

St. William's Catholic Primary School, Pilling

Class Teacher Application Pack



Closing Date:
Friday 18th October 2024 - midday

Shortlisting Date:
Friday 18th October 2024

Interview Date:
Tuesday 29th October 2024



Welcome to St William's

Thank you for your interest in applying for the role of Class Teacher at St William's Catholic Primary School. We are seeking to appoint a talented practitioner to join our hard working and successful team, to teach an EYFS / KS1 mixed age class. This is a permanent, part-time post for 22.75 hours per week from January 2024.

We believe that this is an exciting opportunity, and that the successful applicant will be joining a happy, welcoming Catholic Community where each child is encouraged and supported to achieve their full potential within our small, mixed-age classes. In April we became an academy and joined the Blessed Edward Bamber Catholic Multi Academy Trust.

Over recent years, the school has made considerable progress in providing a rich and balanced curriculum for our children, full of opportunities in and out of the classroom and we readily embrace the challenge of continuous improvement.

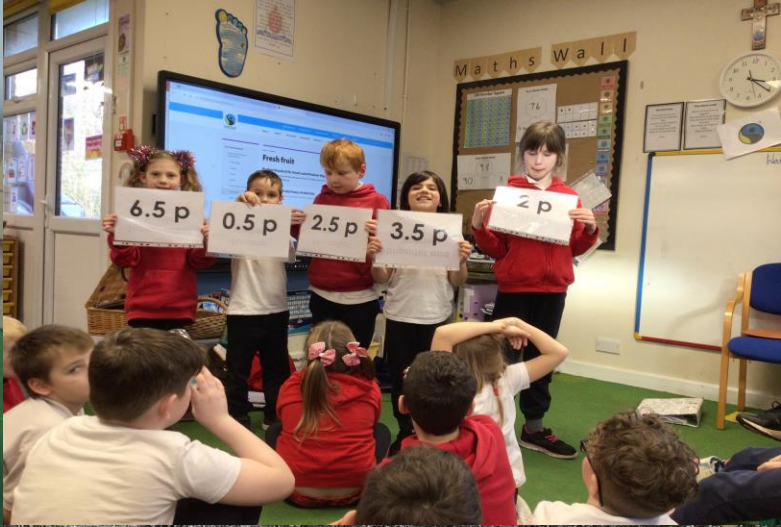
You will be joining a dedicated staff team which enjoys the support of a committed Governing body. We have a strong culture of professional development, offering opportunities for staff to continually enhance their skills and expand their knowledge. As a proactive Governing Board, we are here to both support and challenge for the good of every child in our care, their families and our staff.

We can offer a welcoming school with a caring ethos, enthusiastic, well-behaved children who are actively involved in their own learning, a dedicated and experienced staff and supportive and experienced governors.

I hope the information in this application pack will be of interest to you. Further information can be found on the school website. Visits to the school in advance of applications being submitted are very much welcomed and encouraged. Please contact the school to arrange a convenient time.

If you feel you have the attributes we are looking for and would like to join our hard-working and dedicated team, we will look forward to receiving your application.

Jane Clements
Chair of Governors



"With God we are strong together;
we can achieve together."

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Class Teacher at St. William's Catholic Primary school. St. William's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

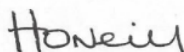
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools



Christ the King
Catholic Academy



St Kentigern's
Catholic Primary
School



Holy Family Catholic
Primary School



St Mary's
Catholic Academy



Our Lady of the
Assumption Catholic
Primary School



St Mary's Catholic
Primary School



Sacred Heart
Catholic Primary
School



St Teresa's Catholic
Primary School



St Cuthbert's
Catholic Academy



St William's Catholic
Primary School

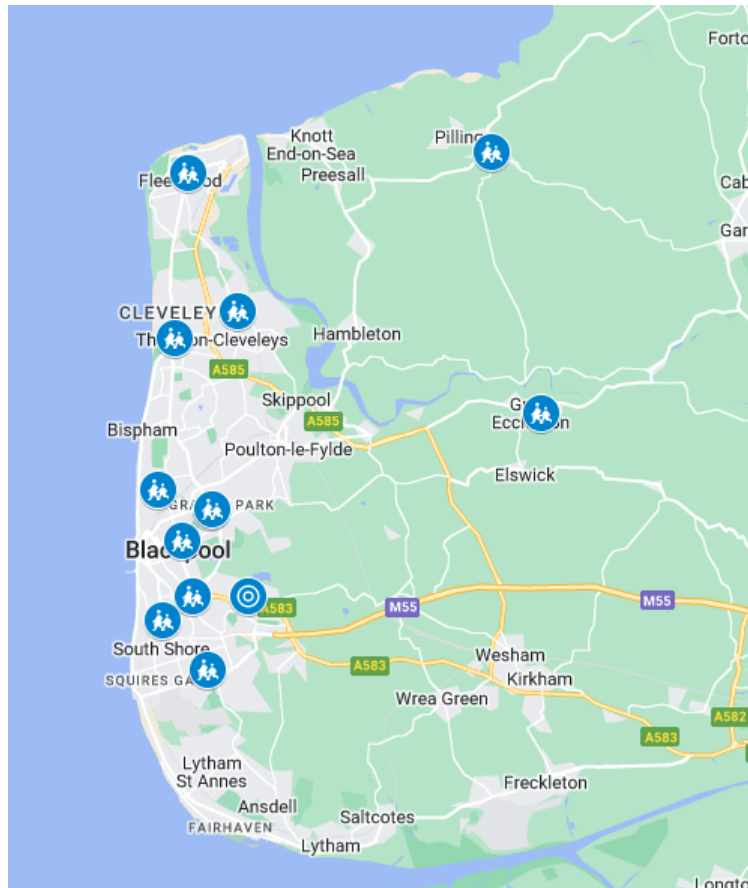
Care - Courtesy - Concern



St John Vianney
Catholic
Primary School



St Wulstan's &
St Edmund's Catholic
Primary School



How to apply

Prior to applying

To arrange a visit to school, or if you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact:

The school office

Tel: 01253 790389

Email: bursar@st-williams.lancs.sch.uk

Or

HR

Tel: 01253 446938

Email: recruitment@bebcmat.co.uk

Application process:

Applicants must complete the CES application form.

Please send your completed CES application form and other related required documents (available on the Trust website, link below) to:

Ann Daly (Trust HR Manager)

recruitment@bebcmat.co.uk

Trust website: <https://bebcmat.co.uk/job-vacancies>

We will acknowledge receipt of your application.

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Shortlisting: Friday 18th October 2024

Interview dates: Tuesday 29th October 2024

Post Details:

Grade: Teachers' Main Pay Scale

Salary: M1 – M6

Contract: Permanent, Part Time

Required: 1st January 2025

Hours: 22.75 per week, 0.7 FTE

Job Description

Classroom Teacher

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Take part in the appraisal and professional development of others, where appropriate

Job Description

Classroom Teacher

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

Classroom Teacher		
Requirements		Essential (E) or Desirable (D)
Qualifications and experience	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Evidence of appropriate professional development for the role of class teacher • Experience in teaching in the primary classroom (EYFS, KS1 or KS2) • Successful completion of ECT/NQT induction year(s) • Commitment to obtaining the Catholic Certificate of Religious Studies 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of the National Curriculum and age-related expectations • Knowledge and understanding of a variety of effective teaching and learning strategies • A good understanding of how children learn • Ability to monitor, assess, record and report children's attainment and achievement • Ability to provide challenging learning opportunities for children with a range of needs, yet maintain their engagement • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills and knowledge, and ability to use these to appropriately support effective learning • Is willing to participate in all school's activities and to lead/supervise extra-curricular activities 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Excellent interpersonal skills in order to establish/maintain/develop positive relationships with all members of the school's community • Enthuse and inspire children • Ability to work under pressure and priorities effectively • Commitment to maintaining confidentiality at all times • Resilient, reliable and honest • Flexible attitude to work • Ability to prioritise effectively • Work well as part of a whole school team supporting and being supported by others • Good health and attendance record 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Other (including special requirements)	<ul style="list-style-type: none"> • Commitment to safeguarding and protecting the welfare of children and young people • Commitment to equality and diversity • Commitment to health and safety • Understanding and engagement with Keeping Children Safe in Education principles and guidance • Commitment to statutory requirements regarding equal opportunities, SEND, Safeguarding and Child Protection 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



Blessed Edward Bamber

Catholic Multi Academy Trust