



Class Teacher – Early Years Maternity Cover

Closing Date: Friday 28th October 2022 – by Midday

Shortlisting: Tuesday 1st November 2022– by Midday

Interview Date: Friday 4th November 2022

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Park Walk Primary School

Park Walk, London SW10 OAY

Tel: 020 73528700 Email: info@parkwalk.rbkc.sch.uk



Miss Emily Caldwell - Headteacher

Miss Sinead O'Leary - Assistant Headteacher

Dear Applicant,

I would like to thank you for your interest in the post of Early Years Class Teacher at Park Walk Primary School. We are seeking to appoint the successful candidate to take up the post at the start of January 2023.

Park Walk is situated off the King's Road in Chelsea in the heart of a diverse and dynamic community. As a result, the children who attend the school come from a range of ethnic and social backgrounds. Our school community consists of enthusiastic children who enjoy coming to school, staff who are committed to the individual outcomes of every child, parents who are interested in their children's education and a very supportive and skilled Board of Governors.

We are looking for a EY Class Teacher who will be creative, enthusiastic and self-motivated to develop and nurture every child in their care.

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You can learn more about us at the school's website – www.parkwalk.rbkc.sch.uk.

Once you have read through this application pack, if you would like to visit us, please contact Kimberley Ray, our School Business Operations Manager, on 020 7352 8700 to make an appointment.

Thank you for your interest in the post, and I wish you every success with your application. If you have any further questions, please do not hesitate to contact the school.

Yours faithfully

Emily Caldwell

Headteacher

Job Advert
Early Years Class Teacher – Park Walk Primary School
Required from January 2023

Job Title: Early Years Class Teacher – Nursery or Reception

School: Park Walk Primary School

Location: Kensington and Chelsea

Salary: Main Pay Scale

Contract: Fixed Term – Maternity Cover

Park Walk is a happy and successful one form entry community primary school. We are located just off the King's Road in Chelsea, in an attractive and spacious Victorian building. Park Walk is currently recognised as a "Good" school by Ofsted and is on an exciting journey towards achieving our outstanding potential.

We are looking to appoint an **Early Years class teacher**, who is creative, enthusiastic and self-motivated to develop and nurture every child in their care. Experience is desirable but not essential.

The successful applicant must be:

- passionate about providing a high quality and inclusive education for all children
- able to demonstrate excellent interpersonal skills with pupils, staff and parents
- positive, enthusiastic, committed and self-motivated
- able to work effectively as part of a team, accept challenges and motivate others
- able to deliver consistently good and outstanding teaching and learning in order to help all pupils achieve their best
- able to enthuse and inspire a love of learning for all
- able to demonstrate knowledge of the National Curriculum

What we can offer you:

- a high level of support and commitment from our friendly and hardworking leadership team
- a staff that is committed to the children and their development
- children who are eager to learn in our creative and positive atmosphere
- a vibrant and culturally diverse school community
- a commitment to professional development
- a highly supportive Board of Governors

We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer. Any offer of employment will be subject to an Enhanced Disclosure and Barring Service check, satisfactory references and medical check.

Visits to the school are warmly welcomed. Please telephone the school office on 0207 352 8700 and ask for Kimberley Ray to make an appointment.

You can download the application pack on <https://teaching-vacancies.service.gov.uk/> or www.rbkc.gov.uk or email the school for an application pack: info@parkwalk.rbkc.sch.uk or from our website www.parkwalk.rbkc.sch.uk

Completed applications should be returned to: emily.caldwell@parkwalk.rbkc.sch.uk

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Job Description – Early Years Class Teacher Park Walk Primary School

Salary: Main Pay Scale

All teachers will be responsible for:

1. Teaching, according to their educational needs, the pupils assigned to them. This will be done in accordance with school and LEA policies and the requirements of the National Curriculum. Liaising with all staff who are concerned with the children's learning in this school, in accordance with the duties of a schoolteacher: - "Schoolteacher's Pay & Conditions Document.
2. Assessing, recording and reporting on the development, progress and attainment of pupils.
3. Ensuring that the ethos of the school reflects the agreed aims, principles of learning and the policy on equal opportunities; thereby promoting the general progress and well-being of individual pupils assigned to them.
4. Maintaining good order and discipline among the pupils and safeguarding their health and safety both on school premises and on authorised school activities elsewhere.
5. Communicating and consulting with parents on a regular basis in accordance with the agreed practice.
6. Communicating and co-operating with persons or bodies outside the school, eg Educational Psychologists, Pupil Support Team, Health Authority, the Governing Body, etc.
7. Participating in arrangements within an agreed framework for appraisal.
8. Reviewing, from time to time, own methods of teaching and programmes of work.
9. Participating in arrangements for further training and professional development as a teacher.
10. Participating in meetings at the school, which relate to the curriculum administration or organisation including pastoral arrangements.
11. Taking part in developing and managing one or more areas of the curriculum in accordance with individual job descriptions
12. Contributing towards professional development of other teachers and non-teaching staff, including the induction of new teachers, student teachers, etc.
13. Registering the attendance of pupils.
14. Supervising playtime breaks when required.
15. Being available for work in accordance with the "Schoolteacher's Pay & Conditions Document".

Person Specification – Early Years Class Teacher Park Walk Primary School

All candidates must be able to meet the professional standards for teachers

	Essential
Qualifications	<ul style="list-style-type: none"> • Educated to degree level • Qualified teacher status • Evidence of commitment to own Professional Development
Professional knowledge, understanding, skills and attributes	<ul style="list-style-type: none"> • Have a thorough understanding of: <ul style="list-style-type: none"> ➢ EYFS Framework requirements ➢ statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Safeguarding ➢ the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) • demonstrate a sound knowledge of effective teaching and learning strategies, effective planning and record keeping procedures • knowledge of monitoring, assessment, recording and reporting of pupils' progress • be able to create a stimulating, interesting and effective learning environment, which promotes high standards of behaviour and work • be aware of the needs of children from diverse ethnic and cultural backgrounds, including those of whom English is an additional language and know how to meet those needs • be able to work with colleagues and eagerness to further develop • be able to communicate clearly and effectively, both orally and in writing • show commitment, enthusiasm and energy for raising pupils' achievement
Personal qualities	<p>To be:</p> <ul style="list-style-type: none"> • approachable and committed • self-motivated and able to motivate others • well-organised and act calmly under pressure • flexible, embracing change and able to make quick responses • discrete, confidential and highly professional in all aspects of the job • able to demonstrate good health and a good attendance record

Policy on the recruitment and employment of ex-offenders

Background

The Royal Borough of Kensington and Chelsea use 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 (on the internet at www.homeoffice.gov.uk or 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. The Royal Borough of Kensington and Chelsea 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 RBKC 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 RBKC schools you will be told 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 RBKC 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, proof of relevant qualifications and any other essential requirements for the post. In the starter pack you will also receive comprehensive guidance notes explaining how to fill in the disclosure form. 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. RBKC HR 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.