



# **Blacko Primary School**

## **Application Pack**

Temporary  
Full Time  
Class Teacher 2021



# **Contents**

**School Vision**

**Safeguarding Statement**

**Attendance Policy Statement**

**The Pennine Trust**

**Welcome Letter**

**Advert**

**Job Description**

**Person Specification**

**How to Apply**



## School Vision and Ethos

*Be Respectful. Be Kind. Be Extraordinary*

***'From tiny seeds, mighty trees will grow'***

Blacko Primary School strives to provide a vibrant, nurturing and aspiring environment where individually our children can thrive both academically and personally. An educational family whereby children's imaginations are **ignited**, and opportunities stretch, develop and inspire a life-long thirst for learning.

### Aims

At Blacko, we endeavour to provide this by:

- Ensuring a safe learning environment
- Providing a high-quality, broad and balanced curriculum
- Upholding outstanding standards of behaviour
- Providing a family-feel nurturing and caring environment
- Develop self-belief, resilience and determination to succeed
- Creating opportunities for all abilities to try new things and make discoveries
- Embracing new technology
- Promoting logical and creative thinking skills
- Encouraging independence, democracy and responsibility
- Promoting curiosity and enthusiasm
- Encouraging mutual respect for others
- Working with and learning from others

All of this is achieved while working in collaboration to fully develop strong and positive partnerships with parents and the wider community.

***'Like branches on a tree, we all grow in different directions yet our roots remain the same'***



## **Safeguarding Statement**

At Blacko Primary School, the welfare of the child is paramount. 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.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that they have applied for. If you are appointed to this post, the information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

All post holders are subject to a satisfactory enhanced Disclosure Barring Service disclosure.

Our policy and practice are in line with the Department for Education's 'Keeping Children Safe in Education' Guidance 2020.

We recommend that you read and understand our schools Safeguarding Policy before applying for the post.

## **Attendance Policy Statement**

This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures the best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.



## Pennine Trust

We are pleased to inform you that Blacko Primary School converted to the Multi Academy Trust – Pennine Trust from 1<sup>st</sup> September 2018.

The Pennine Trust is a new, vibrant, cross phase multi academy trust which has been jointly established by three primary schools and one secondary school. Our trust has evolved from the successful close collaboration between our schools. We have an unswerving determination to improve the life chances of young people, ensuring that no one is left behind. Innovation, inclusion and inspiration are at the heart of our ethos. To support school improvement and the professional development, recruitment and retention of school staff we have founded the Pennine Teaching Alliance.

We established the Pennine Trust to bring significant benefits to our local communities. The most significant being the difference it will make to our young people's education and life chances.

We are committed to delivering the very best education to our children and know that by working together we can provide world class, quality teaching for our local community. Our Trust believes that our shared ethos and collective sense of unity will lead to exemplary collaboration and sustained improvement.

<https://www.penninetrust.org/>





## WELCOME LETTER

Dear Applicant,

Thank you for your interest in our advertised temporary teaching post.

We are looking to appoint a highly motivated, enthusiastic class teacher with excellent practice and a strong commitment to working as part of a team who is keen to support the development of independent learning in our school.

The post will begin on 1<sup>st</sup> September 2021 and be for a year ending on 31<sup>st</sup> August 2022.

Blacko Primary School is a good school with an excellent local reputation. We are set in a rural position in East Lancashire. From all directions, we have views of rolling countryside, with Pendle Hill in the distance. The village of Blacko is well known throughout Lancashire because of Blacko Tower. It was built around the same time as the school and is a focal point for miles around.

There are 104 pupils on roll and we are pleased to be continually oversubscribed. Our ethos is to develop young people with active and creative minds, a sense of understanding and compassion for others. We strive to create confident and well-educated children with our core values of Be Respectful. Be Kind. Be Extraordinary at their centre in an environment where they will have the opportunity to create lasting memories of a wonderful start to their education.

We are proud of our dedicated and committed staff who strive to: provide a vibrant, nurturing and aspiring environment where individually our children can thrive both academically and personally. An educational family whereby children's imaginations are ignited, and opportunities stretch, develop and inspire a life-long thirst for learning.

The role has a very important part in continuing to build on strong foundations in learning as our children progress in their educational journey through school. In making this appointment, we will have regard to the potential exhibited by candidates from either experienced or newly qualified practitioners.

We are looking for a colleague to join our forward-thinking team, who will contribute to our excellent standards and will form high quality 'relationships for learning' with staff, parents and children. We want to appoint a dynamic and innovative teacher who can make a real difference in moving us towards the next phase of our development of the school.

We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'K. Richards', written over a faint, light-colored circular stamp.

Kate Richards  
Headteacher



## ADVERT

**Role:** Temporary Full-Time Class Teacher

**Dates:** 1<sup>st</sup> September 2021 – 31<sup>st</sup> August 2022

**Pay Range:** Main Pay Scale

We are looking to appoint either a candidate who either has experience in teaching or an NQT. The successful candidate will play a key role in maintaining our outstanding outcomes in both attainment and progress.

### **We are a school committed to:**

- Providing all pupils with a creative and stimulating learning experience.
- Providing a challenging curriculum and supporting children to exceed their expectations.
- Developing the whole child in a caring and happy environment.

### **Blacko Primary School will provide:**

- A strong school that provides all pupils with a creative and stimulating education.
- Polite, hardworking and enthusiastic children who are eager to learn.
- An ambitious, happy and vibrant place to work with a family of supportive colleagues who are committed to promoting a warm and friendly atmosphere.
- A supportive working culture that focuses on challenging and stretching pupils' learning and high expectations for all children.
- Supportive governors and a senior leadership team that believes in distributive leadership.
- An active school community with supportive parents.
- Excellent professional development opportunities.



**We are seeking to appoint a teacher who:**

- A passionate, nurturing and inspirational and innovative teacher with the potential to become part of an outstanding teaching team.
- An excellent classroom manager who is well organised and committed to providing all pupils with a creative and stimulating learning experience.
- A team member who can develop excellent relationships with all members of our whole school community.
- Has a high standard of professionalism, a commitment to the development of the ethos of our school and a determination to continuous improvement.
- Providing a challenging curriculum and supporting children to exceed their expectations with the ability to inspire, motivate and support our pupils.
- Is committed to the highest standards of learning, teaching, planning with knowledge of the Key Stage 1 and Key stage 2 Curriculum, including the both internal and statutory assessments.
- Has a genuine love of working with children and is committed to the development of the whole child in an inspiring and inclusive environment.





## **JOB DESCRIPTION**

**JOB TITLE:** Temporary Class Teacher

**ACCOUNTABLE TO:** The Headteacher

### **Duties and Responsibilities**

#### **Planning, Teaching and Class Management**

- To 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.
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons.
- To work closely with colleagues to undertake medium and short-term planning and the implementation of agreed schemes of work.
- Set tasks that 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.
- To foster each child's self-image and esteem and establish relationships that are based on mutual respect and cooperative learning.
- Create a learning environment that develops high levels of resilience, confidence and independence in learners when they tackle challenging activities.
- Have high expectations of achievement and behaviour.
- Give every child the opportunity to achieve their full potential.
- To ensure that the school's aims and objectives concerning the curriculum, equal opportunities and positive learning behaviour are promoted in everyday classroom organisation and practice.

#### **Monitoring, Assessment, Recording, Reporting**

- To 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; 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.
- Participate in Parents' Evenings and meetings with other involved professionals.



### **Responsibility for Curriculum Development - Subject leader (Not NQTs)**

- Lead the development of curricular materials, schemes of work, policy documents, teaching programmes and assessment strategies.
- Keep abreast of national/local initiatives.
- Manage a budget for area/s of responsibility.

### **Responsibility towards other members of staff**

- Contribute towards the professional development of members of staff.
- Manage and supervise support staff working in the classroom.
- Attend and contribute to school assemblies.
- 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.

### **Responsibility to Self**

- Continue own professional development by attending relevant In-Service training, reading and by assessing and reviewing own methods of teaching.
- Participate in Performance Management procedures.
- Prioritise and manage your own time effectively, particularly concerning balancing the demands made by teaching and involvement in school development.
- To uphold the school's behaviour code.

### **Responsibility towards School Development**

- Participate in discussions leading to the development of whole-school policies.
- Be mindful of the school's aims.
- Share the corporate responsibility for the well-being of all pupils.
- Strive to maintain good order on a whole-school level in line with the school's Behaviour Policy.
- Lead by example by setting high standards in relationships with others.
- To set a good example in terms of dress, punctuality and attendance.

### **Other Wider Professional Requirements**

- Attend relevant staff and team meetings.
- To support the aims and ethos of the school.
- Understand fully the duties and responsibilities concerning child protection and safeguarding children and young people.
- **Understand fully the school's safeguarding and child protection policy and ensure that all issues relating to pupils' safeguarding are reported immediately to the designated members of staff.**
- To develop links with Governors, Pennine Trust, neighbouring schools and other relevant agencies.
- To liaise as appropriate with other professionals and outside agencies.
- Establish and maintain effective working relationships with professional colleagues and parents.



## PERSON SPECIFICATION/SELECTION CRITERIA

<b>Job title:</b> Class Teacher - Temporary	<b>Grade:</b> Main Pay Scale
<b>Directorate:</b> Children and Young People	
<b>Requirements</b> (based on the job description)	<b>Essential (E) /</b> <b>Desirable (D)</b>
<b>Qualifications</b>	
Qualified teacher status	<b>E</b>
Degree	<b>E</b>
<b>Experience</b>	
Successful experience of teaching	<b>D</b>
Experience of delivering high quality, well planned primary curriculum	<b>E</b>
A proven track record of outstanding teaching and learning	<b>D</b>
<b>Knowledge &amp; Understanding</b>	
Thorough knowledge of the Core Subjects within the National Curriculum	<b>E</b>
Thorough knowledge of the Foundation Subjects within the National Curriculum	<b>E</b>
Good understanding of current theory and practice to achieve high standards in learning and teaching	<b>E</b>
<b>Skills &amp; Abilities</b>	
Experience of using data to identify underachievement and inform classroom practice	<b>E</b>
Ability to analyse and use data to inform planning and match work to pupils' needs	<b>E</b>
Evidence of effective use of assessment to raise standards	<b>E</b>
Ability to analyse and use data to inform planning and match work to pupils' needs	<b>E</b>
Ability to plan, monitor, evaluate and review for pupils' progress	<b>E</b>
Ability to work collaboratively and effectively in a team with staff, governors and parents	<b>E</b>
Ability to provide a stimulating, well-organised learning environment	<b>E</b>
Excellent classroom skills and the ability to use a range of positive behaviour strategies to effectively promote outstanding behaviour for learning	<b>E</b>



Willingness to participate in school activities including extracurricular activities and school-related community events	E
Curriculum strengths which can be brought to the school	E
High level of written and oral communication skills and a high level of mathematical skills	E
Listen to, reflect upon and act positively on feedback	E
Curriculum strengths which can be brought to the school which support the School Improvement Plan priorities	D
Evidence of having influenced the quality of teaching and learning in your current school	D
The ability to assist others in improving their skills	D
<b>Personal Qualities</b>	
Dedicated to promoting Blacko Primary School's strong educational philosophy and values	E
Be a positive role model at all times, a highly respected representative of Blacko Primary School	E
Ability to prioritise time using effective organisational skills	E
Ability and willingness to work effectively as part of a team, learning with and from colleagues	E
Adaptability to changing circumstances and forward thinking with new ideas	E
To be calm, creative and enthusiastic to make every day for our pupils engaging and exciting	E
Demonstrate resilience and a determination for sustained hard work with energy and vigour	E
1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Commitment to attendance at work	E E E E
A positive recommendation from all referees, including current employer. <b>Note: We will always consider your references before confirming a job offer in writing.</b>	E
<b>Prepared by:</b> Blacko Primary School	



## How to Apply

If you do decide to apply, please complete and return the application form, together with a letter of application of not more than two sides of A4 in font size 11/12, noting the closing date of **12 noon on Friday 30<sup>th</sup> April 2021**.

**Proposed Interview Date: Wednesday 19<sup>th</sup> May 2021.**

**Proposed Induction Days: Thursday 20<sup>th</sup> and Friday 21<sup>st</sup> May 2021.**

### **In your letter of application please include:**

How your skills and experiences have prepared you for this post.

Concise information about the contribution you have made to your current school/academy to date and an assessment of the impact of your work on raising standards.

What you personally would bring to the Blacko Primary School.

How you would contribute to the wider life of the school.

Please note we accept electronic applications via **head@blacko.lancs.sch.uk** Please be aware we cannot accept responsibility for missent or late applications.

If you are called for interview, you will be asked to sign a paper copy of your application to ensure the declaration requirements are complete.

We are happy to discuss the role over the telephone and/or organise a visit to the school before you make an application. If you require any further information, please do not hesitate to contact the school at **office@blacko.lancs.sch.uk** or telephone on **01282 616669**.



**Contact Information:**

Blacko Primary School  
Gisburn Road  
Blacko  
Lancashire  
BB9 6LS

**Headteacher:** Kate Richards

**Telephone:** 01282 616669

**Enquiries and electronic forms returned to:** [head@blacko.lancs.sch.uk](mailto:head@blacko.lancs.sch.uk)