

# We need your skills and energy to help our children and young people reach their potential and become successful individuals and citizens

We are delighted that you are considering a Hillingdon school for your first teaching post.

We are proud of what we are able to offer all of our teachers and pupils. We work in partnership with our schools to ensure that you settle and succeed.

We provide a comprehensive support and induction package for newly qualified teachers which includes social events which means you do not need to be lonely or isolated.

Every teacher matters in Hillingdon with opportunities for training and career development. We want you to become our leaders of the future.

Hillingdon will value you and respect you. We believe that together we can make a difference.

Every best wish in finding your first teaching post.

# Hillingdon is a lively cosmopolitan London Borough to the west of central London

We offer you a contrast in landscape and lifestyle.

Central and southern Hillingdon have an urban city feel, whilst in the north of the borough you will find green fields, woodland, and a more rural atmosphere.

We have excellent transport links into London which run 24 hours a day. Whether you drive, take a bus, train or the tube you can be in central London in 30 minutes.

You can access our borough easily from outside of London, using the M4 or the M40.

Heathrow Airport is in our borough, with its sophisticated transfer and travel systems.

Hillingdon has a thriving economy which is reflected in the shopping and leisure facilities in the borough.

Hillingdon is committed to the 'Every Child Matters' agenda and introduced a Childrens Services Department with effect from October 2006.

**We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.**

Hillingdon has a range of sports facilities, health clubs, cinemas, pubs and clubs that all work to make life healthier and interesting.

We have a wide range of affordable housing available to teachers. We are committed to supporting teachers to find good accommodation. We are partners in the key worker housing scheme.

We are proud of the cultural diversity in our community. Children, parents, staff and governors are encouraged to celebrate the range of cultures in our schools.

Wherever you teach you will find a warm welcome for you in our school communities.

Visit [www.everyteachermatters.com](http://www.everyteachermatters.com) to find out more about life and work in Hillingdon.



# Our commitment to you

## Your school must ensure that you have:

- a reduced teaching timetable, 10% less than the mainscale teacher and 10% PPA time
- a fully-trained induction tutor
- opportunities to observe experienced teachers
- lesson observations to review your progress
- half-termly review meetings of progress.

## The Local Authority provides:

- a full NQT induction programme
- an NQT Handbook that provides you with all you need to know in your first year
- continuous professional development and the opportunity to achieve MA credits
- regular meetings with other NQTs to network
- support for NQT induction tutors and mentors.

## Starting work

- We provide NQT welcome events at our Learning and Development Centre.
- Your school may offer you a £1,500 interest free loan.
- A List of Local Lettings and Estate Agents is available.
- We have an NQT support team to help you in times of need.
- The majority of our schools offer a short induction programme in July.
- Some Hillingdon schools offer a range of recruitment incentives. These vary from school to school, but usually include employment during July.

Your starting salary should be agreed with the Headteacher of the school when you are offered a position.

Outer London Pay Scale 1 September 2008 (This is subject to annual review)	
	£
M1	24,000
M2	25,487
M3	27,065
M4	28,741
M5	31,178
M6	33,554

# Our schools are well led and managed by committed, forward thinking and enthusiastic Headteachers and managers

Many of our schools are judged by OfSTED to be generally good or very good.

Hillingdon schools are professional and positive places to work in.

There is a continued upward trend in achievement in all phases.

Our schools are well led and managed by committed, forward thinking and enthusiastic headteachers and managers, who are committed to 'Workforce Remodelling'.

Pupils and staff come from a variety of multi-cultural and multi-ethnic backgrounds and we want to increase the representation of ethnic minority teachers.

## Our schools

### Primary

We have a range of infant only, junior only and all through primary schools. All infant and all through primary schools have nursery classes with part-time places for three to four year olds.

### Secondary

We have a wide variety of schools: mixed and single sex, community, foundation and voluntary-aided including nine specialist colleges, two academies and one training school.

### Special

We have three primary and three secondary special schools. All are very successful and support our policy of inclusion through which most children are able to be educated within mainstream education.



# We have developed effective systems to ensure you have a happy and successful induction year

As an NQT in Hillingdon you will have access to:

- a modern purpose built learning and development centre, which offers over 500 courses led by local and national providers
- an induction course programme, designed to enable you to consolidate your initial teacher training through practical workshops led by LA advisers, consultants and teachers who are expert in:
  - a range of curriculum subjects
  - behaviour management
  - accelerated learning
  - ethnic minority achievement
- an induction programme, which is published in the form of an NQT prospectus (for both primary and secondary teachers).

The programme is designed as modules, which NQTs are encouraged to select from.

Your career entry and development profile can be used as credits towards an MA with Edge Hill University.

Hillingdon is a caring and innovative educational community.

Hillingdon LA and schools will invest time and money in your continued professional development. High quality training opportunities are available in schools or at our purpose built Learning and Development Centre.

In September 2008, over 200 newly qualified teachers started work in our schools. We want them to stay and help us make a difference to the lives of young people.

Teachers who start their career with us like to stay with us. Those who leave come back! We believe happy teachers are better teachers!

That is why we provide an excellent induction programme, continued professional development and a team dedicated to recruiting and supporting NQTs.

We have an excellent reputation for providing a solid career path with training and opportunities for promotion.

# Hillingdon organises a course programme for both primary and secondary NQTs

**The programme for 2008/9 will offer the following courses and the 2009/10 programme will follow a similar programme taking into account any new initiatives.**

## **The Primary Programme**

- Welcome and Statutory Assessment of Your Induction Year
- Managing Your Time
- Managing Behaviour in the Primary Classroom
- Managing ICT in the Primary Classroom
- Teacher as Presenter
- Planning, Setting Expectations, Assessment and Evaluation in Literacy in KS1/2
- Foundation Stage Support for Curriculum Planning and Assessment
- Teaching and Managing Pupil Learning in Primary Music Curriculum at KS1
- Planning and Setting Expectations in Physical Education in KS2
- Foundation Stage Support for Curriculum Planning and Assessment
- Teaching Children Science Enquiry Skills in KS1/2
- Teaching Children Geographical Enquiry Skills in KS1/2
- Teaching and Managing Pupil Learning in Primary Music Curriculum at KS2

- Planning and Setting Expectations in Physical Education in KS1/2
- Planning to Meet the Needs of Ethnic Minority Learners
- Assessing and Recording Progress in the History Curriculum KS1/2
- Assessing Progress in Religious Education KS1/2
- Accelerated learning
- Emotional aspect of challenging behaviour
- Planning for Performance Management in Year 2

## **The Secondary Programme**

- Introduction to Assessment Welcome Event
- Managing Yourself – Time and Stress Management
- Secondary English for Newly Qualified English Teachers
- Behaviour Management
- Maths NQTs in Secondary Schools
- Teacher as Presenter
- Developing Effective Science Lessons in Secondary Schools
- Developing ICT for new teachers
- Accelerated learning
- Planning for Performance Management in Year 2.

**NQTs are expected to consider their individual needs with their tutors and select appropriately from the course programme or the training and development programme that is relevant to them.**

**Most courses are repeated to enable easy access. To support your induction all NQTs are provided with the Hillingdon NQT Induction Handbook especially written to guide you through your initial year. Copies can also be downloaded from [www.hillingdongrid.org/recruit](http://www.hillingdongrid.org/recruit)**

# Applying to work in Hillingdon

## NQT Person Specification

### Completing your application form

#### When you complete section 7 (the supporting statement) please tell us about your:

- DCFS recognised qualifications
- commitment to teaching young people and their development
- teaching experience with pupils in the primary or secondary sector
- knowledge and understanding of the current National Curriculum requirements and Every Child Matters
- experience and ability to manage and motivate pupils
- experience and understanding of planning for, monitoring and evaluating the progress of pupils
- understanding of an effective learning environment and your ability to create one for pupils of all abilities
- understanding of the principles of assessment and record keeping and their use in raising personal and academic achievement
- experience of working in a team of people and your ability to develop positive relationships with pupils, parents and colleagues
- willingness to involve yourself in the wider life of the school
- commitment to continuing your own professional development
- ability to work with support staff closely and involve them in planning and the development of classroom practice for the benefit of pupils learning

- understanding of and support for equal opportunities and inclusion in the classroom and throughout the school
- commitment to child welfare

We will cover these in your interview as well, but try to include examples in your statement to help us understand what you have learnt about being a teacher in your initial teacher training.

If you are a primary applicant, you have two options in how you would like your application processed.

Please indicate this by selecting A or B on the Application Options and Additional Information sheet.

**A** To be invited to attend one of our interview days where you will be interviewed by two Headteachers and, if successful, appointed to the "Pool".

**B** Copy of your application form sent directly to all schools leaving headteachers to contact you directly, if they consider that they have a suitable vacancy. If you choose this option, please ensure that you complete Questions 1-7.

This option will be effective from 9 March 2009.

Our policy is to treat your application with respect, process it quickly and find you a school in which you would be happy to start your career.

# Primary Classroom Teacher - job description

## General duties

The teacher will fulfil the duties of a school teacher as specified in the School Teachers Pay and Conditions Document 2008 and with due regard for the school aims, learners' needs, curriculum and other policies of the governing body.

## Main duties

- To have responsibility for teaching a class.
- To organise teaching and learning for designated groups and individual pupils.
- To plan lessons in accordance with the National Curriculum requirements, EYFS and learners' needs.
- To adhere to school policy in respect of assessment and recording of pupil progress.
- To set pupil progress targets and monitor their progress over time.
- To liaise with the SENCO in respect of meeting the special educational needs of pupils.
- To liaise with the EAL Teacher and understand the EAL context of learners and provide for their needs.
- To participate in administrative and organisational tasks such as registering pupils and supervising them during directed time.
- To develop, monitor and evaluate an agreed area of the curriculum across the school.
- To attend staff meetings, and INSET both locally and nationally.
- To participate in pupil educational visits and other activities to enhance the curriculum.
- To communicate with parents and advise them of the educational progress of their child.
- To co-operate with educational professionals and other child agencies.
- To direct the work of designated support staff.
- To set appropriate standards of dress, language and behaviour.
- To uphold a commitment to child protection.
- To undertake any such duties as directed by the headteacher, commensurate with the level of the post.