



## Candidate Information Pack

### **Class Teacher (with TLR for English and Global Learning including Languages)**

St James Church of England Primary School  
Lyme Street  
St Helens  
Merseyside  
WA11 0NL

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Website: [www.stjamesceprimary.co.uk](http://www.stjamesceprimary.co.uk)

### **Our Trust Prayer**

***Learn, Love and Achieve, Together with Jesus***



We thank you, God of Love, for the gift of children,  
Bless the work of our Trust, that in all we do  
young people may grow in wisdom and stature,  
and so come  
to know you,  
to love you  
and to serve you  
as Jesus did.

We make this prayer in his name who is God  
with you and the Holy Spirit, now and forever.

Amen

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# About Liverpool Diocesan Schools Trust

## LDST Vision and Purpose

***Learn, Love and Achieve, Together with Jesus***

### What is our purpose?

Working together with our school communities, provide an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families and communities.

### What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically, spiritually, morally, socially, culturally, physically.
- We celebrate **diversity**, address **inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.

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- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**

### **Our Core values:**

#### **We value Difference:**

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

#### **We value Local**

- Providing **aligned support and central services** to **empower local leaders** to make **local decisions** that meet the needs of the **local communities**

#### **We value Collaboration**

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust
- *And let us consider how we may spur one another on toward love and good deeds....encouraging one another' Hebrews 10:24-25.*

#### **We value Inclusion**

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

#### **What does LDST mean to our employees and children?**

Love: loving God, yourself and others

Discipleship: following in the footsteps of Jesus

Success: Being the best you can be and encouraging others to be the best they can be,

Trust: a family of schools, a family for life, supporting each other

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## About St James Church of England Primary School

**“Learn, Laugh and Live with the love of God”**

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

St James CE Primary is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have close links with the local church. We joined LDST in October 2018 to deepen these links and to continue to improve the education we provide to our children to enable them to reach their full potential.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this, we take full advantage of our fantastic surroundings including; an adventure trail, and woodland. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

This is an exciting time to join our school family as we move to forming a partnership with Parish CE Primary School (an outstanding primary school in St Helens). There will be opportunities to work collaboratively with the English Lead at Parish as well as English Leads across LDST.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight into what makes us a truly successful and happy school.

**[www.stjamesceprimary.co.uk](http://www.stjamesceprimary.co.uk)**



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## Job Description

**Title: Class Teacher (Leader of English and Global Learning including Languages)**

**Salary: Main Scale/UPR + TLR 2a**

**Hours: Full Time**

**Contract: Permanent**

**Accountable to: Senior Leadership Team**

**Location: St James CE Primary School, St Helens, WA11 0NL**

### **SECTION 1 – Purpose of job and TLR main activities/job description**

#### **Purpose of Job**

- To carry out the duties of a schoolteacher as set out in Part X11, paragraphs 71-76 (inclusive) of the 2005 School Teachers' Pay and Conditions Document and outlined in SECTION 2, below.
- This is a Teaching and Responsibility post and, as such, requires you to be responsible for ensuring continued innovation, development and high-quality teaching and learning within English and in other agreed areas linked to Global Learning.
- To contribute to whole school aims, policies and practices, including those in relation to school self-evaluation, behaviour, discipline, bullying, health and safety, child protection and equality.
- To co-ordinate and evaluate teaching and learning and ensure continuity and progression throughout the curriculum with particular focus on English.
- To lead, co-ordinate and evaluate curriculum breadth, continuity and progression within English and to work with external providers on understanding these elements within our Languages provision.
- As a Teaching and Learning Responsibility holder, you will be responsible and take ownership for leading agreed areas of the school development plan in order to secure continued high standards within English and other agreed areas.
- Design and lead whole school programmes to improve the outcomes for agreed areas of school development.

#### **Main Activities**

- To ensure statutory requirements of National Curriculum for your subject/area are met.
- To be responsible for the leadership and development of your subject/area and report to the Governing Body / Committees through termly report sheets and other reports as necessary.
- In line with our monitoring and evaluation schedule, to take responsibility for monitoring standards and to advise on actions necessary to improve

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standards within your areas of responsibility throughout the school, taking account of all pupils' individual needs, including those of the Gifted and Talented.

- In line with the School Assessment Policy, to review and, if necessary amend the current system of recording, monitoring and evaluating children's progress, including end of year assessments, to inform future teaching and learning.
- To use data effectively to establish and ensure clear and challenging targets for pupil achievement and improvement, including SEN, Gifted and Talented, FSM, pupils with English as an additional language and other learning groups as appropriate and identified.
- To prepare and review, annually, Subject Development Plans, feeding into the School Development Plan.
- To be involved in the overall review and updating of the School Development Plan.
- As a member of the Leadership Team - analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- To model exceptional practice in your areas of responsibility, using a range of teaching and learning styles and to support all staff who teach or provide teaching support within the subject/areas also.
- To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
- To be aware of new initiatives in your subject/area and to develop links with support and other outside agencies. To then advise other colleagues accordingly, e.g. development of INSET and leading staff meetings.
- To organise and lead professional development where appropriate
- To be aware of, and to inform all teachers of ICT developments and resources in relation to your subject/area and to facilitate differentiation and challenge in the classroom.
- To control and evaluate requisition materials and resources for your subject/area, within the appropriate subject budget and, working with the SLT, within other subject specific funding, as available.
- To maintain an up-to-date list of resources available and to co-ordinate the use of a suitable safe, tidy and efficient storage and retrieval systems.
- To be responsible for the preparation, implementation and regular review of the Policy Documentation for your subject/area, (i.e. Policy Statement/Guidelines/Scheme of Work/ Annual reports for school, parents and Governors).
- To establish and maintain communication with the link Governor for your subject/area, keeping them fully aware of all developments, and communicating these with parents as appropriate.
- To ensure the effective teaching of pupils by overseeing planning, preparation and assessment, and by any other appropriate evaluative activity.

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- To monitor and evaluate Teacher assessments/test results as appropriate and general pupils' progress, advising the Head Teacher on action required to raise standards and evaluating impact of such actions on the children's learning.
- Ensure that the systems in place for assessment, including daily Assessment for Learning, and the teachers' use of these systems, have a direct impact on raising standards in the classroom.
- To ensure that school promotes and supports parent participation in children's learning within your areas of responsibility.
- To ensure that parents are offered courses to support their involvement and understanding of how children learn and to celebrate achievements.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

## **SECTION 2: Class Teacher main activities/job description**

### **Teaching and Learning**

- Plan and prepare courses, schemes of work and individual lessons appropriate to the needs, interests, experience and existing knowledge of the children.
- Teach a class, or classes, groups or individual pupils, ensuring that the curriculum is in line with the National Curriculum and school policy.
- Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- Work with other members of staff to ensure that all children's needs are catered for within the curriculum.
- Ensure the effective deployment of learning assistant support in the classroom.
- Set tasks to be undertaken by children both at school and elsewhere.
- Have high expectations of the children, value and recognise the diversity of their abilities, and ensure that each child achieves his or her full potential.
- Ensure that a proper account is taken of any specific needs children have by reason of their gender, language or ethnicity and that appropriate provision is made for them.
- To use data effectively to establish clear and challenging targets for pupil achievement and improvement, including SEN, Gifted and Talented, FSM, pupils with English as an additional language and other learning groups as appropriate.

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- Promote the social development and welfare of the pupils so that each child feels valued and enjoys learning.
- Supervise and teach any pupils whose teacher is absent.

### **Monitoring and Recording**

- Monitor and assess pupils' work.
- Record pupils' development, progress and attainment.
- Provide or contribute to oral and written assessments, reports and references relating to the development and learning of individual pupils and groups of pupils.

### **Ethos of the school**

- Support and promote the distinctly Christian nature of the school.
- Promote high expectations of behaviour and dress code.
- Work with the Headteacher and colleagues in creating, inspiring and embodying the ethos, vision and aims of the school and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.
- Maintain an ordered and caring and positive relationship focused environment in the classroom and around the school so that children achieve their potential and feel secure and valued.
- Make pupils aware of their rights and responsibilities in respect of each other, the staff and the school community as a whole.
- Actively support the school's corporate policies relating to equality and diversity, behaviour, inclusion and health, safety and well being.
- Provide Religious Education in accordance with school policy.
- Take part in the corporate life of the school, for example, attending and leading assemblies, and supervising pupils before and after school sessions.
- Parental Involvement and Partnership Working
- Build and maintain a close partnership with parents.
- Communicate with parents on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
- Ensure that parents of children with specific needs are kept informed of the provision for their child's particular needs.
- Uphold the school's well-established links with parents, the local community and Trust schools, the LA and other external agencies.

### **Resource Management**

- Maintain an attractive and stimulating classroom that supports, scaffolds and engages learning.
- Take responsibility for resources allocated to their own classroom.
- Contribute to displays in the school as a whole.
- Comply with the requirements of Health and Safety and other related legislation.

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### **Overall Policy, Performance Management and Professional Development**

- Take part in whole school reviews of policy and aims, and in the revision or formulation of guidelines.
- Evaluate, review and improve their own teaching methods, materials and schemes of work.
- Keep up to date with current educational thinking and practice, both by reading and by attendance at courses, workshops and meetings.
- Take a shared responsibility for your own professional development by participating in a range of appropriate professional development opportunities.
- Ensure colleagues receive information and feedback on professional development activities undertaken.
- Engage actively with the annual appraisal process, in accordance with the school's policy.

### **Equal Opportunities**

- Help ensure that subject matter and learning resources reflect Trust and school policies relating to the Equality.
- Help ensure that these policies are implemented within the tasks and duties listed above.

### **Safeguarding**

- Promote and safeguard the welfare of children.
- Ensure that you are fully conversant with the school's policies with regard to safeguarding and whistle-blowing.

### **Model of Good Practice**

- Organise class teaching in such a way as it sets high standards for other members of staff and promotes high expectations for all pupils.

### **Display**

- Organise and co-ordinate displays of children's work, so providing stimulus and ideas for colleagues, information for parents, and recognition of the children's achievements.
- Ensure class display supports teaching and learning scaffolds and promotes independence.
- Plan whole school displays relating to their subject areas.

### **Monitoring**

- Ensure monitoring activities follow the school policy and procedures.
- Check the appropriateness of the content, progression and continuity between and within classes and consistency in standards of presentation and learning.

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- Monitor standards of achievement of all groups of learners against local and national expectations.

### **Resources**

- Advise the Headteacher on the requisition or purchase of appropriate books, learning materials and equipment.
- Advise the Headteacher on the allocation of these resources within the school.
- Ensure compliance throughout the school with Health and Safety and other related legislation for those resources appropriate to their areas of responsibility.

### **Working with colleagues**

- Acquaint new members of staff and supply teachers with the school's policies and guidelines.
- Assist such colleagues in the practical implementation of those policies.
- Lead in-service workshops, meetings and activities for members of staff.

### **Liaison**

- Promote positive liaison and continuity between the three phases.
- Work in liaison with members of LDST, the LA, other organisations, agencies and networks relevant to the teacher's specialism or subject, parents, governors and the local community.

*This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.*

*Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Further Safeguarding policies can be found*

*<http://www.parish.st-helens.sch.uk/page/policies/11392>.*

*Candidates should also refer to 'Guidance for safer working practice for those working with children and young people in education settings' which can be found by following the link -*

*<https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf>*

*Appointment to this post is subject to a satisfactory enhanced DBS check, 2 satisfactory references, and verification of qualifications.*

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## Person Specification

	<b>PLEASE DENOTE</b> E Essential D Desirable	<b>Where measured</b> AF Application Form I Interview R Reference LO Lesson Ob
<b>Faith Commitment</b>		
Promote the school's Christian mission, values and aims	E	AF, I
Support the distinctly Anglican ethos of the school	E	AF, I
To be able to lead school worship	E	AF, I
Full and active member of a church in membership of Churches Together in England.	D	AF
<b>Professional Experience</b>		
Qualified Teacher Status	E	AF
Evidence of participation in relevant professional development or study	E	AF
Knowledge of the National Curriculum requirements	E	AF, I, R
Knowledge of the EYFS curriculum, its principles and practice	D	AF, I, R
Understands how children learn	E	AF, I, R, LO
Understands and is familiar with strong teaching and learning strategies	E	AF, I, R, LO
Knowledge of how to employ teaching and learning strategies to maximise pupil performance	E	AF, I, LO
Knowledge of current best practice in primary English.	E	AF, I, LO
Experience in leading English at a whole school level	D	AF, I
Experience in leading on Oracy development	D	AF, I
Experience in developing the 'global dimension' within a school e.g. leading languages, working alongside international partner schools, achieving accreditations etc.	D	AF, I
Experience of analysing data at a whole-school level, ideally in a CORE subject	E	AF, I, R
<b>Ability to lead a professional team and to develop and promote the school's ethos and values</b>		
Teaches to a high standard	E	AF, I, R
Relates to and motivates pupils	E	AF, I, R
Works well within and contributes to team development	E	I, R

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Understands and values the processes of planning monitoring and evaluation as an aid to raising standards	E	I, R
Excellent classroom management	E	I, R,
Evidence of a commitment to an equal opportunities policy	E	AF, I, R
A willingness to contribute to the wider life of the school	E	AF, I, R
<b>Ability to Communicate</b>		
Good written and oral communication skills	E	AF, I,
Communicate effectively with children, staff and parents	E	AF, I, R
Good presentational and ICT skills	E	AF, I,
<b>Ability to Lead</b>		
Supporting the headteacher and deputy headteacher in providing a clear vision for the future of education and able to think strategically, to identify opportunities for future developments and improvements	E	AF, I
Establishing good relationships and encouraging good working practices	E	AF, I, R
Being a strong advocate for change and being a champion for school improvement	E	AF, I
Respond effectively and efficiently to daily challenges	E	AF, I, R
To make decisions on the basis of sound judgement	E	AF, I
Have strategies to monitor and evaluate developments	D	AF, I
Be a professional role model	E	AF, I
<b>Personal Qualities</b>		
Ability to work independently on own initiative and also to contribute as part of a team	E	AF
Willingness and ability to be flexible in duties and hours worked	E	AF
Ability to get on well with a wide variety of people, be tactful and ensure confidentiality	E	AF, I
Completer and finisher	E	AF, I
An interest in issues relating to teaching & learning	E	AF, I
Smart and professional appearance	E	I
Commitment to safeguarding and protecting the welfare of children	E	I

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# How to Apply

## Application Process

The application process for this role is a 2 stage process:

- Application form
- Selection Day

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email the School Business Manager, Moira Winstanley at [moira.winstanley@ldst.org.uk](mailto:moira.winstanley@ldst.org.uk) or contact the school office on 01744 678545. Visits to the school are welcome and can be arranged by also calling the school office.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas, outside the EEA, are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: Friday 20<sup>th</sup> May at 9am 2022**

**Interview Date: Wednesday 25<sup>th</sup> May/Thursday 26<sup>th</sup> May 2022**

**Start Date of Post: 1<sup>st</sup> September 2022**

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