



St Joseph's Catholic Primary School



# Experienced Class Teacher

St Joseph's Catholic Primary School

STJO/Jan2024

**Closing date:** Midnight, Monday 19<sup>th</sup> February 2024





**St Joseph's Catholic Primary School & Nursery**  
**Highgate Hill, London N19 5NE**  
**Full Time –Main Scale 1-6**  
**Actual Salary- £36,745 - £47,666**  
**Required for September 2024**

**Our Family at St Joseph's Learns, Loves and Grows with God at the centre**

We are a highly regarded school in the local community, based in a vibrant location in North London close to parkland with excellent transport links. Our school is recognised as an Ofsted Outstanding (November 2023) Catholic School under the trusteeship of the Passionist Order.

We are seeking to appoint a talented, enthusiastic and innovative Class Teacher looking to take the next step in their teaching career. We welcome applications from newly qualified teachers.

We can offer you:

- The opportunity to become part of a dynamic, professional and friendly team.
- Great opportunities for professional development.
- A high-quality working environment.
- A commitment to support staff wellbeing
- Amazing outdoor learning spaces.
- An extremely well-resourced school.
- Well behaved, enthusiastic and responsive pupils.

We are looking for someone who:

- Is a practising Catholic or willing to support the strong Catholic ethos of our school.
- Is keen to develop their teaching and learning skills
- Is committed to creating challenge, excitement, creativity and independence in learning.
- Has excellent teaching, organisation and communication skills.
- Will challenge all pupils to make exceptional progress and have high expectations for the behaviour of all pupils.
- Is a team player who has a good sense of humour and is flexible.
- Has a strong commitment to continuing professional development.
- Has a desire to work in an outstanding school, supporting the long term vision of the Executive Headteacher Head of School and Senior Leadership Team.

For more information about our school, please visit our school website <https://st-josephs.islington.sch.uk/>, and take a look at our school news or the videos under our Executive Headteacher's welcome. If you would like to come and see the school, please contact Louise Palmer to arrange a tour on 020 7272 1270 or email [office@st-josephs.islington.sch.uk](mailto:office@st-josephs.islington.sch.uk)

Please [click here](#) to apply for this post. If you need assistance please email the HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference number **STJO/1606**.

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**Interviews:** **W.c. Monday 26<sup>th</sup> February 2024**

*In line with KCSIE 2022 and safer recruitment practices, St Joseph's will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.*

*St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.*



## Job Description

### Primary Job Function

This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document.

Members of staff should at all time work within the framework provided by the school's policy statements to fulfil the general aims and objectives of the school's Education Development Plan.

It requires the teacher:

- a) to carry out the general professional duties of a school teacher under the reasonable direction of the Headteacher of the School, and
- b) to perform such particular duties as from time to time may reasonably be assigned to him/her by the Headteacher.

#### **The main professional duties are:**

1. Promoting and supporting the Catholic ethos of the school.
2. Attending assemblies, school Masses and other religious observances and events, and contributing to the preparation of these throughout the school year.
3. Working to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Development Plan
4. Planning, preparing and evaluating courses and lessons, appropriate to the age of the pupils, and covering the range of subjects required by the Curriculum of the school, as agreed by the governors.
5. Teaching, according to their differing educational needs, the class or group assigned to him/her, in accordance with methods and teaching styles agreed by the school, and analysing progress and well being of all pupils.
6. Keeping records of planned work, in accordance with methods recommended by the Headteacher and agreed with the teaching staff of the school.
7. Setting and marking work to be carried out by the children, according to their different levels of ability and attainment.
8. Organising the classroom, the educational materials and apparatus, so that it can be used to the best advantage in the learning process by all pupils.
9. Making assessments of individual pupil progress in all subject areas and keeping all required records in the agreed format.
10. Providing written reports for parents, to include academic achievement and progress in all subject areas, and personal and social qualities and needs.
11. Providing, or contributing to, other oral and written statements, assessments, reports, and references, relating to the individual or groups of pupils.
12. Observing and being observed in order to promote one's own and other colleagues' professional development. Contributing to the appraisal of other teachers by written or oral reports.
13. Organising educational visits and activities which support and enhance the learning of pupils.

14. Maintaining good order and discipline and safeguarding the health and safety of the children, both when they are on the school premises, and when engaged in authorised school activities elsewhere.
15. Communicating and consulting with the parents of pupils, at planned parents' meetings and at other times in accordance with directions agreed by the Headteacher.
16. Communicating and co-operating with professional bodies outside the school, and participating in discussions to promote the general progress and well-being of individual or groups of children.
17. Advising and co-operating with the headteacher and other teachers in the provision of policy statements, the preparation and development of teaching materials, teaching programmes, and methods of teaching and assessment. Evaluating and reporting on these materials, programmes and methods in order to bring about school improvement.
18. Participating in meetings at the school which relate to the curriculum of the school or its administration or organisation, including pastoral arrangements.
19. Work with, prepare programmes with, and evaluate and report on the teaching assistants assigned to particular pupils.
20. Selecting and ordering equipment and materials for educational purposes.
21. Registering the attendance of pupils, and supervision of the children before, during or after school sessions, according to prepared rotas.
22. Participating in professional development and INSET programmes, both school based and at external training centres. Evaluate and provide written or oral feedback
23. Providing supervisory cover, and so far as practicable, teaching any pupils whose teacher is not available to teach them, in accordance with provisions laid down in the School Teachers' Pay and Conditions Document.
24. Fulfilling the requirement to work on 195 days, amounting to a contractual total of 1265 hours in a school year.

In addition to this job description you will be asked to accept responsibility for an area of the curriculum and this will be the subject of a separate document.

### **UPR 2 & UPR 3 Teachers**

In addition to the duties assigned to as a class teacher and subject leader, you will

- Act a role model of good practice in teaching and learning.
- Provide lesson demonstrations linked to agreed objectives or to development issues.
- Link with TLR postholder / member of Leadership team in order to define learning objectives linked to development issues
- Demonstrate associated teaching strategies either through staff meetings, INSET or targeted groups of staff.
- Monitor and evaluate teaching and learning and report results to the Headteacher.
- Be self motivating.



## Person Specification

### Selection Criteria

Candidates for this position should at least possess the following, or be willing to demonstrate a commitment to:-

1.	<p>A combination of personal conviction and practice of the Roman Catholic faith with an understanding of the importance of prayer, sacramental life and religious education in a Catholic School community.</p> <p>Where the applicant is Non-Catholic, an understanding and willingness to fully support the Catholic ethos of the school.</p>
2.	Professional teaching qualifications (Qualified Teacher Status ), experience, and personality which will give credibility to the successful candidate in working with staff, parents and governors.
3.	The ability to communicate effectively and clearly.
4.	Understanding of the issues involved in the job description.
5.	An ability to work under pressure, meet targets and deadlines, make decisions and accept responsibility.
6.	A record of attendance at, or willingness to attend, in-service training across the range of the curriculum and a good understanding of child development.
7.	Experience of teaching in the primary age range.
8.	A sense of humour and a desire to work as part of a team.



## How to Apply

### Application Deadline

Completed application forms must be received by **Midnight, Monday 19<sup>th</sup> February 2024**.

### To apply

Please [click here](#) to apply for this post. If you need assistance please email the HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference number **STJO/1606**.

### Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

### Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

### References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

### Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

### Additional

CVs will not be accepted.

## Guidance for candidates applying for a job with schools

**Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.**

### General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

### Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK\*. Verification of identity is required before confirmation of appointment.

\*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

### Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

### Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

### Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

### Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

### Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

### References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.



- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

#### **Disclosure & Barring Service / Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

#### **Additional Information for people considered to have a disability under the Equality Act**

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

#### **Declaration**

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

#### **Equal Opportunities Monitoring Information**

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

## **Policy on the recruitment and employment of ex-offenders**

### **Background**

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at [www.direct.gov.uk](http://www.direct.gov.uk)). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

### **Policy**

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

### **During the application process**

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

### **If you are offered a job at Islington Schools**

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);    ☐ The number and pattern of offences;    ☐ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

### **Appeal**

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

### **Policy on handling disclosure information**

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.