



Teacher Job Application Pack



Putting children first

Head Teacher's Welcome

Dear Applicant,

Thank you for your interest in teaching at Forest View Primary School. I hope that you find the information pack useful and that you consider applying for a role at our school.

We have built Forest View for the community that it serves and believe in providing purposeful and enriching learning experiences for each every child at the school. Our mission is to improve the academic outcomes of children within the community of Cinderford so that they may contribute to the improvement of this rural town. Our motto, 'Putting Children First' helps us to achieve this because we put the child at the heart of every decision we make and only implement strategies that make a difference to them. This helps us to reduce workload for staff by removing the unnecessary tasks that make no difference to children.

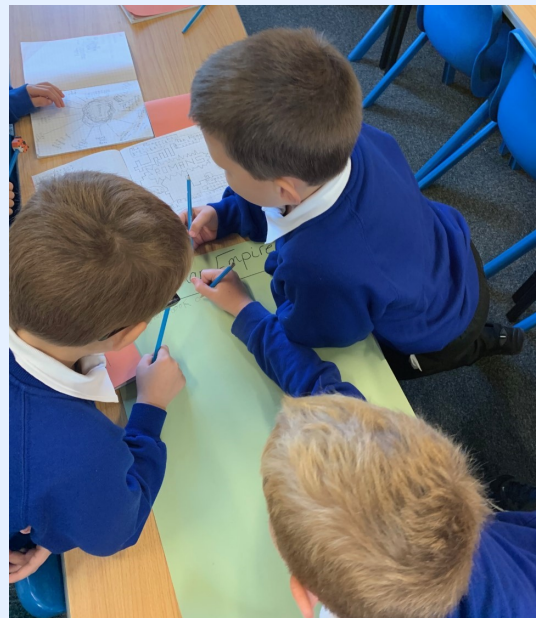
We value the role of the school within the community and work in partnership with parents/carers and the wider community to ensure that children are able to:

- enjoy school and want to learn;
- become independent learners;
- attain the highest academic standards;
- develop skills and knowledge needed to develop individual talents, be they scientific, creative, technological, spiritual, sporting or social;
- understand their own feelings and begin to make life decisions that reflect their increasing confidence;
- understand how to lead a safe and healthy life both in mind and body; and
- understand that everyone has equal rights to access opportunities

Children have just one childhood; our intention is to provide them with inspirational and unforgettable learning experiences. We therefore need high quality teachers with a passion and drive for working with the type of community that we serve. We want the very best people to work with our school community in raising standards through the provision of a vibrant and exciting curriculum. In return we will invest time in supporting you to develop your career in teaching and to support your emotional health and well-being.

I look forward to hearing from you.

Mr Ben Lyons,
Head Teacher



Current Vacancies

Class Teachers

The Governors are looking for enthusiastic, committed and passionate teachers to work in various phases across the school. We are looking to build new class teaching roles around the strengths of individual candidates which means that there is some flexibility in which phases successful candidates may be placed in. This includes EYFS, KS1 and KS2.

Building on the school's high standards and strong systems, we are looking for high quality classroom practitioners who would like to work with us at this exciting time in the school's development as we continue to secure the school for the future. You will need to be a well-motivated team player who is willing to take risks, be collaborative and to offer a high standard of exciting and challenging learning experiences within the school's curriculum. You must be able to demonstrate a sound understanding of how children learn and have very high expectations of children's achievements. You will be willing to make a full contribution to the life of our busy, vibrant and successful school. In return the school can offer you:

- A competitive salary.
- A school that is fully dedicated to developing every child to reach their full potential.
- Collaborative working to support the school's development and achieve an effective balance between home and work.
- A dedicated, strong and friendly team of professionals who are keen to develop, learn and support each other.
- Rewards for running after school clubs or going on residential trips.
- Excellent CPD opportunities.
- Off-site PPA.
- Comprehensive induction and support package for all years of teaching.
- A staff well-being and support package.
- Cycle to Work Scheme
- Tech Support Scheme

The successful candidates will be working within the school's existing planning teams who work very closely together to share planning to lower workload. Each planning team is led by a senior leader.

Applicants are asked to send the application form and letter in support of their application, detailing why they think they are suitable for the post, the age group that they are most passionate about and any skills and experiences that they feel are relevant to the Headteacher, Mr Ben Lyons, either by post or e-mail (head@forestview.gloucs.sch.uk) by Friday 21st April.

Visits to the school are welcomed, to arrange a tour and informal discussion please telephone the school office on 01594 822241 or email admin@forestview.gloucs.sch.uk.

We hope to meet you soon and wish you luck with your application.

Forest View Primary School is committed to safeguarding and promoting the welfare of children & young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced DBS check.

Class Teacher Job Description

Teachers at Forest View are expected to be able to:

- Teach all areas of the primary curriculum.
- Teach across all age groups catered for at the school.
- Take responsibility for the progress of a class of mixed age pupils (if appropriate).
- Organise the classroom and learning resources to create a positive learning environment.
- Plan, prepare and present lessons that use adaptive teaching strategies to cater for the needs of all children;
- Motivate pupils with enthusiastic, imaginative presentation.
- Maintain discipline following the school's behaviour policy.
- Prepare and mark to facilitate positive pupil development.
- Meet requirements for the assessment and recording of pupils' development including preparation for end of year/key stage assessments.
- Provide feedback to parents on a pupil's progress.
- Coordinate activities and resources within a specific area of the curriculum, and support colleagues in the delivery of this specialist area.
- Work with others to plan and coordinate work.
- Stay up to date with changes and developments in the structure of the curriculum.
- Take part in school events and activities which may take place outside of normal working hours.
- Liaise with colleagues and work flexibly.
- Work with parents and school governors.
- Understand the pastoral needs of the children and how to support them.
- Know how to raise Safeguarding concerns.



Person Specification

Area	Essential	Desirable
QTS	X	
Continued Professional Development		X
Work effectively in a team	X	
Has high standards of teaching and learning (Quality First Teaching)	X	
Knowledge of statutory testing requirements		X
Strategies for including all learners	X	
Knowledge of what appropriate and successful relationships look like	X	
Track record of achieving and maintaining high standards	X	
Organised	X	
Good communicator	X	
Good behaviour management strategies	X	
Confident and competent in the use of IT to support learning		X
In depth knowledge of the National Curriculum	X	
High expectations	X	
Life-long learner (passion for learning and teaching)	X	
Knowledge of adaptive teaching and mastery approaches		X
Sense of humour	X	
Strategies for raising attainment, aspirations and improving pupil progress	X	
Initiative	X	
Knowledge of the relevant curriculum for each age group	X	
Above all, you need to like children, to want the very best for them and be prepared to put their needs first. You recognise the importance of educating the whole child, including all learners and achieving high standards, within a creative, broad and innovative curriculum.		



Application Guidance

Please read these Guidance Notes carefully before completing the application form.

The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can. We do not accept CV's and therefore the information that you supply on the application form and your supporting letter is the only information that we consider when deciding whether you should be shortlisted.

General Information

Please read the job description, person specification, advertisement and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.

- Do use the application form which can be downloaded from the school website. Applications completed on other application forms may be rejected.
- Please use black ink or type your application form – this helps when the applications are photo-copied.
- Do not send a CV with your application – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.
- Do send a supporting letter that includes a personal statement about your suitability for the role, your passions and any skills or experience that you feel are relevant to the post.
- Do not submit the same application form for more than one job.
- Tailor each application to fulfil the requirements for a particular job.
- Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!
- The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.



The Application Form and Supporting Letter

Personal Details – In accordance with the Data Protection Act and GDPR, the information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason.

References – In order to speed up the process of appointment we will make a request for references before we interview you, unless you specify otherwise.

Recruitment Monitoring – Forest View School operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.

Education, Qualifications & Training – Please include all your education, qualifications & training, both informal and formal. You will be asked to produce certificates confirming qualification at a later stage.

Present/Recent Employment – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.

Supporting Letter/Personal Statement – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide examples of how you meet the skills, abilities, knowledge and experience identified, these can be non-work based if necessary

The school is legally required to carry out a number of pre-appointment checks. The information you are being asked to provide in the application form is required so that the school can comply with those legal obligations should your application be successful. In order to be considered for a position at the school, you must complete the application form. A CV will not be accepted in place of a completed application form. Please note that the Trust may carry out online searches on applicants as part of the shortlisting exercise.

