chemist Joseph Priestley who it is believed, whilst staying at the nearby Bowood House in 1774, discovered the existence of oxygen. The story continues that whilst observing the ducks swimming on the Doctors Pond in the town he observed the bubbles appearing on the surface of the water thus observing the existence of oxygen.

Priestley Primary School is a community school. It is ideally situated amongst several housing estates within half a mile of Calne's town centre in Prince Charles Drive. Traditionally a one form entry school Priestley is now enjoying a period of expansion that will in time take the school to two forms of entry. A particular strength of the school is its spacious grounds that allow for three playgrounds and extensive grassy areas. We have worked hard to landscape the school grounds to best support all aspects of the children's learning with a wildlife area, dedicated outside teaching spaces, a range of fixed large play equipment and extensive areas to run and play.

Priestley Primary School

Job Specification

2019-2020



Midday Supervisory Assistant

In addition to your MDSA responsibility you are required to carry out such particular duties as the Headteacher may reasonably direct during the hours worked.

The responsibility attached to each of the named areas should lead to ownership and accountability for those areas. This would entail the named person maintaining and improving provision ensuring good practice is demonstrated, is kept current and is in line with school improvement.

MDSA

Key Responsibility	Key Tasks
MDSA	<ul style="list-style-type: none">I. Supervision of pupils, either in the lunch hall or other area in the school, whilst they are eating lunch or taking part in lunchtime activitiesII. Carry out associated duties, e.g. clear spillages, clean tables and chair, stack tables and chairs that are used during the lunch break and ensure the floor is swept.III. Report to senior MDSA any incidents that have been entered into the Accident Book i.e. head injuries, or pupils who become unwell etc.IV. Report to Senior MDSA any strangers, visitors or potential hazards on the school site.V. Attend any in-service training when required.VI. Take part in job review meetings and MDSA meetings when requested.VII. Support the aims, ethos and values of the school by example and ensure that they are followed by pupils in line with school policy.VIII. Communicate with teachers at the end of each lunchtime.IX. Carry out minor first aid on pupils and enter incidents that have been identified by the school in the accident book.X. Ensure first aid certification is kept current.

Member of Staff

Signed.....Date.....

Headteacher

Signed.....Date.....



Priestley Primary School
MDSA Person Specification



Job Title: **MDSA**

- **Knowledge and Experience:**
- **Passion for Learning:**
- **Respect for Others:** Creates a community where there is mutual support
- **Team Working:** Builds team spirit
- **Understanding Others:** Understands on-going behaviour
- **Prioritizes:** Analyses variables
- **Challenge and Support:** Challenges others in the pupils' best interests
- **Community Engagement:** Communicates and connects own vision to that of others
- **Confidence:** Expresses a professional view
- **Creating Trust:** Lives up to what professes to believe
- **Developing Potential:** Creates development opportunities
- **Drive for Improvement:** Creates improvements
- **Flexibility:** Changes tack
- **Holding People Accountable:** Confronts poor performance
- **Impact and influence:** Calculates an impact
- **Information seeking:** Gathers information
- **Initiative:** Thinks and acts ahead
- **Managing pupils:** Takes actions on behalf of pupils
- **Shows initiative:** Deals with issues as they arise in an efficient prompt fashion