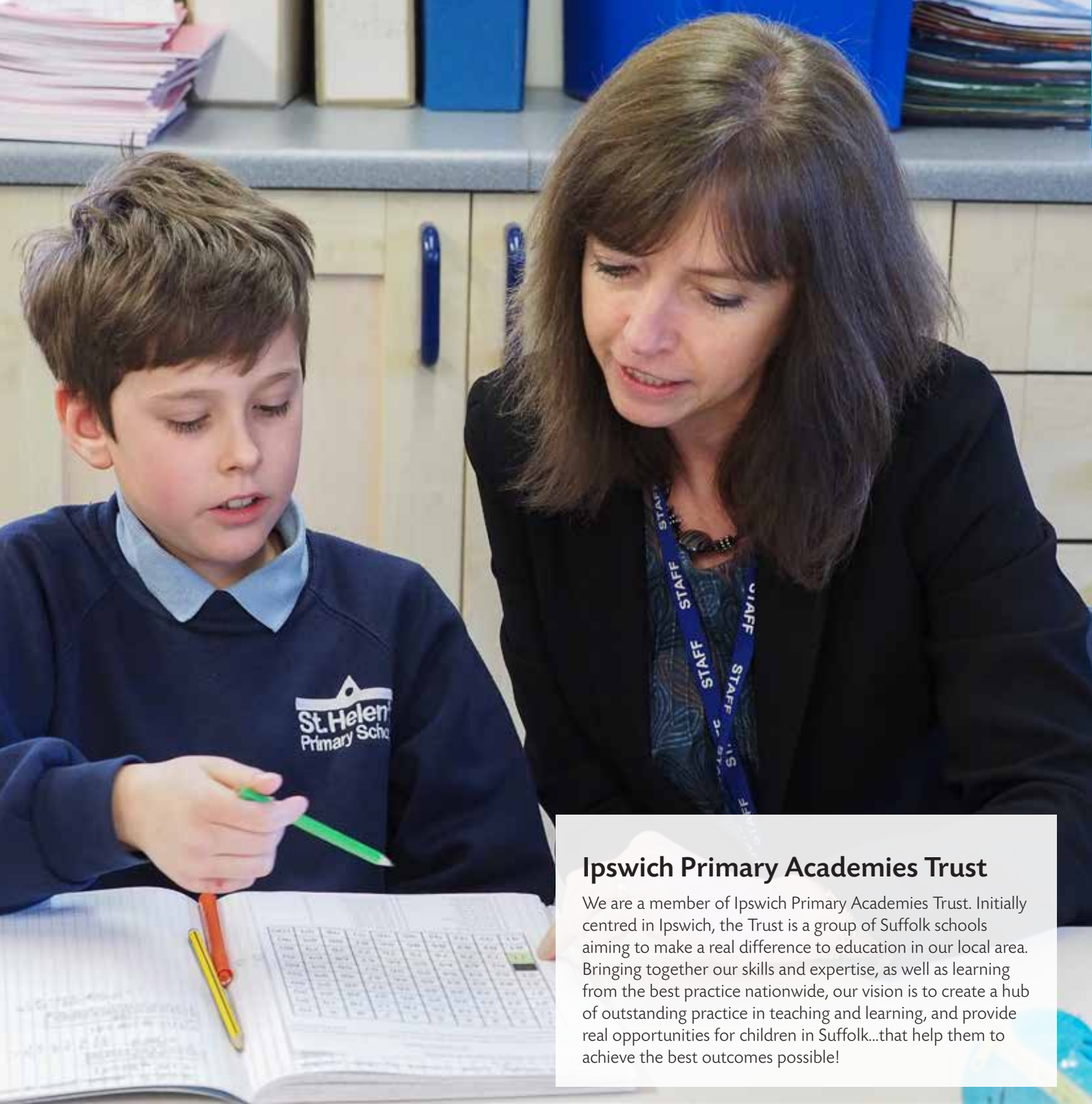




Teacher Survival Guide

BE THE BEST YOU CAN BE



Ipswich Primary Academies Trust

We are a member of Ipswich Primary Academies Trust. Initially centred in Ipswich, the Trust is a group of Suffolk schools aiming to make a real difference to education in our local area. Bringing together our skills and expertise, as well as learning from the best practice nationwide, our vision is to create a hub of outstanding practice in teaching and learning, and provide real opportunities for children in Suffolk...that help them to achieve the best outcomes possible!

Clare Flintoff, Headteacher, says...

I'm very pleased to be welcoming you to teach at our wonderful school.

Partnership

I am very proud of the fantastic progress children achieve each year at our school, but I'm prouder still of the positive partnership between children, parents and staff that makes this possible. I believe that children's achievement is founded on an understanding that we all do our best when we feel safe and happy, and when we feel valued.

Learning opportunities

We aim to ensure that learning is active and enjoyable. You will work to generate a wealth of positive learning opportunities for the children in your class.

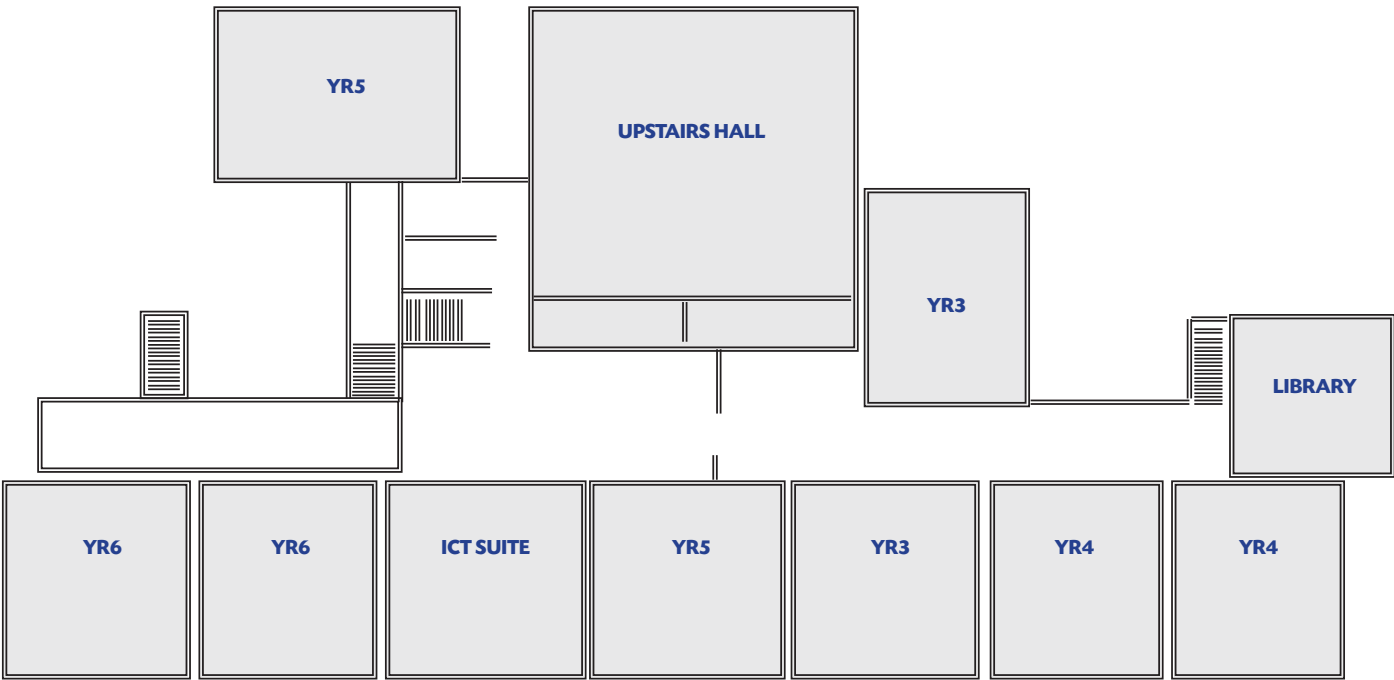
Rewarding

Working as a teacher in this fantastic school is fun, challenging, rewarding and the best job in the world!

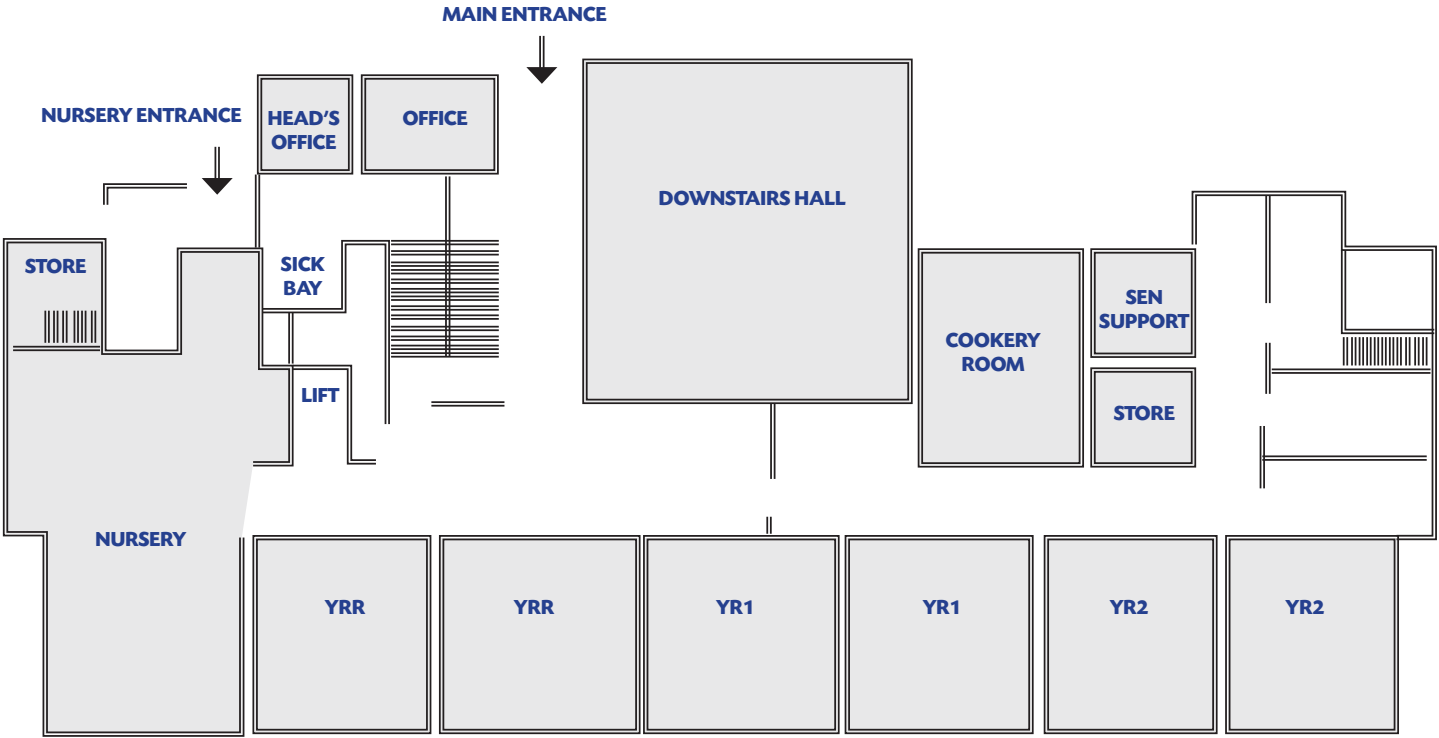
Welcome

Lastly, I know you will enjoy teaching in our school and I look forward to working with you, and getting to know you!

Map of our school: How to find your way around



FIRST FLOOR



GROUND FLOOR

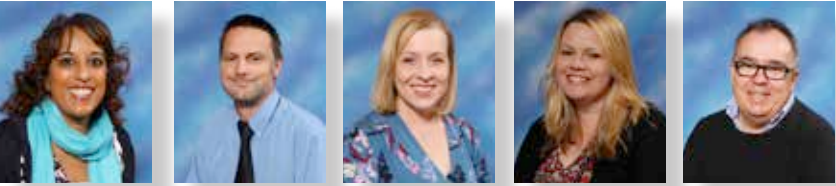
Who's who

								
Mrs Clare Flintoff Headteacher and Executive Principal IPAT	Mr James Chester Deputy Executive Principal, IPAT	Mrs Kate Hodgetts Maternity Cover Deputy Headteacher	Mr Martin Jarvis Deputy Headteacher	Miss Lena Shete Deputy Headteacher	Mrs Sarah Merchant Phase Leader Class Teacher	Mr Glenn Parfitt Phase Leader	Mrs Jodie Phillips Phase Leader Class Teacher	Mrs Janet Wylie Phase Leader
								
Mr Steve Babbs Class Teacher	Miss Karolina Blake Class Teacher	Miss Jamine Boldero Class Teacher	Miss Yasmin Burton Class Teacher	Miss Claire Filby Class Teacher	Miss Emma Garnham Class Teacher	Miss Jemma Howe Class Teacher	Miss Emma Johnson Class Teacher	Mrs Corrie Oldfield Class Teacher
								
Mr David Southgate Class Teacher	Miss Kim Stearns MFL Teacher	Mrs Jemma Travis Class Teacher/ SENCO	Mrs Farren Webb Class Teacher	Miss Alice Wilden Class Teacher	Miss Isabelle Wyard Class Teacher	Mrs Lyn Clarke Additional Teacher	Mrs Lesley Howe Swimming Teacher	Miss Chloe Flegg SDS Student
								
Mr Robbie Miles SDS Student	Mrs Francesca Gibbons Family Liaison and Safeguarding Officer	Mrs Julie Long Reading Advocate	Miss Emily Steward Sports Coach	Mrs Laura Aberly Learning Support Assistant	Mrs Bonny Anderson Learning Support Assistant	Mrs Roushanara Begum Learning Support Assistant	Miss Tarra Benjamin Learning Support Assistant	Ms Debbie Broughton Learning Support Assistant/Before School Club Leader
								
Mr Marius Cuica Bilingual Support Assistant	Mrs Judith Crisp Cover Supervisor/ After School Club Leader	Mrs Purvi Fadia Learning Support Assistant	Mrs Lucy Guerreiro Learning Support Assistant	Mrs Hilary Hancocks Learning Support Assistant	Mrs Julie Hiskey Learning Support Assistant	Mrs Gabrielle Hudyk Learning Support Assistant	Mrs Luthfa Islam Learning Support Assistant	Mrs Alison Kavanagh Learning Support Assistant
								
Mrs Dawn Leech Learning Support Assistant	Ms Kim Miller Nursery Nurse/ After School Club Leader	Ms Samsun Nahar Learning Support Assistant	Mrs Katie Nelson Learning Support Assistant/ Volunteers Coordinator	Mr Jonathon Oliver Higher Level Teaching Assistant	Mrs Harriet Parkin Learning Support Assistant	Miss Ozyaygul Samani Learning Support Assistant	Mrs Jo Slomka Learning Support Assistant	Ms Karen Stafford Learning Support Assistant/Before School Club Leader

								
Miss Chelsie Valentine Learning Support Assistant	Mrs Jenny Walker Higher Level Teaching Assistant	Mrs Nicole Warner Learning Support Assistant	Mrs Dorota Wozniak Learning Support Assistant	Miss Tyler-Jame Butler Graduate Intern	Mr Chiron Richardson-Todd Graduate Intern	Miss Ema Scrivener Graduate Intern	Miss Megan Skingsley Graduate Intern	Mr Richard Smith Graduate Intern
								
Mrs Lisa Crane School Business Manager	Mrs Rachel Davey Administrative Assistant	Miss Molly Dawson Administrative Assistant	Mrs Jo Lovett School Secretary	Mrs Alison Rees Administrator/ Librarian	Mr Martyn Rouse Chief Operations Officer (IPAT)	Miss Suzanne Wilder IPAT Executive Assistant	Mr Dale Collins IPAT IT Manager	Mr Daniel Yaren IT Technician
								
Mrs Ewa Awad Cleaner	Mrs Marta Barbosa Cleaner	Mr Dan Crisp Site Supervisor	Miss Amina Begum Midday Assistant	Mrs Rashida Begum Midday Assistant	Mrs Sultana Begum Midday Assistant	Mrs Cheryl Clarkson Midday Assistant	Mrs Lynette Cronin Midday Assistant	Mrs Angela Montana Midday Assistant
								
Mrs Elaine Moses Midday Assistant	Mrs Rachel Rogers Midday Assistant	Mrs Maureen Voller Midday Assistant						



Tips from our teachers



Lena, Martin, Sarah, Janet, and Glenn say:

- “Be flexible. Things change by the moment so be prepared to respond to these changes.”
- “When planning lessons, alter the direction of the learning based on the needs of the children.”
- “Be well organised. Have things ready as it will save a lot of time and effort in the long run.”
- “Work together and share ideas. Two brains are better than one, however, be flexible in your approach with your own class.”
- “Remain positive even in the most challenging situation.”
- “Always consider the learning taking place - are children understanding and progressing?”
- “Make sure all adults are being used purposefully - are they supporting learning process?”
- “Manage your time effectively - always consider what is most important at that time- and how much time to give to each task.”
- “A key to being successful is to prioritise. Make sure you have a work/life balance.”
- “Clear learning objectives are a must.”
- “Have a ‘hook’ engaging the children.”
- “Using what the children are interested in- get with the times! Yes we may have to step out of our comfort zones!”
- “Show the children that you are passionate about what you are teaching and they are learning.”
- “Scaffold success for all learners. Leave no one behind.”
- “It is better to embed key things well rather than try to do everything at once.”
- “Try to find ways of doing things that can be re-used. Learn to be good at asking yourself ‘Am I reinventing the wheel!’”
- “Find a way of storing / logging things you’ve created so that you don’t waste time trying to find them.”
- “Every time you reuse something, you can spend a little time making it better than it was before, rather than a lot of time starting from scratch.”
- “...using the school’s IT system that you would like new recruits to know”
- “Use google docs and share the docs for editing- more people in more places working together at once. When you see a doc being edited- it is useful. Distance planning is the way forward.”
- “Make sure you look at the school’s calendar so that there are no unexpected events!”
- “Update the public calendar so parents can see events as soon as they can- they like lots of prior notice.”
- “Find some great resources sites and get familiar with them - you spend less time looking for things.”
- “The use of IT is integral to how the school functions.”



Recommended reading for new staff...

Ron Berger “The Ethic of Excellence”

Dave Burgess “Teach like a Pirate”

New teacher support

New to teaching? The first thing to do is ask other teachers what they do. Learn from what works, and what doesn’t work. You should also consider the following three issues, to help you get started.

1. Help with setting up classroom

Seating arrangements

It’s up to you whether you seat children in rows, groups or a horseshoe etc. To begin with it may be a good idea to arrange your desks in a horseshoe because it makes the class easier to manage: you can see everyone, and they can see you too!

Where do you teach?

To decide where you are going to position yourself when teaching visit the classroom without pupils at desks, and see what it looks like from several angles. Be aware that you need to see as much of the room as you can.

Wall displays

We recommend that classroom walls are used as much as possible as a source of information for pupils to support and capture their learning. Language Structures need to be clearly seen although it is up to you how they are displayed. We all love to see beautiful work displayed especially in corridors and around the school to inspire us to be the best we can be!

2. Lesson planning

You need to plan how, and what, you teach. Work with colleagues in your PPA time to share ideas and planning. Involve support staff if possible.

Keep it simple

Ofsted ask that “teachers plan effectively, using clear objectives that children understand”. That’s good advice! Keep it simple and focused on age-related learning objectives. Using “Distance Marking” assess children’s understanding of your teaching and provide follow up opportunities on a daily basis.

Getting started:

Two quick tips are...

- Don’t re-invent the wheel! - Use plans, tests, quizzes, etc from different sources and adapt them to meet the needs of your pupils
- The Curriculum Subject Support of the Toolkit contains resources to support planning for different subjects, including school accounts to access shared SMARTboard files and other on-line resources.

3. Coping with classroom disruptions

Usually bad behaviour happens for a reason. You need to support a child and try and find out what’s wrong at school or home. Punishment rarely helps.

Personal

Don’t take it personally. If you understand why the child is misbehaving, you can look at ways to help, and better deal with the situation.

Building relationships

We believe that RfL is as important as AFL! Taking time to invest in building relationships with children will always pay off. Whatever their starting points or home circumstances children will thrive if they feel that what they do, and how much they learn, really matters to their teacher.

Top tips

- Look for, and recognise, the positives in everyone
- Empower others by giving them ownership and encouraging independence
- Enable children to experience producing “excellent” outcomes - they will never forget!

IT at St. Helen’s

At St. Helen’s Primary school we use Google Apps, including Google mail, Google docs, and Google calendar.

Hints and tips

On successfully being appointed you will be sent an e-mail detailing how to access our school website and staffroom with hints and tips of where to go to look for policies and other useful information.

IT Induction

At the start of the academic year an induction is run by IT staff on how to use the IT systems and to answer any queries.



David is enjoying the freedom to develop innovative ways of teaching at St. Helen’s Primary School

David Southgate is a Year Five teacher halfway through his first year at St. Helen’s Primary School in Ipswich, where he also did his final teacher training year.

Learning opportunities

“I like trying out new ideas and looking for opportunities to take the learning out of the classroom and I always find it very satisfying if the children enjoy the experience as well as learn from it,” David says. “I am also glad that we are given the freedom to develop our ideas at St. Helen’s and I appreciate the trust the school have placed in me.”

Positive feedback

“It is very satisfying when you have set something up and provided an opportunity for the class to embrace it when it works well. It gives me a real sense of achievement. For me, the highlight is at parent meetings when families tell you something the children have said about what they’ve being doing at school. It is great to know it has resonated at home and they have talked about this experience with their parents. I also like

it when children refer back to a particular book they have enjoyed that you read with them ages ago. In the middle of busy, demanding days, it is nice to hear good feedback from the children,” David says.

Exciting times

David currently has a class of 30 but is supported by the Learning Support Assistants who cover Years Five and Six at various times. “So far the job has been exactly what I expected it to be, challenging, but very worthwhile. As a newly-qualified teacher, I haven’t seen the outcome of any of the ideas I am trying out before because I am still learning, and it is all very exciting,” he says.

Enjoying the challenge

“I feel very supported by the other members of staff at St. Helen’s. I am constantly looking for ways to improve and am aware other teachers have developed skills that can help me, even for

things like dealing with admin and paperwork. I am willing to learn from others and I know people will help me because it is a very sharing atmosphere here. I appreciate this because I experienced other schools during my training where people worked independently and there was less of a sharing culture. At the same time, no one dictates to you, but they will help you get to where you want to be by pointing you in the right direction. The school’s motto is ‘Be The Best You Can Be’, and that applies to the teachers as well as the children,” David says.

Engage with others

“I would suggest that any new teachers coming to work here should try to embrace the sharing culture and draw ideas from the examples set by other people. My advice would be: Make sure you ask for help from anyone that can give it to you and be open-minded and engage with the other staff.”



Farren loves seeing the children develop new skills while teaching her class at St. Helen’s Primary School

Farren Webb is a Year Four teacher at St. Helen’s in her second year of teaching and is also art coordinator for the school.

Interesting stage

Farren enjoys teaching Year Four because she thinks the children are at a really interesting age. “They are still willing to get up and sing and dance without inhibitions but they can also have intelligent conversations with you. I enjoy the job immensely. I love working with the children and all the other staff are very supportive,” she says.

Helpful colleagues

Farren did her teacher training in Canada before coming to England to teach. “I looked round at different schools in the Ipswich area but fell in love with St. Helen’s straight away and it was the only school I applied to. I have found everyone very approachable and helpful. I feel I can ask anything and go to anyone if I have questions, however basic. It is like a big family at St. Helen’s,” she says.

First year

“Having done my teacher training in Canada I found the curriculum and the teaching styles in England very different and so I spent six weeks at St. Helen’s in the term before I started, shadowing other teachers. Your first year as a teacher is a massive learning curve and doing it in another country is even more of a challenge, but it was very comforting to have good support from the other staff.”

Importance of reading

“In the classroom we put a lot of time in on Maths and English as these are core subjects. But as art coordinator I make sure there is plenty of art. The other Year Four teacher is the PE coordinator so there is a fantastic balance of both art and PE. I think the biggest challenge is getting them to read as much as possible and getting their language and vocabulary. You can see an

incredible difference between the children who change their reading book weekly to those who have only one book every few weeks,” Farren says.

Writing skills

“We are really trying to help the children develop their writing in Year Four. We are starting to teach them to expand their sentences, to add clauses, to use punctuation correctly and to try different techniques. I find helping them build their writing skills is a really interesting part of the job,” she says.

Self development

“I would definitely recommend the school to other teachers. You can expect to be welcomed by everyone. You would never have to worry about being unsure of anything. The school gives you every opportunity to go on courses to enhance your skills and you can arrange to sit in classes to observe other members of staff in order to further your development as a teacher.”



Autumn term 2016

Monday 5th September to Tuesday 20th December
Half term holiday- Monday 24th October to Friday 28th October
Professional Development Days (school closed to pupils):
Thursday 1st September, Friday 2nd September, Friday 21st October

Spring Term 2017

Thursday 5th January to Friday 31st March
Half term holiday- Monday 13th February- Friday 17th February
Professional Development Days (school closed to pupils):
Wednesday 4th January

Summer Term 2017

Tuesday 18th April to Friday 21st July
Half term holiday- Monday 29th May- Friday 2nd June
Professional Development Days (school closed to pupils):
Monday 5th June



Notes section with horizontal lines for writing.



"We'd heard good things about St. Helen's Primary School from family members and it appealed because of how multicultural it is. It's also our catchment school, so there were lots of good reasons for choosing it for our family." Roushanara Begum and Noman Siddiqui live in Ipswich with their three children Nurhan, 15, Mahfuza, 12 and Burhan, 10 in Year 6.

"There has been a lot of interaction with the outreach team in preparation and there are going to be visits including Jake so that he feels prepared for the changes in the environment and the structure of his day. I feel they have Jake's best interests at heart and it's always felt that way." Julie Stammers lives in Ipswich with her son, Jake, 11 in Year 6. Jake started at St. Helen's in Nursery.



Our Vision Statements

Our curriculum and ethos will

- provide the knowledge, skills, attitudes and understanding that will enable our pupils to "be the best they can be"
- provide 'irresistible' learning activities and experiences both in and out of lesson time
- prepare our pupils to live a healthy lifestyle and for a life of learning and work which is satisfying and worthwhile
- widen horizons and deepen thinking
- be aspirational and promote excellence in all areas
- promote tolerance and understanding
- give pupils dreams and develop the life skills they will need to reach them

Our staff will

- keep our pupils at the centre of our decision making
- promote high expectations for every pupil
- provide the best quality teaching and learning
- know and listen to our pupils
- know, share and provide the next steps in learning for every pupil
- make sure that every moment in school counts

Our school will

- take the lead in training and recruiting the best teachers
- be confident in our own ability to research, develop and innovate best practice
- promote high expectations for our staff and community
- work in partnership with our families and community to ensure our pupils are supported and ready for learning
- act with energy and determination to ensure that every pupil thrives



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Mr Martin Jarvis, Miss Lena Shete

Office Staff:
Miss Suzanne Wilder
(IPAT Executive Assistant)
Mrs Lisa Crane
(School Business Manager)