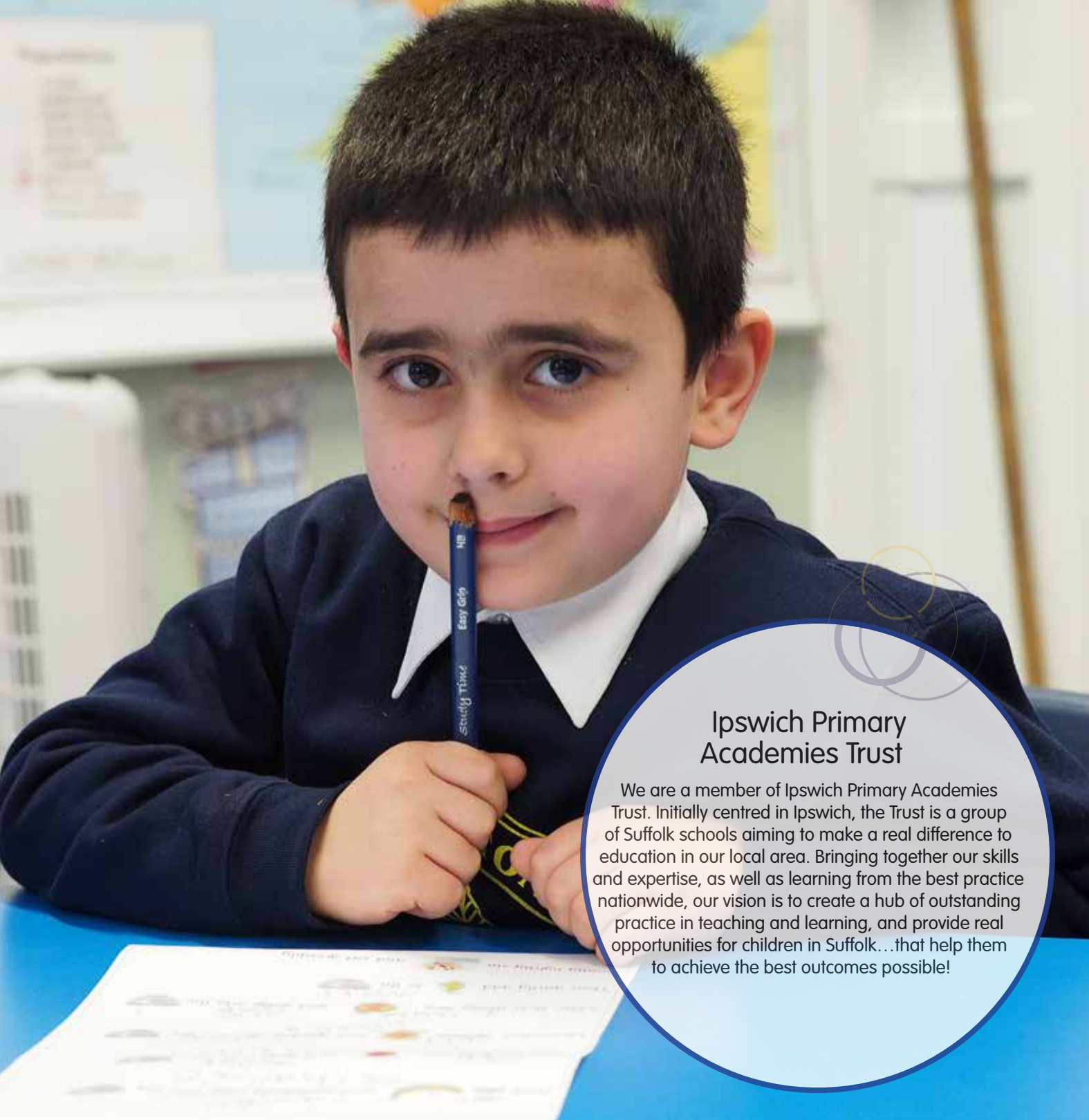




Teacher Survival Guide



We aspire, We enjoy, We respect, We collaborate, We challenge, We grow



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!

Bridget Burke, 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.

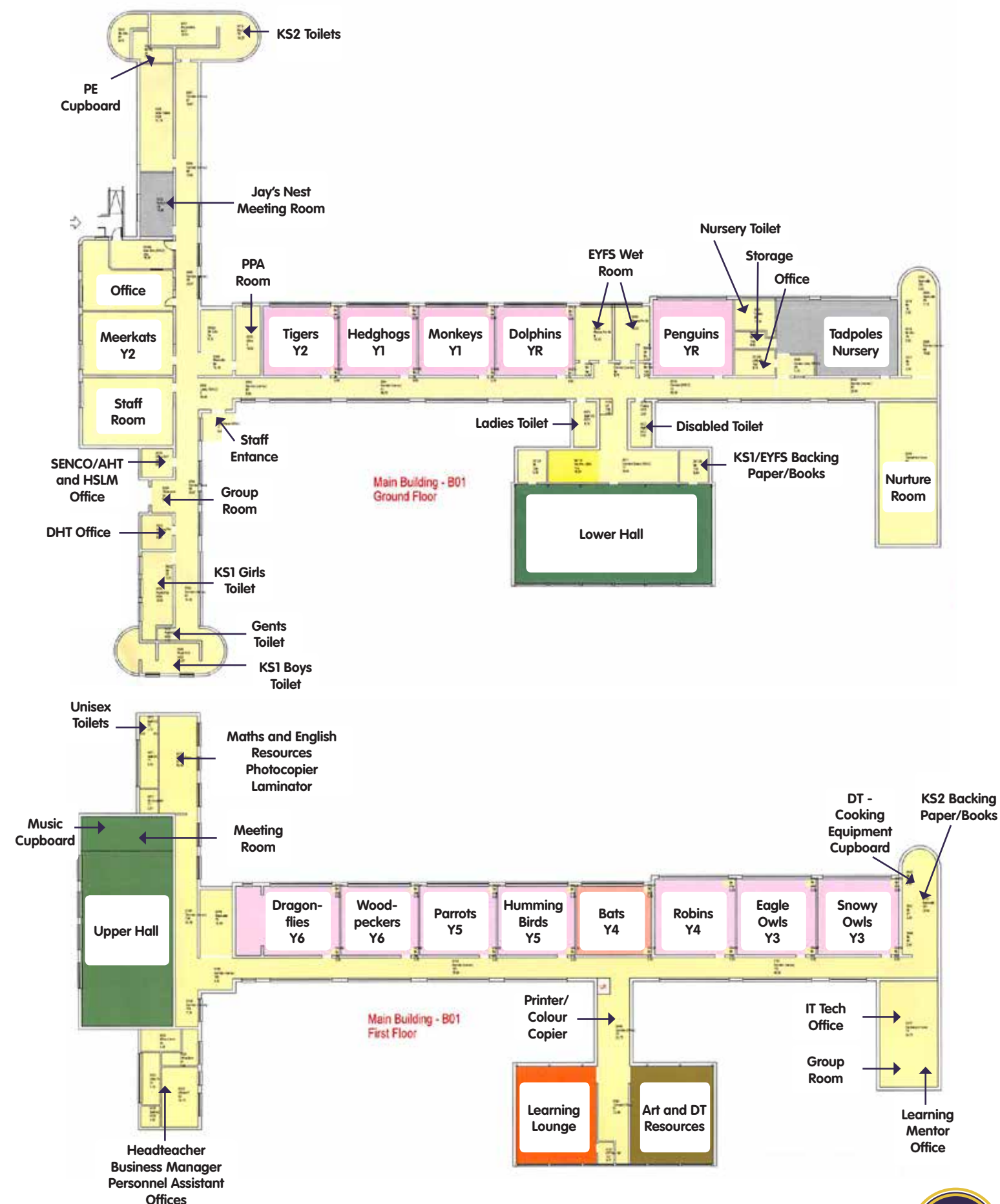
Rewarding

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



Who's who



Mrs L Baguley
Finance Assistant



Mr T Smith
Apprentice Teaching Assistant



Mrs A Hestling
Teaching Assistant



Mrs L Hard
Teaching Assistant



Mrs P Coleman
Business Manager



Mrs F Thomas
Teacher



Mrs J Wilson
Teaching Assistant



Mrs K Smith
Midday Supervisor



Mrs J Acott
Midday Supervisor



Mrs S Shaw
Teacher



Mr D Collins
IT Technician



Mrs C Warner
Home School Union Manager



Mrs C Leeds
Midday Supervisor



Mrs S Burch
Personal Assistant



Mrs M Parker
Midday Supervisor



Mrs J Mapplebeck
Receptionist



Mrs S Hanks
Teaching Assistant



Mrs L Allison
Acting Headteacher



Mrs C Chilver
Teacher/EYF5 Phase Leader



Mrs C Phillips
Teacher



Mrs J Hardy
Learning Mentor



Mrs R Mills
Teacher



Mr K Holberry
Teaching Assistant



Mr D Smalley
Site Manager



Mrs L Hill
Teaching Assistant



Mrs C Jones
Teacher



Mrs H Huynh
Midday Supervisor



Mrs N Lasance
Teacher/E31 Phase Leader



Mrs J Cook
Teaching Assistant



Mrs D Bristo
Teaching Assistant



Mr D Slagg
Teacher



Mrs L Backhouse
Teaching Assistant



Mrs R Walker
Teaching Assistant



Mrs M Rice
Learning Mentor



Mrs C Flintoff
Executive Principal (PAT)



Mrs Y Stode
Teaching Assistant



Miss Cattie-Anne Hunt
Teaching Assistant



Miss M Huff
Teacher



Miss C Batchelor
Teacher



Miss A Storey
Teacher



Mr R Pitt
Teacher



Mrs C Edwards
Teacher/E32 Phase Leader



Mrs Jo Cox
Nursery Nurse



Mrs R G Walker
Acting Deputy Headteacher



Mrs S Pearson
Home/School Union Manager



Miss C George
Teaching Assistant



Miss E Davies
Teacher



Mr P Mutumbi
Governor



Mr K Green
Teacher



Mrs E Robbie
Teaching Assistant



Mrs J Driver
Admin Assistant



Mr J Richards
Teacher



Mrs K Wojcik
Midday Supervisor



Mr H Clarke
Governor



Mrs Sarah Miles
Teaching Assistant



Mr J Chester
Deputy Executive Principal



Mrs R Wright
Teacher

Tips from our teachers



Lizzie Davies says:

"I'd say my two top tips would be to make sure you don't let work consume your entire life - have a break! Also to not be afraid to ask for support if you need it as everyone's really supportive and have lots of great ideas."



Kirstie Thomas says:

"Always maintain a healthy work life balance. Ensure you make time for you because you will bring more to your teaching role!"

"Ensure that you get to know the children on a personal level - their likes, dislikes, family members, interests etc. In my experience children work harder for you when they know you value them as an individual."

"Always give your T.A. time, clear instructions and lots of positive praise. They can be one of your greatest assets."

"Get to know your fellow teachers- they are an amazing support! We need each others support to make us better teachers. Teaching is all about observing others and basically stealing ideas from one another to create your own teaching style!"

"Remind yourself that everyone has bad days but a good teacher always learns from those bad days and improves their practice!"



Jonny Barnes says:

"Never be afraid to ask questions. As a new teacher I was very determined to show that I could do it all myself in the first term. I soon found it difficult to teach a lesson confidently as I had little experience compared to the teachers that had been working here for years. Find the Heads of subjects and other important staff members to ask questions where you are unsure of anything, be it a lesson or a resource to how to deal with challenging behaviour. They were able to slip me golden nuggets of information that I've been using ever since!"

"Be organised. My first term came and went very quickly. At the end of it I found myself surrounded by old 'Post-its' I hadn't thrown away, notes that were way out of date and a to-do list that was never ending - not to mention finding time to mark books! Carve some time out of your day after the children have gone home just to do simple paperwork. It could be making sure old notes are stored and you follow up that thing that's been on your desk for about a week, to remembering to resource for the next day's lessons. Sure, you may stay at school for a bit longer than you would have thought, but the next morning will be so much less stressful and more manageable leaving you time to really focus on the day's events. Create a little weekly to do list that never changes that eventually becomes routine."



McKenna Hutt says:

Be prepared to challenge yourself and grow as a teacher and as part of the team."

"Be resilient and persevere - the children have so much potential."



Becky Mills says:

"Prioritise; I found it really useful, particularly as a new teacher, to record my to do list as things that needed to be urgently completed and things that could wait. You'll never clear a to do list but by prioritising you can be sure that the most important things are done and you feel better about yourself!"

"Ask for help; whether it is help with a pupil, parent, planning advice, or anything else just ask. There are always lots of teacher's in school with a wealth of experience, ideas and opinions that will be willing to help. Don't ever feel like you are on your own or feel too proud to ask, we all want the same thing at the end of the day."

"Re IT system; if I'm stuck with anything, I ask Richard, our IT technician, who is great. The Google drive is a really good way of sharing and storing documents that can be accessed and edited at home easily."



Catherine Jones says:

"Get to know the staff, don't be afraid to ask questions or ask for help."

"Relationships matter - get to know your pupils."

"Build a good relationship with your T.A."

"Ensure you have a healthy work life balance, its important to make time for you."

"As a teacher I am learning all the time - be open to learning new approaches and adapt your practice."

New teacher support

New to Whitton? All staff starting at Whitton receive a full induction and induction pack. All year groups have two classes so you will have a colleague to ask for advice. We have experienced phase and subject leaders too who are happy to help...there is no such thing as a silly question!

1) Help with setting up the classroom

We fully immerse the classrooms in the project for the term, making the environment part of the learning process. There are lots of resources and help at hand to do this. Staff often take photos and add them onto our website or twitter feed so you can take a look and get a feel for it.

Displays In class are all to aid learning, you are expected to have an English and a Maths working wall. Examples of great children's work are shown off in corridors around the school.

Seating It's up to you how to arrange the tables in your room. Think about having flexibility in this and ensuring everyone, including you, can see and be seen.

2) Our teaching essentials

The following are our principles of great teaching. If you get these right, your children will be flying! We monitor these in drop ins and provide feedback and training to enable you to be the best teacher you can be.

1. You use specific Learning Objectives pitched at age-related expectations
2. You have differentiated tasks clearly linked to achieving the LO. These tasks are fluid so children move between them to achieve the right level of challenge
3. Children understand what they are learning and how they are expected to achieve their task because it has been well explained and modelled
4. Teachers scan the room and ensure that independent children are working effectively
5. You have consistently high expectations of learning behaviour (children are focused, engaged, active)
6. You have clear high expectations of presentation in books
7. There is enough high quality work produced in lessons
8. During whole class teaching time, children are actively involved in their learning
9. There is effective use of time/ good pace
10. Additional adults are deployed effectively to support learning.
11. You make effective use of AfL during the lesson - regular checking of learning and address misconceptions
12. All children are engaged in learning and interested (activities planned to draw children in).

3) Developing good classroom behaviour

We have a very clear behaviour policy across the school. Usually bad behaviour happens for a reason, you will need to support the child and get to know them well in order to best meet their needs. Do not take incidents personally, there are people on hand who can help you to find solutions.

Top Tips

Have high expectations and be clear what this means

Be consistent

Have good routines and structures so that the day runs smoothly

Be proactive and diffuse before trigger points occur

Always be positive and praise, praise, praise!



Teacher case study

Chelsea loves helping the children make progress in her diverse class at Whitton Primary School

Chelsea Batchelor is a Year Four teacher and modern foreign language coordinator at Whitton Primary School in Ipswich. She is in her second year teaching at the school

Themed learning

Chelsea is surrounded by waterfalls, swamps and frogs in her classroom this term as the class is studying a topic on the theme of: 'Have you got what it takes to be an explorer?' 'The whole classroom is decorated as though it's a rain forest and every subject on the curriculum is studied using this theme,' she explains.

Language lessons

'The children can learn either French or Spanish at Whitton, but we are doing Spanish this term because we are focusing on South America. I like this way of teaching the curriculum, it works very well. Soon we will be asking them what they would like to do for

their next topic, which I think is a lovely way for them to learn,' Chelsea says.

Helping children

'My favourite aspect of the job is being with the children, who are eager, challenging, excited about learning and have a sense of achievement and are proud when they master something. I am enjoying identifying gaps and helping them to make accelerated progress. We also have some special educational needs children we have to give additional help to. It is important for new teachers considering working at the school to be prepared for this,' she says.

Enjoying diversity

Chelsea likes having a diverse group of children representing many different nationalities in her class. 'I enjoy that aspect of teaching, being able to learn about the different cultures and languages from the children themselves. Last year, five different languages were spoken in the classroom and so we used to vary the language we took the register in sometimes. I think it is important for the children to learn about their classmates' customs and beliefs and to gain respect for

them. In turn, they enjoy being able to teach the staff about the different backgrounds they come from,' she says.

Individual attention

'At the moment I have a class of 20 children and I have one teaching assistant. There is also an additional adult teaching assistant across the two Year Four classes who holds a surgery in the afternoons and picks up on any areas of difficulty, or unresolved issues, that the children might have. This teaching assistant will then work with each child individually and help them master whatever they are finding difficult,' Chelsea says.

Working as a team

'I love teaching at Whitton because it's a very positive place and all the staff are supportive to each other and willing to share the workload. Any new teacher coming in should try to remain positive, realise that everyone works together, be prepared to be a team player and be able to rise to the challenges. My other advice would be to learn to prioritise your work and make sure you take breaks.'

Teacher case study

Charlotte is being challenged to help children of all abilities in her class at Whitton Primary School

Charlotte Phillips is a Year One teacher at Whitton Primary School in Ipswich. She is in her third year teaching at the school.

Seeing progress

Charlotte finds teaching at Whitton challenging but incredibly rewarding. 'I love working with the children. It is wonderful to see them making progress and to know you have had an impact on them and your expertise has helped them,' she says.

Extra support

There are 21 children in the class but Charlotte is helped by a permanent Teaching Assistant. 'A lot of the children need extra support as we have some with special educational needs or who have English as an additional language. We have a wide range of abilities, with some gifted and talented children who are exceeding expectations and some children who are struggling to reach the expected level.'

Good preparation

Charlotte likes to make an early start to prepare for teaching. 'I get in at about 7.30 in the morning to make sure everything is set up. It gives me chance to catch up on things from the day before so I don't feel rushed. The children start trickling in between 8.45 and 9 and I can greet them and talk to their parents. We have the register and then start phonics straight away which is really important in Year One.'

English and Maths

'We teach English before going to assembly. After a short break we start the second session and teach Maths. We stop for lunch at 12 noon and I try to make myself go to the staff room and have a break from the classroom,' she says.

After school

'The children come back at one o'clock and we teach a second session of Phonics. Then we either teach Science, PE, Computing, Art or work on our Topic. The children finish school at 3 pm and go home but I tend to stay till about 5.45. The day goes very quickly and

it is difficult to get everything done as we go along. I like to stay until I have got things ready for the next day and sometimes there are staff meetings to attend as well,' she says.

Good results

Whitton is Charlotte's first school since qualifying and for the first two years she taught a reception class. She says: 'The highlight so far was my class achieving good results last year. Everything I put into it paid off, which was very encouraging. I love working with the children and have found it an enjoyable and rewarding job.'

Ask for help

'Whitton is a lovely place to work and you couldn't ask for better support. My advice to new teachers is to make sure you ask for help if you are worried about anything. The Leadership team are there to help you and will support you.'



Autumn term

First day in school - Monday 5th Sept 2016

Half term week - Monday 24th October - Friday 28th October (+ PD day, see below)

Last day in school - Tuesday 20th December

Spring Term

First day in school - Thursday 5th January 2017

Half term week - Monday 13th February - Friday 17th February

Last day in school - Friday 31st March



Summer Term

First day in school - Tuesday 18th April 2017

Half term week - Monday 29th May- Friday 2nd June

Last day in school - Thursday 20th July

Staff training days

(children NOT required to be in school)

01/09/16, 02/09/16, 21/10/16, 04/01/17, 21/07/17



Core principles

The Whitton Primary School ethos is built around our core principles that we give all pupils opportunities and experiences which help them to Aspire, Enjoy, Collaborate, Respect, Challenge and Grow. In this way we hope that our pupils will develop into life-long learners who are equipped for a future in an ever changing world.

How do we achieve this...

We aim to achieve these things by providing a broad and creative curriculum in a nurturing, safe learning environment where we challenge ourselves, support risk taking, believe in our potential and celebrate the achievement of all.

Respect

Developing respect is a cornerstone of our provision; self-respect, respect for the environment, empathy and respect between all members of our community. We value the diversity in our school and the range of ethnic backgrounds of all pupils and families. We celebrate and teach about a variety of events and cultures across the year, this not only enriches our curriculum but encourages understanding and therefore unity in our school and British society.



"I have no hesitation in recommending Whitton Primary School. The teachers are nice, friendly and really helpful. They offer lots of support and feedback and are very eager to work together, which I think is really important. I think it's a great school!" **Stacey Sadler lives in Ipswich with her children Martell, 18, and Connor, 9 in Year 4.**



"It's such a friendly, welcoming school with an approachable team of staff. As a parent, I have felt welcomed into the school community in a way I've not experienced before. It's an inviting place for all of us and it really feels central to the local community. It's been a really positive experience for all of the family." **Kirsty Smith and her partner Julian Elliss live in Ipswich with their children Imogen, 9 in Year 4 and Sienna, 5 in Year 1 and Rhys, 3.**



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