



GRIMES DYKE
PRIMARY SCHOOL

ASPIRE ENJOY ACHIEVE

Teaching Staff

Recruitment Information Pack



Grimes Dyke Primary
Stanks Drive
Leeds
LS14 5BY
0113 2941066

Teaching Staff

Recruitment Information Pack

Contents

Letter from Headteacher.....	3
Application Process.....	4
Vacancy Advert.....	5
Job Description.....	6

Dear Applicant

Re: Teaching staff

Thank you for your interest in our teaching post at Grimes Dyke Primary School.

We are a happy thriving school with a passion for creative teaching and outdoor learning. Our school motto is **Aspire, Enjoy, Achieve**.

We are looking to employ a teacher to work full time. The successful candidate will teach in Y5 and will join the Y5/6 phase team. We are looking to someone who is enthusiastic about learning and can build good relationships with pupils and colleagues. If this is you, then we welcome your application for this post.

Yours faithfully

Miss Louise Hill
Headteacher

The Application Process

Interested candidates are welcome to contact Ms Angela Gilmartin, School Business Manager for further information on the post on 0113 2941066 or by email using the following address angela.gilmartin@grimesdyke.leeds.school.uk

Ms Gilmartin may be able to arrange for a time to visit the school if you would like to take up this opportunity but please make time to visit our school website, Facebook or Twitter pages to get a feel for the school. www.grimesdyke.leeds.school.co.uk.

How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and key skills and competencies as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post and why you are an ideal candidate. CVs are not accepted as part of the application process.

Where & when do I need to send my completed application?

Your completed application form and covering letter should be returned to headteacher@grimesdyke.leeds.sch.uk

- Closing date: 1pm Wednesday 18th May 2022
- Interview date: Tuesday 24th May 2022

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone by Friday 20th May. If you have any queries on any aspect of the application process or need additional information, please contact Ms Gilmartin on 0113 2941066

Vacancy Advert

Teaching Post (Y5)

Post: Full Time (Temporary Contract)

Start date: September 2022
Grade M1-M6

The Governing Body are seeking to appoint an enthusiastic, creative and exemplary classroom practitioner to join our hardworking and happy Team GD. This post is to work in KS2 to cover maternity leave. The appointment is subject to a full DBS check.

Safeguarding Statement:

Grimes Dyke Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

- Closing date: 1pm Wednesday 18th May 2022
- Interview date: Tuesday 24th May 2022

Enhanced Disclosure

Thank you for your interest in this post at Grimes Dyke Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records. All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.

Job Description

School

Grimes Dyke Primary School

Post Title

Class Teacher

GRADE MPS

Post Ref (April 22)

Post(s) to which directly responsible

Immediate line manager

Post(s) for which directly responsible

Purpose of job

To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the Teaching Standards for qualified teachers and uphold these standards in addition to the professional code of the National College for Teaching and Leadership for England.

Responsibilities

Teaching and Managing Pupil Learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

Planning and Setting Expectations/Pupil Achievement

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs).

Assessment and Evaluation

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.
- When applicable, understand the demands expected of pupils in relation to the National Curriculum, KS1 and KS2

Relationship with Parents and the Wider community

- Prepare and present informative reports to parents.
- Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.
- Liaise with agencies responsible for pupils' welfare.

Manage Own Performance and Development

- Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- Share corporate responsibility the implementation of school policies and practices.
- Set a good example to the pupils they teach in their presentation and their personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.
- Implements and follows school's child protection policies and procedures.

Managing and Developing Staff and Other Adults

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.

Managing Resources

- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake other duties that are commensurate with the post

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

The post is currently based at Grimes Dyke Primary School

Grimes Dyke has access by stairs and ramp and is accessible by disabled persons to the first floor by a stair lift.

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Economic conditions

Grade: MPS

Conditions of Service: Teachers Terms & Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

Qualified Teacher Status – Essential

Honours degree - Desirable

Job Description Prepared / Reviewed by:	Louise Hill / HR	Date:	April 2022
Job Description Approved by:	Louise Hill	Date:	April 2022

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
High level of written, oral and communication skills	*		
Ability to communicate effectively orally and in writing to a range of audiences	*		
High level of organisational and planning skills	*		
An excellent classroom practitioner	*		
Work effectively as part of a team, relating well to colleagues, pupils and parents	*		
Ability to demonstrate a commitment to equality of opportunity for all pupils	*		
Ability to investigate, solve problems and make decisions	*		
Management of people and resources	*		
Able to use own initiative and motivate others	*		
Ability to demonstrate high level ICT skills in personal and educational situations	*		
Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them	*		
Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure	*		
Ability to offer expertise in a specific subject or area		*	
Ability to teach across primary age range		*	
Commitment to an involvement in extra-curricular activities.		*	
Evidence of sharing in and contributing to the corporate life of the school.		*	

KNOWLEDGE/PROFESSIONAL DEVELOPMENT	Ess	Des	MOA
Knowledge of current educational practice and issues	*		
Evidence of continuing professional development	*		
Take responsibility for their own professional development		*	
Knowledge of the provisions of national strategies, i.e. Literacy, Numeracy and ICT	*		
Effective use of ICT to support learning	*		
Any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils' attainment and progress.	*		
Full working knowledge of relevant policies/codes of practice/legislation	*		
Knowledge of all phases of primary/secondary education (as appropriate)		*	
Understanding of the implications of the Code of Practice for Special Educational Needs for teaching and learning		*	

LEADERSHIP	Ess	Des	MOA
As the lead professional in the classroom show an ability to advise and support other staff	*		
Establish clear expectations and constructive working relationships in your own classroom through team working and mutual support; devolving responsibilities and delegating tasks where appropriate	*		
Plan, allocate, support and evaluate work undertaken by other staff in the classroom	*		
Lead professional development through example and support		*	

OTHER CONDITIONS	Ess	Des	MOA
Registered with Teaching Agency	*		

DISPOSITION AND ATTITUDE	Ess	Des	MOA
Positive and optimistic attitude towards School Improvement and Inclusion	*		I

Open-minded and receptive to new ideas, approaches and challenges	*		I
Places high priority on effective team working and works easily and comfortably in a team environment	*		I
Commitment to an involvement in extra-curricular activities.		*	I
Evidence of sharing in and contributing to the corporate life of the school.		*	I

METHOD OF ASSESSMENT(MOA)	A	=	Application Form
	T	=	Test
	I	=	Interview
	C	=	Certificate