



# Nexus Educational Schools Trust John Donne Primary School

Class Teacher Recruitment pack  
Full-time for September 2023



## Nexus Education Schools Trust

John Donne Primary School are recruiting a **Class Teacher** to provide for the educational, spiritual, moral, social and cultural development for each individual child in their class and to support the overall development of the school.

<b>Salary</b>	Inner London Main Pay Scale
<b>Location</b>	John Donne Primary School Woods Road London SE15 2SW 020 7639 0594 <a href="mailto:office@jdacademy.org.uk">office@jdacademy.org.uk</a> <a href="http://www.jdacademy.org.uk">www.jdacademy.org.uk</a>
<b>Hours</b>	Full Time
<b>Reports to</b>	Headteacher or line manager
<b>Start Date</b>	31 <sup>st</sup> August 2023
<b>Closing Date</b>	Monday 1 <sup>st</sup> May 2023
<b>Interview Date</b>	W/C Monday 15 <sup>th</sup> May 2023 (TBC)

**Visits are warmly welcomed. Please contact the school direct to arrange this.**

**At John Donne**, a two-form entry school, we provide high-quality education, within a caring and positive atmosphere. We offer a broad and balanced curriculum which is enhanced by specialist teaching. We also offer a wide range of enrichment activities.

The school is rated **Outstanding** by Ofsted; *“John Donne Primary is an outstanding school which enables pupils from diverse backgrounds to make rapid progress in acquiring basic skills and knowledge, whilst at the same time equipping them with an impressive range of personal qualities.”*

We know that pupils learn more effectively if they feel **valued, happy** and **secure**. Our children work hard and we have high expectations and aspirations that children leave with a positive self-image and motivation to achieve. We encourage close co-operation between home and school and value and build on the knowledge and experiences which our pupils bring.

### **We are seeking teachers who:**

- Have in-depth understanding of excellent teaching
- Are reflective and keen to develop their practice
- Are enthusiastic and highly motivated
- Are committed to teamwork
- Believe in developing the whole child
- Are keen to use CPD to move their practice forward

**The successful candidate will be:-**

- Degree educated
- Have QTS and have relevant primary experience
- Self-motivated and an excellent communicator
- Ready to continue learning

**We can offer:**

- A positive school that is open to new ideas and keen to develop further
- Happy, friendly and motivated children
- An inclusive school where achievement is celebrated
- Supportive staff, parents and governors
- A commitment to staff development
- Opportunities to work closely alongside other schools in the Trust
- Appropriate resources, environment and support
- Opportunities for continuing professional development
- Strong school partnerships within NEST

**Nexus Education Schools Trust (NEST)**

NEST is a growing Multi Academy Trust, presently with 15 primary schools across the London Boroughs of Bromley, Lewisham and Southwark. Our schools have benefited from capital investment over the last five years and provide excellent learning opportunities for our pupils.

***NEST is an exceptional and distinctive learning community of fifteen primary schools where there is a focus upon learning.***

At NEST our commitment to the learning process challenges all of our schools to fully endorse the concept of collaborative learning. Just as our commitment to inclusion is a non-negotiable so too is each school's contribution to inter-school learning and the development of a NEST wide professional learning community.

As a class teacher you will join a team committed to the principle:

***"We have a moral purpose to provide excellence and opportunity for all, to enable lives to be transformed".***

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

**Applications should be received by Naz Begum to [sbm@jdacademy.org.uk](mailto:sbm@jdacademy.org.uk) by the closing date, Monday 1<sup>st</sup> May 2023**

Information on our schools can be found on their websites and on [www.nestschools.org](http://www.nestschools.org)

If you have any queries, please contact John Donne school office on:

020 7639 0594 or [office@jdacademy.org.uk](mailto:office@jdacademy.org.uk)

**Main purpose of the job:**

“The education and welfare of a designated class/group of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the requirements of the Primary Curriculum, the school’s aims, objectives and schemes of work, and any policies. To share in the corporate responsibility for the well-being and discipline of all pupils.”

**Key responsibilities and tasks:**

**Planning and Teaching**

- To be responsible for the classes and groups assigned to you by the Headteacher.
- To teach effectively with skill and sensitivity.
- To ensure that a high standard of education is maintained at all times and pupils engage with their learning.
- To plan, prepare and deliver learning experiences appropriate to the needs of the learners in line with the school curriculum.
- To ensure teaching is clear, effectively communicated and lessons are appropriately structured.
- To develop independent learners with positive learning attitudes and behaviours.
- To ensure that all groups of pupils have their learning needs met.
- To ensure the effective and efficient deployment of classroom support.

**Classroom Management**

- To ensure the classroom is a stimulating learning environment with well-presented displays and working walls linked to relevant class work.
- To promote good order and discipline in line with the school’s behaviour policy.
- To promote the general well-being of pupils and ensure that social and emotional aspects of learning are effective.
- To develop strong pastoral support for pupils.

**Monitoring, Assessment and Recording**

- To record, assess and evaluate each pupil’s progress in accordance with statutory requirements and school policy.
- To use data effectively to track children’s progress.
- To contribute to the annual programme of school self-evaluation.
- Moderation of learning and achievements.

**Wider Professional Responsibilities**

- To follow the school’s safeguarding and health and safety procedures and be fully aware of the safeguarding and health and safety policies.
- To be a role model and encourage good relationships with children, parents and colleagues.
- To supervise children out of class as required.
- To liaise effectively with stakeholders, including colleagues and parents.
- To carry out specified actions required by the priorities of the School Improvement Plan. (following NQT year)
- To undertake continual professional development to enhance your role as a teacher in the school.
- To take part in the agreed procedures for your performance management in the school and meet Teacher Standards. (performance management following NQT year)
- Working with colleagues and pupils throughout the school in the development of the curriculum.
- Lead on the development of a subject area within school. (following NQT year)

- Management of budget area when appropriate and the maintenance and allocation of resources for these areas (following NQT year).
- Leading staff workshops/seminars as appropriate.
- Liaison with advisory staff and external agencies as appropriate.
- Undertaking other reasonable and appropriate tasks as required by the Headteacher or Deputy Headteacher.

### **Special Conditions of Service**

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Because the post allows substantial access to children, candidates are required to comply with Trust safeguarding and DBS procedures.

### **Policies and Procedures**

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

### **Contacts and Relationships**

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils parents/carers and colleagues.

### **Equalities**

Ensure implementation of the School's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

### **Additional points:**

All staff are expected to comply with academy and Trust policies. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description may be subject to amendment or modification, should circumstances change, changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

### **Data Protection**

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>

This job description may be amended at any time after discussion with you.

Person Specification - Class Teacher

**The successful candidates will have:**

**Knowledge and Experience**

- Qualified teacher status
- Be an effective teacher with recent relevant experience (teaching practice acceptable)
- Be committed to raising levels of achievement, and have high expectations of children's learning
- A good understanding of the Primary Curriculum
- Have an understanding of children's development and the way that they learn
- Have an understanding of Health and Safety and safeguarding requirements

**Skills and Abilities**

- Show evidence of well-developed communication skills, both written and oral, have ability to use Standard English
- Demonstrate the ability to reflect on own practice in order to impact positively on children's learning
- Be able to work effectively as a member of a team
- Have good interpersonal skills
- Demonstrate an ability to work successfully with other professionals and parents/ carers
- To effectively organise and manage classroom resources
- Use IT competently and safely for teaching and personal purposes

**Personal Qualities**

- Have high expectations of children and adults
- Passion for teaching and learning
- Good organisational and timekeeping skills
- Have the ability to use initiative and make decisions in collaboration with teaching colleagues
- Enthusiastic, flexible and positive about learning and teaching
- Motivated to develop own practice
- Perceptive and sensitive to the needs of others
- A good sense of humour
- Resilience



## Application Process

### Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please complete **ALL** sections of the Application Form which are relevant to you as clearly and fully as possible. Your supporting statement should evidence your skills and experience against the requirements of the job description and person specification.

CVs will **NOT** be accepted in place of a completed Application Form.

### Invite to interview

After the closing date, short listing will be conducted by an interview panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

If you have been shortlisted, your references will be taken up and you will be asked to sign a self-disclosure form relating to disclosable cautions and convictions prior to interview. This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.
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## Assessment Process

Applications will be assessed against the job description and person specification within the applicant brief. Successful applicants will be invited to the selection process.

We will use a variety of assessment tools during the assessment process, these may include:

- role-play
- presentations
- group exercises
- written exercises
- aptitude/ability tests
- personality questionnaires
- job trials

## Child Protection & Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

Throughout any recruitment process, Safeguarding and Child Protection are given a high priority. All interview panels include at least one member who has completed Safer Recruitment training within the last 3 years.

**The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

### *Keeping Children Safe in Education (2022)*

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Please visit [www.nestschools.org](http://www.nestschools.org) for the full policy.

## Safer Recruitment & Pre-employment Checks

Nexus Education Schools Trust is committed to safeguarding children.

This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check which includes a Barred List check.

For individuals applying for leadership and management positions a S128 check will also be required. For individuals who have previously lived abroad, overseas checks will also need to be taken prior to commencing employment.



New employees will not commence work until all relevant checks have been completed.

### Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies **will not** be accepted.

### Enhanced Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about any disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings.
- If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues;
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children – this may only be answered 'not applicable' where your duties have not brought you into contact with children or young people.

### Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked, or been resident overseas for at least 12 months in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance including a statement of good conduct.

### References & Verifications

We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from the application form, references of self-disclosure will be taken up at interview.