Hanley Swan, St Gabriel’s with St Mary’s C of E Primary School



**Class Teacher**

**Recruitment Pack**

**Autumn 2021**

Hanley Swan, St Gabriel’s with St Mary’s C of E Primary School

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Hanley Swan

Worcester

Worcestershire

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[www.hanleyswanprimaryschool.co.uk](http://www.hanleyswanprimaryschool.co.uk)

Headteacher: Mr Adrian Pratley

**Part of Hanley and Upton Educational Trust**

**Hanley Swan, St Gabriel’s with St Mary’s C of E Primary School is an equal opportunities employer and committed to the protection and safety of its students.**

**Hanley Swan, St Gabriel’s with St Mary’s C of E Primary School**

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**Hanley Swan, St Gabriel’s with St Mary’s C of E Primary School**

**From the Headteacher**

Dear Applicant,

Thank you for your interest in the post of class teacher at our school.

We are looking for a teacher who will demonstrate that they can offer our school a wide and varied skill base, which will enhance the experiences and promote the learning of our ambitious learners.

The vacancy is for a class teacher (September 2021)

* The vacancy is for a full time, temporary teaching post (1 year fixed contract).

The pay scale for this post is MPS1-2 and we offer portability of pay within this scale. This post is suitable for NQTs.

The process:

All applicants are required to fully complete the enclosed application form. Applications on any other form will not be accepted. Applicants must enclose details of two references. These must be recent. Usually one will be a current employer who can comment on your suitability to work with children. If this is not possible this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all candidates who are shortlisted and require both references to be received prior to interview. We may contact any previous employer listed on your form to clarify any information. Shortlisting will be based on the applicants’ suitability for the post linked to the job description and person specification, please make sure your application matches these requirements. The closing date is 12 noon on Wednesday 30th June. Applicants will be invited to interview via email with the interviews the week commencing 5th July 2021.

We look forward to receiving your application.

Yours faithfully,

Mr Adrian Pratley

Headteacher

**Hanley Swan, St Gabriel’s with St Mary’s C of E Primary School**

**Job Advert**

|  |
| --- |
| *We have the following vacancy to be filled by an excellent teacher:***Class Teacher**Full time. Temporary – Fixed term contract 1 year.Required from 1st September 2021 **Salary:** MPS1 – MPS 2 This post is suitable for NQTsHanley Swan, St Gabriel’s with St Mary’s promotes the highest standards for all of our children as we strive to develop critical thinkers who love learning. We are looking to appoint an exceptional teacher to teach within our school.We are looking for a teacher who: * Is an excellent teacher
* has strong interpersonal skills with pupils, staff and parents
* is able to make children think, uses high quality questioning and promotes a thirst for knowledge
* has high expectations of all children in every aspect of school life and is committed to safeguarding and well-being
* is able to enthuse and inspire children
* is successful when working collaboratively and who will contribute to a dynamic and hardworking team

Our school: * has pupils who are enthusiastic and highly motivated with a love of learning, who thrive in a creative and challenging atmosphere
* has excellent and supportive middle and senior leaders
* is committed to supporting continuous professional development
* has a team of staff that is recognised for its enthusiastic, friendly and rigorous approach to teaching and learning
* has parents and carers who are supportive and ambitious for their children
* has spacious premises and lovely grounds providing an excellent learning environment

Visits to the school are strongly encouraged. Please contact Alison Harrison, School Administrator, in the school office on 01684 310364 or via email office@hanleyswanps.org.uk to arrange a convenient date and time and to request an application pack. Closing date: Wednesday 30th June 2021, 12 noon.Interviews: Week commencing 5th July 2021 |

**Hanley Swan, St Gabriel’s with St Mary’s C of E Primary School is an equal opportunities employer and is committed to the protection and safety of its students and therefore this post will be subject to an Enhanced Disclosure and Barring Service check and satisfactory references.**

**Hanley Swan, St Gabriel’s with St Mary’s C of E Primary School**

**Person Specification**

**Key Criteria in addition to the statements in the advert**

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL**  | **DESIRABLE**  |
| **Training and qualifications** | * Qualified Teacher Status
* Degree level qualification
 | * Evidence of continuing and recent professional development relevant to the post
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| **Experience, knowledge and understanding** | * Experience of teaching in a primary classroom and a commitment to the highest standards of teaching and learning.
* Experience of promoting positive behaviour conducive to learning and which is focused on raising standards.
* Understanding of equality of opportunity issues and how they can be effectively addressed in schools.
* The knowledge and understanding of current theory and best practice in learning and teaching, particularly as this relates to high achievement and attainment.
* Able to demonstrate a thorough knowledge of the National Curriculum requirements.
* Understanding of a diverse range of teaching and learning styles and techniques.
* Good understanding of effective procedures for managing and promoting positive behaviour among pupils.
* Understanding of current safeguarding legislation and a commitment to implementing these in school.
 | * Good understanding of the role of parents and the community in school improvement and how this can be practised and developed.
* Experience of promoting highly effective communications within and between teams and other stakeholders in the school community.
* Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards.
* Up to date ICT knowledge and skills.
* Understanding of data analysis and the important impact this can have on achievement and attainment.
* Experience of working in other key stages
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| **Characteristics and competencies** | * Ability to promote the school’s aims positively.
* Ability to develop good personal relationships within a team; making an effective contribution to high morale.
* Ability to establish and develop close relationships with parents, governors and the community.
* Ability to communicate effectively (both orally and in writing) to a variety of audiences.
* Ability to create a happy, challenging and effective learning environment
* Boundless enthusiasm, determination and drive to inspire others to achieve high standards
* An appetite and stamina for challenging work
* A solution-focussed mindset and determined “no-excuses” approach to raising standards
* A personable nature to build effective relationships with parents and all members of the school community
* A lively, creative and good-humoured approach to all aspects of teaching, management and leadership
* Ability and keenness to promote the school’s positive culture and ethos
 |  |

**Hanley Swan, St Gabriel’s with St Mary’s C of E Primary School**

**Job Description (Subject to personalisation)**

**Name:**

**Job Title:** Class teacher

**Additional Responsibilities:** TBC

**Salary Scale Point:** MPS 1-2

**Employer:** Hanley and Upton Educational Trust

**Relationships**

* The post holder is responsible to the Head of School for his/her teaching duties and responsibilities and for teaching tasks.
* Where relevant the post holder is responsible for the supervision of the work of a teaching assistant.

**Job Purpose**

* To have responsibility for teaching an assigned class and to be responsible for the day to day work and management of classes and the safety and welfare of the pupils as appropriate.

**Generic Responsibilities:**

* To promote the aims and objectives of the school and maintain its philosophy of education and to support the Headteacher in promoting the ethos of the School.
* To meet and conform to the appropriate standards set out in the Teachers Standards and the current School Teachers’ Pay and Conditions document or such other revised document/s as identified by the Department for Education.
* To follow any current and applicable School Policies under the direction of the Head of School.
* To respond to the needs of the school, with particular reference to the teaching of groups and classes within the school, as deemed necessary by the Headteacher.

**Specific Responsibilities- Class teacher**

* To meet the expectations of a class teacher as determined by the Teachers’ Standards document and the School Teachers’ Pay and Conditions Document and to locally agreed conditions of employment to the extent that they are incorporated in the postholder’s individual contract of employment.
* To create and manage a caring, supportive and purposeful classroom environment.
* To plan and prepare lessons in order to deliver the National Curriculum and the school‛s schemes of work, ensuring teaching is of the highest standard.
* To identify clear teaching objectives and learning outcomes with appropriate challenges and high expectations.
* To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
* To plan opportunities to develop the social, cultural and emotional aspects of pupils’ learning.
* To mark attendance registers, ensuring absence and lateness are accounted for, communicating with the school office staff when they are not.
* To maintain a regular system of monitoring, assessment record keeping and reporting of pupils’ progress.
* To ensure appropriate records are available for the transfer of pupils.
* To communicate and consult with parents on all aspects of their children’s education - academic, social and emotional.
* To work co-operatively as part of a phase team, including planning work and supervising support staff and parent helpers.
* To actively take part in professional development, sharing expertise and experiences as required.
* To actively extend own professional learning using collaborative study, attendance at INSET and reading to keep abreast of new developments.
* To work alongside other members of staff to review and innovate the curriculum.
* To participate as required in meetings with colleagues, other professionals and parents.
* To maintain a stimulating, organised, interactive and informative learning environment that encourages each child to achieve their potential.
* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision;
* To follow guidance and support from members of the leadership team.
* To control and oversee the use and storage of books, stationery and other teaching materials related to their teaching, ensuring that appropriate Health and Safety Regulations are observed.
* To actively and positively participate in performance management reviews.
* Promote the safety and well-being of pupils.
* Maintain good order and discipline among pupils in line with the school‛s Behaviour Policy.
* Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
* At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.
* To carry out any other duty which is deemed reasonable by the Headteacher.

**Special Conditions**

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times 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.

Signed .....................................(postholder) Date ..............

Signed ....................................(Headteacher) Date ..............

*for and on behalf of Hanley Swan, St Gabriel’s with St Mary’s c of E Primary School*

*and Hanley and Upton Educational Trust*

*Hanley Swan, St Gabriel’s with St Mary’s C of E Primary School 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.*

**Hanley Swan, St Gabriel’s with St Mary’s C of E Primary School**

**Teaching Standards 2012**

**Part one: Teaching**

* Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils

**A teacher must**

1. **Set high expectations which inspire, motivate and challenge pupils**
* establish a safe and stimulating environment for pupils, rooted in mutual respect
* set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
* demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
1. **Promote good progress and outcomes by pupils**
* be accountable for pupils’ attainment, progress and outcomes
* be aware of pupils’ capabilities and their prior knowledge, and plan teaching to build on these
* guide pupils to reflect on the progress they have made and their emerging needs
* demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
* encourage pupils to take a responsible and conscientious attitude to their own work and study.
1. **Demonstrate good subject and curriculum knowledge**
* have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils’ interest in the subject, and address misunderstandings
* demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
* demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher’s specialist subject
* if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
* if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.
1. **Plan and teach well structured lessons**
* impart knowledge and develop understanding through effective use of lesson time
* promote a love of learning and children’s intellectual curiosity
* set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
* reflect systematically on the effectiveness of lessons and approaches to teaching
* contribute to the design and provision of an engaging curriculum within the relevant subject area(s).
1. **Adapt teaching to respond to the strengths and needs of all pupils**
* know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
* have a secure understanding of how a range of factors can inhibit pupils’ ability to learn, and how best to overcome these
* demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils’ education at different stages of development
* have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
1. **Make accurate and productive use of assessment**
* know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
* make use of formative and summative assessment to secure pupils’ progress
* use relevant data to monitor progress, set targets, and plan subsequent lessons
* give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.
1. **Manage behaviour effectively to ensure a good and safe learning environment**
* have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy
* have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
* manage classes effectively, using approaches which are appropriate to pupils’ needs in order to involve and motivate them
* maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
1. **Fulfil wider professional responsibilities**
* make a positive contribution to the wider life and ethos of the school
* develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
* deploy support staff effectively
* take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
* communicate effectively with parents with regard to pupils’ achievements and well-being.

**Part two: Personal and professional conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher’s career.

* Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
	+ treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
	+ having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
	+ showing tolerance of and respect for the rights of others
	+ not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
	+ ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.
* Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
* Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.