



Recruitment Pack

Class Teachers (EYFS/KS1/KS2)

Closing Date – 9:00am Thursday 11th April

Class Teachers

Job Ref: (OVE-CT01)

Start Date: 1st September 2024

Interviews: 19th April 2024

Salary: MPS/UPS

We are also accepting applications from Early Career Teachers.

We pride ourselves in providing a safe, happy and caring environment, where all pupils are nurtured and valued within a distinctive and inclusive ethos.

We are looking for someone who is:

- an excellent class teacher with high expectations of all pupils
- a team player, who works well with others
- nurturing and caring
- committed to raising standards
- hard working and enthusiastic

We can offer you:

- A warm, welcoming, inclusive school with a friendly, enthusiastic and dedicated team of teachers and support staff.
- Excellent opportunities to develop professionally and grow in your role.
- A genuine opportunity to make a difference.

To find out more about the Academy please visit our website: www.overthorpecofe.co.uk

We only accept applications made on the Enhance Academy Trust Application Form. Hard copy application forms can be found on our website (above) but are also available from the school office. Alternatively, request an application form via email office@overthorpecofe.co.uk

The completed forms should be returned to: Mr J Mitchell, Head Teacher, at Overthorpe C of E Academy, Edge Top Road, Dewsbury, WF12 0BH or office@overthorpecofe.co.uk

Please ensure you quote the job reference on your application form.



Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments made are subject to an Enhanced check by the Disclosure and Barring Service.

Job Description

Job Title: Class Teachers (EYFS/KS1/KS2)

Salary: MPS/UPS

INTRODUCTORY STATEMENT

The responsibilities and professional duties of the post are to be performed in accordance with the provisions of the most recent version of the Teachers' Standards.

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, colleagues and external agencies in the best interests of their pupils.

PURPOSE OF THE ROLE

To ensure all pupils achieve high standards of learning and well-being.

MAIN DUTIES

Set high expectations which inspire, motivate and challenge pupils by:

- Establishing a safe and stimulating environment for pupils, rooted in mutual respect.
- Setting goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
- Leading by example and demonstrate consistently the positive attitudes, values and behaviours, which are expected of all pupils in line with the ethos and Christian values of the school.

Promote good progress and outcomes for pupils by:

- Being accountable for pupils' attainment, progress and outcomes.
- Planning teaching to build on pupils' capabilities and prior knowledge.
- Guiding pupils to reflect on the progress they have made and their emerging needs.
- Demonstrating knowledge and understanding of how pupils learn and how this impacts on teaching.
- Encouraging pupils to be active learners and take a responsible and conscientious attitude to their own work and study.

Demonstrate good subject and curriculum knowledge by:

- Having a secure knowledge of all curriculum areas, fostering and maintaining pupils' interest in the subject, and addressing misconceptions.
- Demonstrating a critical understanding of developments in curriculum areas, and promoting the value of learning and scholarship.
- Demonstrating an understanding of, and take responsibility for, promoting high standards of literacy, oracy and the correct use of Standard English, regardless of the teacher's specialist subject.



Job Description cont.

- Demonstrating a clear understanding of the teaching of reading and writing, including the KS2 grammar rules and end of year expectations.
- Demonstrating a clear understanding of the teaching of mathematics and end of year expectations.

Plan and teach well-structured lessons:

- Impart knowledge and develop skills and understanding through effective use of lesson time.
- Promote a love of learning and foster children's intellectual curiosity.
- Set and assess homework, where appropriate.
- Reflect systematically on the effectiveness of lessons and approaches to teaching.
- Contribute to the review, design and provision of an engaging curriculum.

Adapt teaching to respond to the strengths and needs of all pupils by:

- Knowing when, and how, to differentiate appropriately, using approaches that enable pupils to be taught effectively.
- Having a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these.
- Demonstrating 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.
- Making effective use of resources, including the deployment of other adults, to impact positively on pupil learning and progress.
- Having a clear understanding of the needs of all pupils, including: those with special educational needs; those of higher 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 on their learning journey.

Make accurate and productive use of assessment by:

- Undertaking formative, summative and statutory assessments in line with the Academy's policy and assessment calendar.
- Making use of formative and summative assessment to plan for and secure pupils' progress.
- Using data to monitor progress, set targets, and plan subsequent lessons.
- Giving pupils regular and timely feedback, both verbally and at times deeper marking, where appropriate.
- Preparing and present written and verbal reports for parents and carers, senior leaders and subject leaders.

Manage behaviour and resources effectively to ensure a good and safe learning environment by:

- Having clear rules and routines for behaviour in classrooms, and take responsibility for promoting and modelling, good and courteous behaviour both in classrooms, around school and when learning in an environment off-site, in line with the Academy's behaviour policy.



Job Description cont.

- Having high expectations of behaviour adopting a wide range of strategies, (including praise, sanctions and rewards), consistently and fairly all the while taking into account the needs of the individual pupils as well as the collective class.
- Promoting a 'Thrive' approach in line with the school ethos.
- Managing classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.
- Building and maintain good relationships with pupils throughout the Academy.
- Ensuring the learning environment is kept well-ordered and presented, tidy and free from hazards.

Fulfil wider professional responsibilities by:

- Making a positive contribution to the wider life and ethos of the Academy and the Trust.
- Developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Deploying support staff and other adults in a support role effectively.
- Liaising with external agencies with regard to pupil progress, safety and welfare.
- Taking responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues and external advisers.
- Working with other staff across the Trust and in other maintained schools.
- Communicating effectively with parents with regard to pupils' achievements and wellbeing.
- Co-leading on the development of IT and computing throughout the Academy.

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 the Academy, 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' wellbeing, 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; and
- 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 Academy and the Trust, and maintain high standards in their own attendance and punctuality.



Job Description cont.

- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the Academy and of the Trust.

General

- The post holder will be expected to actively support the work and values of the Enhance Academy Trust;
- Be expected to undertake such additional duties as may reasonably be requested by the Head Teacher or their representative;
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of this confidentiality must be reported to the Head Teacher immediately;
- Comply with the requirements of all policies, procedures and handbooks of the Trust and individual Academy;
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training;
- Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate, attend professional development opportunities;
- Comply with and support all requirements related to equal opportunities and safeguarding children.
- As part of your wider duties and responsibilities you are required to promote and actively support the Schools responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through school communications.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with the needs of the Academy.



Personal Specification

PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE

Knowledge, experience and skills	Essential (E) or Desirable (D)	How identified
Experience		
Recent experience of teaching in Key Stage 2	E	APP/SP/Ref
Recent experience of teaching in Upper Key Stage 2	D	APP/SP/Ref
Ability to and evidence of raising attainment of all pupils	E	APP/SP/Ref
Ability to reflect on practice and improve teaching methods to increase pupils achievements	E	APP/SP/Ref
Ability to continually improve teaching and learning through schemes of work, assessment and extra-curricular activities etc.	E	APP/SP/Ref
Knowledge		
Up to date secure knowledge of all primary curriculum areas	E	APP/SP
Clear understanding of the teaching of reading and writing, including the KS2 grammar rules and of year expectations	E	APP/SP
Knowledge and understanding of 'Talk for Writing' approaches to teaching writing.	D	APP/SP
Clear understanding of the teaching of mathematics and end of year expectations.	E	APP/SP
Ability to use strategies needed to establish consistently high aspirations and standards of results and behaviours	E	APP/SP
Skills		
Able to play a full and active role in a team	E	APP/SP/Ref
Clear understanding of expectations, accountabilities and consistency	E	APP/SP
Aligned with the Trust values	E	APP/SP
Motivated to continually improve standards and achieve excellence	E	APP/SP/Ref
Commitment to safeguarding and welfare of all pupils	E	APP/SP/Ref
Excellent classroom practitioner	E	APP/SP/Ref
Effective and systematic behaviour management, with clear boundaries, sanctions, praise and reward	E	APP/SP/Ref
Excellent communication, planning and organisational skills	E	APP/SP/Ref
Fulfil wider professional responsibilities		
Understand when and how to seek advice and support	E	APP/SP
Able to develop and maintain good relationships with staff, parents, pupils, governors and the wider community	E	APP/SP/Ref
Committed to own professional development	E	APP/SP
Able to reflect on own practice and identify areas for improvement	E	APP/SP/Ref
Qualifications and training		
Qualified Teacher Status (Primary) or other educational qualification	E	APP/SP
Qualified to degree level or above	E	APP/SP
Evidence of further professional development	D	APP/SP
Personal qualities and attributes		
Moral purpose (equality, children and adults treated with respect)	E	SP/Ref



Personal Specification cont.

	Essential (E) or Desirable (D)	How identified
Personal qualities and attributes cont.		
Integrity	E	SP/Ref
Self-motivated and able to motivate others	E	SP/Ref
Enjoys challenge	E	SP/Ref
Works to deadlines	E	SP/Ref
Enthusiastic and optimistic	E	SP/Ref

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form.



Overthorpe C of E Academy

As a school, we aim to ignite a spark for learning in all young minds, that inspires and creates independence for life, within an environment that is safe, stable and caring for all. Our staff, governors, parents and pupils are determined to provide the very best for our children so that they learn in school and for life.

We have a fantastic group of young people and amazing staff. The staff ensure that the children always have the very best experiences in school, provide a wonderful, enriching curriculum that enables ALL of our children to enjoy themselves and achieve great things!

We ensure that our curriculum, stimulates and excites our children to have a real purpose for learning, whilst ensuring all children fulfill their potential through a broad and balanced curriculum.

Our school vision reflects what we want for our Overthorpe family:

'Overthorpe is more than a school-
We are the heart of our community,
In our family, we nurture the courage,
And skills to fly higher than the flock,
Whilst always providing a nest,
To come home to.'

Our school's Christian values are Trust, Friendship, Endurance, Hope and Forgiveness; we aim to instill these in everything that we do in school and believe that these represent our fantastic pupils, Christian beliefs and the local community. We believe in all our children and we are committed to ensuring that our children are always ready for the next step of their development.

An Employee Assistance Programme is available to all staff, which offers you access to information, advice and support, on issues such as legal, medical, counselling etc. We have a comfortable and friendly staff room, which offers free tea and coffee at break times.



Enhance Academy Trust

Enhance Academy Trust is a Church of England Multi-Academy Trust, comprising of ten primary schools located across Wakefield and Kirklees and a post-16 performing arts free school. The Trust was established in 2012, as a sponsor of Church of England and Community Schools that needed support. Eight of its ten primary academies have been sponsored or transferred into the Trust. The Trust works very closely with its academies and encourages them to help each other, whilst at the same time allowing them a reasonable amount of autonomy. It has kept to this model whilst expanding and wants to continue to follow similar principles in the future. Our vision is to deliver improved educational outcomes and learning skills, to enable our young people to live well in the world around them. We also aim to allow our academy leaders and staff to develop the individual character of our academies, so they can best serve their local communities.

For further information, visit www.enhanceacad.org.uk



Enhance Academy Trust

Encourage - Help - Achieve - Nurture



Privacy Statement – Job Applicant

PRIVACY NOTICE FOR JOB APPLICANTS

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

Overthorpe CofE Academy are the 'data controller' for the purposes of data protection law.

Please see below for details of our Data Protection Officer.

Successful candidates should refer to our privacy notice for the school workforce. for information about how their personal data is collected, stored and used.

Please contact the school should you wish to receive a copy of our employee privacy notice.

HOW WE USE EMPLOYEE INFORMATION

We collect and use data relating to those applying to work at our school. under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". Personal data that we may collect, use, store and share (when appropriate) about you, includes, but is not restricted to:

- Contact details
- Application form
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Results of social media checks

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

WHY WE COLLECT AND USE THIS INFORMATION

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):



Privacy Statement – Job Applicant cont.

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

COLLECTING THIS INFORMATION

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

STORING THIS INFORMATION

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our data retention policy sets out how long we keep information. (Our data retention policy is available on request from the academy).

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

USE OF YOUR PERSONAL DATA IN AUTOMATED DECISION MAKING AND PROFILING

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

WHO WE SHARE THIS INFORMATION WITH

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a Head Teacher position



Privacy Statement – Job Applicant cont.

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please submit a request in writing, either by letter or email to the Data Protection Officer (contact details below).

Including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

FURTHER INFORMATION

If you would like to discuss anything in this privacy notice, please contact:

Mr N Stott DPO – dpo@wntai.co.uk

