



Vacancy

Classroom Teacher

Job summary

Salary	TMS
Location	Arundel CE Primary School
Address	Arundel CE Primary School, Jarvis Road, Arundel, West Sussex, BN18 9HT
Website	https://www.arundelchurchofenglandschool.org.uk/
Email	office@arundel.w-sussex.sch.org.uk
Telephone	01903 883149
No	
Contract	Full-time 32.5 hours per week 1.0FTE

Job advertisement

CLASS TEACHER

Required for September 2021

Salary Scale TMS 1-6

Closing date: 16th May

Interviews: 20th and 21st May

Would you like to be a children's champion?

Would you like the chance to flourish?

Would you like to be a future school leader?

Would you like to become a member of a real family school?

Arundel Church of England Primary School is a warm, welcoming Church of England School. We strive to work in partnership with parents and pupils to ensure that we provide the very best learning experiences for our children. Our hardworking and committed staff have created a nurturing and stimulating environment where all children are valued and their strengths celebrated. Our broad, exciting and continually evolving curriculum has been designed to provide the children with memorable learning, whilst developing their independent learning skills which they will use and develop throughout their lives. We are proud of our energetic and enthusiastic children, and the teachers and TAs who inspire them. We boast exceptional outdoor space with a large field. Immerse yourself in our dynamic and exciting creative curriculum and dig out those wellies to enjoy our forest school area.

We are seeking to appoint an experienced and enthusiastic teacher to join our team. We are looking for someone who:

- Enjoys working with children and thrives on learning from and collaborating with



colleagues

- Understands, supports and appreciates our school's Christian ethos
- Can form positive and caring relationships with children which motivate them to learn, grow and become confident
- Shows initiative, can be spontaneous and encourages risk taking to facilitate growth.
- Enjoys planning and leading memorable learning activities
- Has a passion for learning
- Is confident with the National Curriculum and its assessment procedures
- Is a good team player who is willing to contribute to the Christian ethos and wider community of the school
- Possesses excellent subject knowledge of early phonics, reading, writing and mathematics
- Has a sense of humour, combined with energy and enthusiasm
- Shares our commitment to CPD

We are an Equal Opportunities employer and welcome applications regardless of age, gender, ethnicity or religion. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the requirements of the Person Specification in order to be offered the post. A DBS (Disclosure & Barring Service) at Enhanced Level and a qualifications check will be undertaken. We are aware of the importance of balancing home and work life as an employer.

Visits to the school are warmly welcomed and encouraged. To arrange a visit or for further information please contact Tracy Spencer, on 01903 883149 or email office@arundel.w-sussex.sch.uk.

Appointment of Class Teacher at Arundel Church of England Primary School Pack



Timescale

Closing date:	See Advert above
Visits to School:	By appointment with the Headteacher & Chair of Governors
Shortlisting:	See advert above
Interviews:	See advert above

How to contact us

Should you have any queries or wish to have an informal discussion about this post, please contact Andrew Simpson, Headteacher, on (01903 883149) or by email to head@arundel.w-sussex.sch.uk
Please address letter of interest 'Private and Confidential' and send to:

Headteacher

Arundel Church of England Primary School,

Jarvis Road,

Arundel.

West Sussex.

BN18 9HT

Or email to head@arundel.w-sussex.sch.uk



Class Teacher – Full Time

Application Form for Appointment to a Teaching Post

West

Sussex County Council/the Governing Body is dedicated to promoting equality and fairness. Selection is based on how you demonstrate your ability to do the job detailed in the Job Profile. The equal opportunities information will be separated from your application before shortlisting.

Use black ink if handwriting. Save in a MS Word format if using a PC.

Section 1- Personal Details

Personal details

Title (Mr / Mrs etc)	
First name(s)	
Last name	
Known as	

What job are you applying for?

Job Title	
School / College	
Advert reference no (if applicable)	
How did you find out about this job?	
Are you currently working for West Sussex County Council? (excluding agency staff)	Yes / No

Contact details

Address (where we can contact you)	
Email address (where we can contact you)	
Telephone no: (where we can contact you)	Home: Mobile: Work: Please indicate your preferred contact no



How would you prefer us to contact you?	phone / email / letter / no preference		
Are you registered with the General Teaching Council?	Yes / No	DfES/DfCSF/DfE Number	
Date passed induction year			
Have you opted out of the Teachers' Pension scheme?	Yes / No		

Disability:

We welcome applications from people with disabilities. If shortlisted for the position, we will ask you if any arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.



Instructions

Use this form to demonstrate how well you match the Person Specification for the job you are applying for. **A CV is not required** in addition to this form, although you can attach further documents to support your application when you submit this form if you choose.

Section 2 - Qualifications

List all of your achievements relevant to this job and any others you feel could be important (for example for your career development) starting with the most recent. Proof of qualifications and membership to professional bodies will be checked if an offer is to be made.

Higher and/or Further Education:

Qualification	Class and Subject(s)	Name of College, University etc	Date achieved (MM/YY)

Secondary Education Post GCSE:

Qualification type and subject post GCSEs	Grade/Level attained	Name of School, College, University etc	Date achieved (MM/YY)

Membership to Professional Bodies:

Name of Professional Body	Date achieved	By exam or election?



Section 3 – Experience

Tell us about how you meet the requirements of the section titled “Experience” in the Person Specification.

Full Job History

Give full details of your employment starting with your current or most recent job. Use the column titled “Job title and duties” to give brief details, where relevant, to show how your experience meets the requirements in the Person Specification. **Indicate gaps in employment and full time study and tell us what you were doing during this time (e.g. full time study). Any gaps in employment may be questioned at interview.** Please continue on a separate sheet if necessary.

Your present position (for serving teachers)

School Name, Address and Telephone number	Job title and duties:	Dates of employment (MM/YY)	
		From:	To:
Education Authority			
Type		Age Range Number on Roll	
Present salary £		Point	
Additional Allowances eg. TLR, SEN			
Threshold / Upper Pay Spine	Yes / No	Advanced Skills Teacher or Excellent Teacher Scheme	Yes / No
Subject/Area currently taught			
Age Range - Key Stage 1-4, 16+			



Other subjects you are qualified to teach

Subject / Area	Age Range - Key Stage 1-4, 16+	Dates taught

Full Previous Teaching Experience (in chronological order please)

School/College and Education Authority	Number on Roll	Full / Part time	Post Title and Salary grade (if applicable)	Dates of employment (MM/YY)	
				From:	To:

Full Employment Outside Teaching

Employer Name and Address	Post Title and Salary grade	Dates of employment (MM/YY)	
		From:	To:



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Letter of Support

Please write in support of this application, showing how your experience, qualifications and interests are relevant, how you would contribute to the post and give further information about yourself.

This section should be submitted as separate word processed sheets but please take note of any specific instructions from the school.



Section 4 – References

Two references are required for all candidates, one of whom must be your current or most recent employer (school).

For existing Headteachers: The other reference should be a referee from your current or most recent Education Authority.

For Headteacher posts: References may be taken up following shortlisting and will be available to the support officer/chair of the panel prior to the interview so that any issues can be raised during the interview. The members of the panel will have access to the references at the final stages of the interview process in order to confirm/reinforce their decision.

If a third reference is required for Voluntary Aided or Controlled Schools: The letter from the Chair of Governors or School will state this.

Candidates for Church of England Schools: Should give the name and address of the Parish Priest, Vicar, Minister or Pastor as appropriate.

First Reference

Second Reference

Third reference

Name:	Name:	Name:
Full Address and Postcode:	Full Address and Postcode:	Full Address and Postcode:
Telephone No:	Telephone No:	Telephone No:
Email:	Email:	Email:
How long has this person known you and in what capacity?	How long has this person known you and in what capacity?	How long has this person known you and in what capacity?





Please indicate if you **do not** want us to contact your referees without letting you know first: **Reference 1:** **Reference 2:** **Reference 3:**

Relationships

Failure to disclose a close personal relationship as below may disqualify you. Are you a relative or a partner, or do you have a close personal relationship with, any employee or Councillor connected to this Council or Authority? If so, please state the person(s) full name, their position and place of work

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Section 5 – What happens next?

If we have not contacted you by the advertised interview date please assume that you have not been successful. If you get the job, we will need two satisfactory references, proof of your necessary qualifications, medical clearance, Criminal Records Bureau check and proof of your eligibility to work in the UK before you start work with us.

Rehabilitation of Offenders

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and associated Order and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared

Have you ever had any convictions, cautions, reprimands or final warnings given by the police?

Yes	No
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If 'Yes', please give details on a separate sheet and attach in a sealed envelope marked 'Confidential'

West Sussex County Council/the Governing Body is committed to safeguarding and promoting the welfare of children and vulnerable adults. If your job requires you to be in regular contact with children or vulnerable adults we will also need to obtain an Enhanced Criminal Records Bureau clearance before you start work with us.



Section 6 – Declaration

The information that you provide will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, this information will form part of your personnel record and may be used by the County Council/the Governing Body for business purposes including the prevention and detention of fraud

I declare that all information given as part of my application is true. I declare that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that a Criminal Records check will be carried out.

Please sign: _____

Or ☐ tick:

Note- Attachments:

This form has been designed to gain all the information from you which we require for shortlisting. Only attach further documents which you think will support your application with further information.

Section 7 – Equal opportunities monitoring

Strictly confidential

West Sussex County Council/the Governing Body is dedicated to promoting equality and fairness. Your job application will be assessed on merit and **you will receive equal treatment** regardless of your gender; age; disability; or ethnic origin. To help us make sure that this policy of equality is working and to take steps to ensure progress is made towards achieving equality and diversity in the workplace, we need to know about the people who are applying for jobs with us. To help us with this, please fill out your details below.

Telling us the following details about yourself is your decision and is voluntary. Information given will be separated from your application before it is assessed and will be used for statistical



and monitoring purposes only. This information will be treated as **strictly confidential** and will be held on our computerised personnel system.

Gender

- a) Male
- b) Female
- c) Transgender

Age

Date of Birth (dd/mm/yyyy):.....

Disability

- a) None
- b) Yes
- c) Prefer not to say

Ethnic Origin

- a) Prefer not to say

White:

- b) British
- c) Irish
- d) Any other white background

Mixed:

- e) White and black Caribbean
- f) White and black African
- g) White and Asian
- h) Any other mixed background

Asian or Asian British:

- i) Indian
- j) Pakistani
- k) Bangladeshi
- l) Any other Asian background

Black or Black British:

- m) Caribbean
- n) African
- o) Any other Black background

Chinese or other ethnic group:

- p) Chinese
- q) Any other ethnic group



Arundel Church of England Primary School

Job Description – Class Teacher

Job Title	Class Teacher	Teachers Pay Scale	TMS1 to 6 (as appropriate)
Team	Teaching Staff	Audience of Advert	NQTs and teachers who want to progress in their careers.
Reports to	Headteacher and Governing Body		

Main Purpose of the Job

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Standards for Teachers which should be read in conjunction with this document.

Roles & Responsibilities

1. Teaching and Learning

- Take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies, taking into account individual pupils' needs and ensuring that they are also providing them with 'hope'.
- Make effective use of assessment information on pupils' attainment and progress in planning future lessons.
- Work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- Set tasks which challenge pupils and are matched to their learning needs.
- Plan lessons in a way that will interest and engage all learners.
- Ensure effective teaching and best use of available time.
- Foster each child's self-esteem and establish relationships which are based on mutual respect.
- Create a well ordered, accessible and calm learning environment which is stimulating, welcoming and purposeful, engages and excites learners and promotes independence.



- Have high expectations of achievement and behaviour.
- Give every child the opportunity to achieve their full potential and “inspire them to grow in the person God is calling them to be” (school vision statement).

2. Monitoring, Assessment, Recording, and Reporting

- Ensure that marking, planning and all other school procedures are carried out rigorously.
- Assess how well learning objectives have been achieved through marking and monitoring of work, questioning and discussion with pupils, and use this assessment to plan next steps.
- Set targets for progress and ensure learners understand what they are doing well and how to improve.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed; monitor strengths and weaknesses; use assessments to inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents, senior staff and other professionals as required.
- Ensure parents are well informed about the curriculum, attainment and progress of their child and the contribution they can make to support their child's progress.
- Work with the Senior Leadership Team/SENCO, ensuring that the needs of all children are met.

3. Other Professional Requirements

- To support the aims and Christian ethos of the school.
- To manage additional adults within the classroom in line with our school vision statement.
- To ensure that the school's aims and objectives, in relation to the curriculum, equal opportunities and positive behaviour for learning, are promoted in every day classroom organisation and practice.
- To work as part of a team in all aspects of school development and take an active role in school life, attending and participating in school events, including those at the church.
- To lead and manage a subject area at the discretion of the Headteacher (not NQTs).
- To provide professional leadership and direction within own curriculum area by acting as a good role model.
- To set a good example in terms of dress, punctuality and attendance.
- To uphold the school's behaviour code.
- To participate in staff training.
- To attend staff meetings.
- To develop links with Governors, LAs, neighbouring schools (locality and Deanery schools) and other relevant agencies.



- To liaise as appropriate with other professionals and outside agencies.
- To establish and maintain effective working relationships with professional colleagues and parents.
- To prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching and involvement in school development.
- To be aware of the need to take responsibility for own professional development.
- To be aware of the Equal Opportunities Policy for the school and the Local Education Authority, ensuring that all children have full access in order to maximise their achievement and minimise inequality.

4. Safeguarding

- The post holder will share the school's commitment to safeguard, and promote the welfare of, the children in our care.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- Understand fully the school's child protection policy and to ensure that all issues relating to pupils' safeguarding are reported immediately to the Designated Safeguarding Leads.

5. Accountability

- Teachers are responsible to the Headteacher and, in his absence or on his behalf, the Deputy Headteacher.
- Teachers are accountable to parents/carers and are in loco parentis when engaged in authorised school activities.

Special Conditions

The post holder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements.

At all times, the post holder will ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.



Personal Specification @ACE

Personal Specification			
Qualifications	Essential	Desirable	Assessed
1.1 Degree or equivalent	X		A
1.2 Qualified Teacher Status/Teacher Training qualifications	X		A
1.3 Middle leadership qualifications		X	A
2. Experience	Essential	Desirable	Assessed
2. 1 Experience of primary teaching/training in the UK	X		A, I
2.2 Experience of special needs teaching in the UK		X	A, I
2.3 Experience of subject/phase leadership		X	A, I
2.4 Experience of working with children from a diverse range of socio-cultural backgrounds		X	A, I
2.5 Experience of contributing to school improvement strategies		X	A, I
3. Skills, Knowledge & Abilities	Essential	Desirable	Assessed
3.1 Record of good or outstanding teaching	X		A, I
3.2 Excellent planning and differentiation skills	X		A, I
3.3 Excellent Assessment for Learning skills	X		A, I
3.4 High expectations for behaviour	X		A, I
3.5 Knowledge of the National Curriculum requirements	X		A, I
3.6 Understanding of and experience in key aspects of working within a Church of England School	X		A, I
3.7 Ability to access, analyse, and interpret information in order to raise standards	X		A, I
3.8 Knowledge and experience of safeguarding policy and procedures	X		A, I
3.9 Commitment to promotion of equality of opportunity in all aspects of school life	X		A, I
3.10 Experience of leading whole school initiatives/project management		X	A, I
3.11 Experience in any of the following subjects: Science, Maths, RE or Humanities		X	A, I
4. Competencies and Personal	Essential	Desirable	Assessed



4.1 Commitment to the school's Christian ethos, values of Faith, Hope and Love and safeguarding of all children	X		A, I
4.2 Ability to work in a team supporting colleagues	X		A, I
4.3 Energy, enthusiasm, resilience, and dedication to the post	X		A, I
4.4 Ability to organise own workload effectively	X		A, I
4.5 Ability to communicate effectively both orally and in writing with pupils, parents/carers, staff and the wider community	X		A, I
4.6 Self-motivated	X		A, I
4.7 Emotional intelligence with regard to self, and others	X		A, I
4.8 Confidence to make decisions, solve problems, and identify opportunities	X		A, I
A = Application; I = Interview			