



Banbury Cluster  
Class Teacher  
Application Pack  
2024 - 2025



GLF Schools  
Grow, Learn and Flourish



# Welcome to the Banbury Cluster of Schools

## Where you can Grow, Learn & Flourish

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### A message from our Headteachers

Dear Candidate

Thank you for your interest in working in one of our schools.

I hope the information in this pack is valuable in providing you with the detail you need to assist your application.

I wish you every success in your application and hopefully look forward to working with you in the near future.

If you would like any further information please email our People Administrator [s.jessop@glfschools.org](mailto:s.jessop@glfschools.org).

Kind Regards

Claire Robertson  
Cherry Fields

Hannah Zebrowski  
Hardwick

Zoë Spilberg  
Longford Park

Alastair Johns  
William Morris





# The Application Process

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## Application

We require you to complete our online application form fully, give details of all employment, training and gaps in employment since leaving school to present day. The supporting statement is an instrumental part of our shortlisting process, please give as much detail as possible in this section to show how you feel you meet the criteria of our person specification, and why you think you are the most suitable candidate for the job. Please note we do not accept CV's as part of the selection process.

## Shortlisting

A panel will shortlist for interview those applicants who best meet the criteria as outlined in the person specification.

## References

We will seek references from your current school, or most recent if not currently employed, and from the employer. Prior to that we need the direct contact for the headteacher.

## Interview Process

Interviews are being conducted through Microsoft Teams, you will be required to prepare a presentation task and there will also be a set of formal interview questions to discuss. Candidates who have a disability or any other needs will be given the opportunity to highlight this on the application form in order that reasonable adjustments may be made,

## Onboarding & Induction

Successful candidates are offered a comprehensive onboarding and induction programme upon commencement of the role

## Additional Information

We particularly welcome applicants from under represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.



## **GLF Schools - Job Description**

<b>Job Title</b>	Class Teacher	<b>Job Reference</b>	CL_CT_Sept 24
<b>Location</b>	GLF Schools	<b>Travel Required</b>	Occasional
<b>Core purpose</b>			
To deliver high quality lessons that meet the educational needs of the children, ensuring outstanding learning and teaching.			
<b>Key Accountabilities</b>			
<b>Planning, teaching &amp; class management</b>			
To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations with a clear vision on assessment criteria.			
To set tasks of which are challenging to children and maintain high levels of interest.			
To organise & manage groups or individual children ensuring differentiation of learning requirements, reflecting all abilities and identifying SEN.			
Setting clear targets and building on prior attainment.			
Maintaining discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework.			
Effectively use ICT to support learning and teaching.			
Reflection on own teaching practice to ensure development of teaching.			
Ensuring the effective and efficient deployment of classroom support.			
Encourage children to think and talk about their learning, develop independence and take pride in their work.			
Have a regard to the curriculum for the school, with a view to promoting the development of the abilities and aptitudes of the children in any class or group assigned.			
To plan collaboratively alongside year group colleagues from across the cluster of schools.			
<b>Pastoral</b>			
Promoting the general progress and well-being of individual children and of any class or group of children assigned.			
Making records of and reports on the personal and social needs of children.			
Communicating and consulting with the parents, carers and external agencies.			
Participating in meetings arranged for any of the purposes described above.			
<b>Monitoring, assessments and reports</b>			
Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.			
Mark and monitor children's work and set targets for progress.			
Providing or contributing to oral and written assessments, reports and references relating to individual children and groups of children.			
Prepare and present informative reports to parents.			
<b>Appraisal</b>			
Participating in arrangements in line with school performance management procedures.			

<b>Review, induction, further training and development</b>
<p>Periodically reviewing the methods of teaching and programmes of work.</p> <p>Participating in arrangements for further training and professional development, including undertaking additional training identified in performance management objectives.</p> <p>Work as a member of strong staff-based team to contribute effectively to working relations within the school.</p>
<b>Staff meetings</b>
<p>Participating in meetings at the school which relate to the curriculum or administration and organisation of the school, including pastoral arrangements.</p>
<b>Administration</b>
<p>Participating in administrative and organisational tasks related to such duties as outlined above, including the direction or supervision of persons providing support for teachers within the school.</p> <p>Attending assemblies.</p> <p>Registering the attendance of all children.</p>
<b>Accountable to</b>
<p>Headteacher</p> <p>GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.</p>
<b>Safeguarding</b>
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>

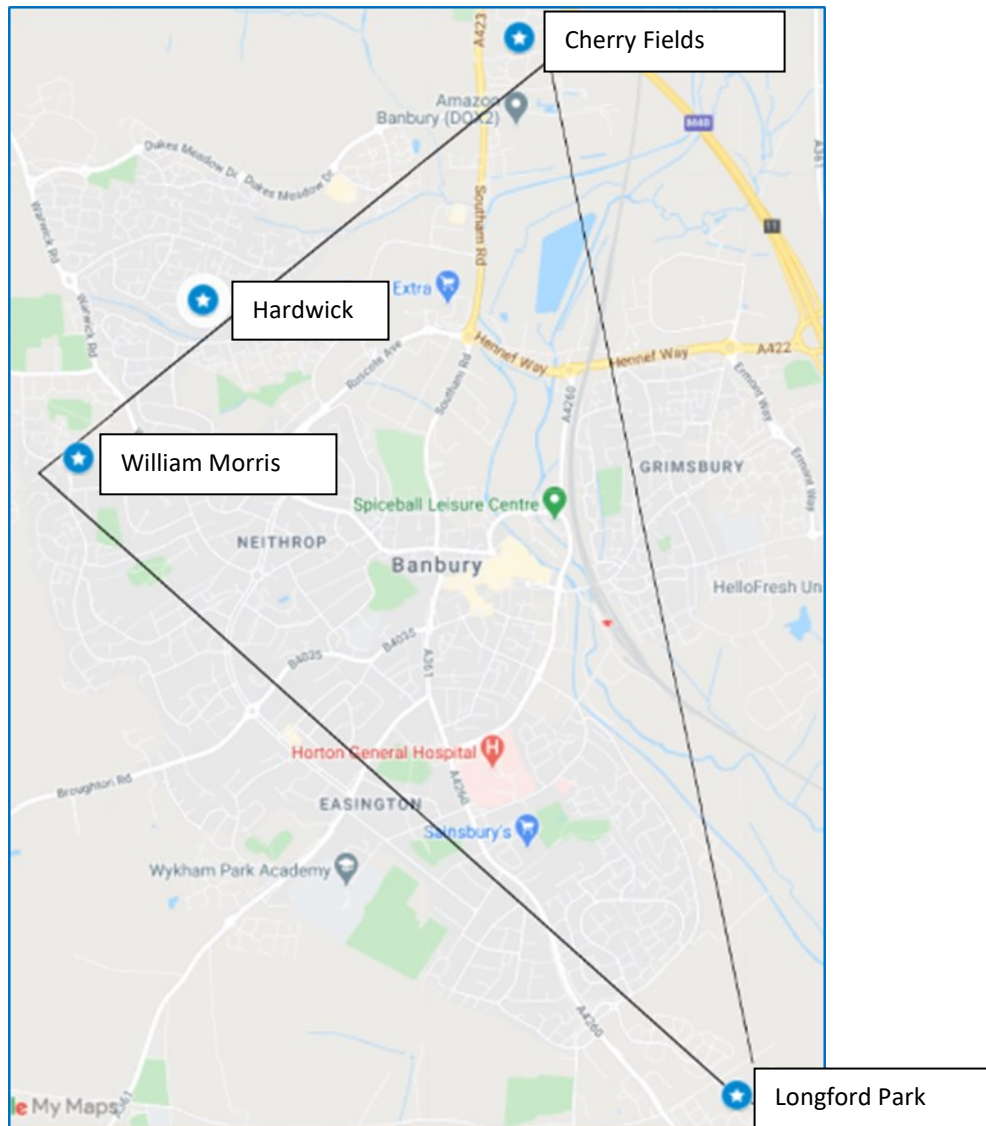
## GLF Schools - Person Specification

Job Title: Class Teacher		
	Essential	Desirable
Education and Qualifications		
Degree	Y	
Qualified Teacher Status	Y	
Evidence of engagement in continuing professional development, including recent training in related curriculum or teaching and learning developments	Y	
Evidence of further study		Y
Experience		
Experience as a good / outstanding teacher	Y	
Experience in supporting improvements in teaching and learning		Y
Evidence of leading on the professional development of others		Y
Experience in using data to inform planning and future developments		Y
Experience in monitoring, evaluation and review to support improvements/ improved outcomes	Y	
Experience in delivering both discrete and cross curricular ICT learning opportunities		Y
A successful track record of improving performance outcomes		Y
Experience in working with children with special educational needs.		<u>Y</u>

Experience in teaching across different Key Stages	Y	
Personal Attributes		
Values aligned with the school's Mission Statement and GLF Schools core values.	Y	
Ability to work as part of a team	Y	
Positive, enthusiastic outlook, embracing risk and innovation	Y	
Self-motivated and well organised	Y	
Encourages ideas, initiative and innovation in others	Y	
Highly motivated showing resilience, stamina and reliability under pressure	Y	
Inspires respect and confidence	Y	
Reflective and keen to develop yourself and others	Y	
Ability to communicate effectively	Y	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the Staff Code of Conduct	Y	



# Banbury Cluster Map





# Thrive in a Career at GLF Schools

GLF Schools is a dynamic, forward thinking and rapidly expanding Academy Trust with many career opportunities for new and existing staff.

Each school in our Trust has its own individual identity, while benefiting from the expertise that comes from a dedicated and experienced support team. Our schools serve to meet the needs of its own local community yet all are united in their core purpose of providing an outstanding educational experience.

GLF Schools has a generous employment offer which allows our colleagues to **Grow, Learn and Flourish**.



# Thrive in a Career at GLF Schools

**Continuous Professional Development:** We are committed in supporting the professional growth of our staff. We hold regular CPD workshops on over 100 topics via our Central Core CPD offer for both teaching and support staff. This core CPD offer compliments both school level training and bespoke courses. All staff have access to a comprehensive e-learning portal with various CPD courses including safeguarding and role specific training.

**Work life and family friendly policies:** GLF Schools supports working parents through a number of policies and initiatives. We offer a generous enhanced maternity leave, shared parental leave and paternity leave. Staff are able to apply for childcare vouchers for registered childcare providers, to offset some of the costs of being a working parent. We recognise staff have commitments outside of school so we have developed a special leave policy which allows staff to apply for paid time off to attend significant events.

**Flexible Working:** We are committed to drive forward flexible working opportunities across our Trust to ensure we are able to meet the work-life balance requirements of a diverse applicant market. We are open to discussing flexible working at hiring point and are pleased to be part of the CIPD pilot scheme as a 'Flexible Hiring Champion Employer'

**Staff Wellbeing:** As an employer, we are committed to staff well-being. All staff have access to a 24/7 confidential Employee Assistance Programme with access to specialist telephone counselling. We have well-being ambassadors within each of our schools to promote our well-being initiatives and to signpost staff to relevant support agencies. 'GLF in touch' is our termly e-newsletter that focuses on well-being. GLF are working in partnership with recognised unions to support its well-being strategy and looking at innovative ways to improve staff workload.

**Staff benefits:** Teachers joining the Trust will become a member of the Teachers' Pension Scheme and for support staff we adopt the Local Government Pension Scheme. Staff have access to a benefits platform offering discounted shopping, gym memberships, childcare vouchers and cash back. We offer all staff an enhanced sick pay scheme and candidates moving from the public sector without a break in service can be reassured that continuous service will be honoured.

**Career Pathways and Talent Management:** Working in the Trust offers a unique experience. As a member of staff, you can expect GLF to invest in your career progression, provide a bespoke career development plan and offer the potential to be fast tracked into leadership. We are keen to promote from within so if you are looking for a career with real potential for progression, then GLF is the place for you.

**Community and Collaboration:** With 42 schools currently within our Trust, opportunities to share and collaborate is highly encouraged and facilitated. We have different forums to support the sharing of expertise including MAT subject leader forums, a conference/celebration called the Festival of Education, MAT Mondays (secondary schools working together by subject), SEND forums, NQT forums, Headteacher forums and Business Leader forums. Schools within GLF work as a team and achieve more by sharing than any single school would be able to.

**Valued Worker Scheme** GLF are proud to be approved by NASUWT and endorsed by other unions for becoming accredited via the Valued Worker Scheme. This shows our commitment to staff welfare and well-being. GLF was also the first MAT in our locality to sign up to a Joint Consultative Committee with our Unions, ensuring we work in partnership with them and seek their input when creating our staff related policies and initiatives.