



Classroom Teacher Recruitment Pack (Temporary)

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About the Job

Location	Hawes Side Academy, Johnsville Avenue, Blackpool FY4 3LN
Title of post	Classroom Teacher (Temporary until 31 st August 2024)
Grade	MPG/ UPS
Weeks	Full Time
Responsible to	Principal/Vice Principal/Assistant Principal/ Phase Leader
Responsible for	Classroom Support Staff
Liaising with (working relationships)	Principal, senior leaders, teachers and support staff, trustees, external agencies and parents.
Disclosure level	Enhanced

Job Purpose

To contribute to the continuing development of an academy where everyone matters and everyone succeeds through promotion of community, learning and creativity in harmony.

To be responsible for the learning and achievement of a child with SEND ensuring equality of opportunity and inclusion through the implementation of an Educational Health and Care Plan

To be responsible and accountable for achieving the highest possible professional standards in work and conduct.

To treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.

To work proactively and effectively in collaboration and partnership with learners, parents/carers, trustees, other staff and external agencies in the best interests of pupils.

To act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers' Pay and Conditions Document and Teacher Standards.

To take responsibility for promoting and safeguarding the welfare and well-being of children and young people within the academy.

Role Description – Classroom Teacher

MAIN /CORE DUTIES	<ul style="list-style-type: none">• Undertake an appropriate programme of teaching in accordance with the duties of a standard teacher as outlined in the Teacher Standards• Be responsible for sequential learning through planning, preparation, delivery and development of teaching materials, teaching programmes and pastoral arrangements as appropriate• Be accountable for the attainment and outcomes of pupils and monitor learners' progress• Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions• Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document
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	<ul style="list-style-type: none"> • Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for behaviour with a range of strategies in line with academy policy • Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils • Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document • Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy policy/procedures • Promoting good classroom practice in relation to supporting pupils with SEND • Contribute to academy activities such as parent evenings, parental workshops and liaison with the local community.
OPERATIONAL/STRATEGIC PLANNING	<ul style="list-style-type: none"> • To actively support the Principal in the drive to consistently high standards of attainment and progress • To seek out, analyse and interpret relevant information to inform practice and make accurate and productive use of assessment to secure pupils' progress • To work proactively with key professionals including the academy SENCO to inform planning and provision • Use relevant data to monitor progress, set targets, and plan bespoke curriculum to improve outcomes • To keep up-to-date records including long-term and short-term plans and assessments of pupils' progress • To share records and plans with senior leaders as requested to inform school monitoring and self-evaluation
SERVICE PROVISION	<ul style="list-style-type: none"> • Manage pupils effectively, using approaches which are appropriate to inspire, motivate and challenge • Be aware of pupils' capabilities and prior knowledge in order to plan teaching and adapt appropriately • Have a clear understanding of the needs of all pupils, including those with SEND, EAL, disadvantaged pupils in order to implement appropriate teaching strategies to engage and support learners • Plan and deliver the academy's curriculum appropriate to the age and stage of the pupils taught • Ensure appropriate resources are used to efficiently, effectively and safely to support pupils learning needs • Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English • When teaching early reading and maths, demonstrate a clear understanding of appropriate teaching strategies • Give pupils regular feedback in line with the academy's feedback policy • In line with the academy policy set appropriate home learning and respond accordingly to improve standards • To seek from pupils, the highest standards of work in all areas and in their presentation. • Ensure thorough transition by working closely with colleagues regularly to ensure continuity and progression

	<ul style="list-style-type: none"> • Provide a nurturing environment to develop positive relationships with pupils through high expectations and leading by example • Have high expectations of behaviour, promoting self-control and independence of all learners • Register the attendance of children accurately and promptly in line with academy policy • Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document
SERVICE DEVELOPMENT	<ul style="list-style-type: none"> • Regularly review the effectiveness of teaching and assessment procedures and its impact on pupils' progress, attainment and well-being • Refine teaching and assessment approaches where necessary responding to advice and feedback from colleagues • Be responsible for improving teaching through participating fully in training and development opportunities identified by the academy or as developed as an outcome of Performance Management • Proactively participate with arrangements for Performance Management (following successful ECT years).
STAFFING & STAFFING DEVELOPMENT	<ul style="list-style-type: none"> • Participate in any relevant meetings/professional development opportunities at the academy, which relate to the learners or curriculum • Participate in the organisation of the academy including pastoral arrangements and assemblies • Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them • Ensure that support staff are deployed effectively • Take part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy • Respond to external feedback from colleagues and external agencies • Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document • UPS level teachers will be required to provide support and training to colleagues, trainee and early career teachers.
RECRUITMENT/ DEPLOYMENT OF STAFF	<ul style="list-style-type: none"> • To direct and develop support staff to implement teaching and learning activities to individuals and groups in or out of the classroom ensuring feedback and liaison time. • To lead and advise support staff in creating a safe environment conducive to the learning needs of the pupils
QUALITY ASSURANCE	<ul style="list-style-type: none"> • To take part in a full quality assurance programme to support development of the academy • Monitor and evaluate planning, teaching and learning and assessment • Monitor actively pupil achievement and progress in the phase. • Analyse and interpret relevant data, research and evidence to inform practice and seek improvement where necessary.
MANAGEMENT INFORMATION AND ADMINISTRATION	<ul style="list-style-type: none"> • Report to senior leaders on standards • Produce appropriate reports for the various audiences, e.g. Board of Trustees, external agencies • Advise senior leaders and trustees on pupil progress and the effectiveness of the teaching provision • Ensure that appropriate records in relation to pupil progress and development are updated and inform practice

COMMUNICATIONS	<ul style="list-style-type: none"> • To be proactive in promoting and supporting strong links between school and home by meeting and co-operating with parents/carers in both formal and informal situations • Communicate effectively with parents/carers with regard to pupils' progress, achievements and well-being and SEND • Work collaboratively with academy staff to develop effective professional relationships • Collaborate with outside agencies to raise the achievement of pupils with SEND • Attend key stakeholder meetings as appropriate
MARKETING AND LIAISON	<ul style="list-style-type: none"> • Take part in liaison events such as events for new and existing parents/carers, review days and link events with partner schools • Liaise with partner schools and other relevant external agencies in order to maximise support and share information and provide continuity • To attend all meetings and functions necessary to support learning ensuring the values of the academy are demonstrated • To utilise the resources available to promote the continuing work of the academy such as through the academy's website
MANAGEMENT OF RESOURCES (OTHER THAN PEOPLE)	<ul style="list-style-type: none"> • To organise classroom resources so that they can be used effectively and efficiently with principles of best value in mind. • To value classroom and communal areas by keeping them in good state of repair ensuring resources are stored appropriately
CORPORATE RESPONSIBILITY	<ul style="list-style-type: none"> • Play a full part in the life of the academy community, supporting its distinctive mission and encouraging staff and pupils to follow this example • Promote actively and adhere to the academy policies • Comply with the academy health and safety policy by undertaking risk assessments as appropriate
OTHER SPECIFIC RESPONSIBILITIES	<ul style="list-style-type: none"> • To contribute to the overall ethos, work and aims of the academy • To carry out all duties in the most effective, efficient and economic manner • To continue personal development • To participate fully with arrangements made in accordance with the academy's Performance Management Policy • Act as a reviewer, if directed, in relation to performance management and the professional development of designated staff • Maintain confidentiality both in and outside of the academy in line with academy policies and procedures taking account of GDPR requirements • To perform any other reasonable duties as requested by the academy
GENERAL STATEMENT	<ul style="list-style-type: none"> • This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. However, in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title subject to the Principal's approval
SAFEGUARDING	<ul style="list-style-type: none"> • To safeguard and promote the welfare of children and young people in line with the academy's safeguarding commitment and related policies, to include child protection and individually take responsibility for doing so.

Person Specification

Category	Criteria	Essential/ Desirable	Source A=Application I=Interview R=References T= Task/ Observation P=Presentation
Qualifications	<ul style="list-style-type: none"> Qualified teacher status or recognised equivalent 	E	A
Experience	<ul style="list-style-type: none"> Experience of teaching across a variety of age ranges relevant to the post. 	E	A I
	<ul style="list-style-type: none"> Recent experience of successfully co-ordinating or leading a year group/phase. 	D	A I
Knowledge and Understanding	<ul style="list-style-type: none"> A clear understanding of the essential qualities necessary for improving the quality of learning and teaching. 	E	A I
	<ul style="list-style-type: none"> In depth knowledge of the curriculum as relevant to the role being applied for. 	E	A I
	<ul style="list-style-type: none"> Up to date knowledge of statutory regulations and guidance relating to the post. 	E	A I
Skills, Abilities and Competencies	Can demonstrate the ability to:		
	<ul style="list-style-type: none"> Demonstrate consistently high-quality teaching strategies. 	E	A I T
	<ul style="list-style-type: none"> Support and motivate both colleagues and pupils by leading through example. 	E	A I T
	<ul style="list-style-type: none"> Communicate effectively to a wide range of audiences (verbal, written, using ICT as appropriate). 	E	I T
	<ul style="list-style-type: none"> Manage a team to successfully achieve agreed goals. 	D	I
	<ul style="list-style-type: none"> Develop and deliver effective professional development for staff as appropriate. 	D	I
	<ul style="list-style-type: none"> Be an effective team player who works collaboratively and effectively with others. 	E	I
	<ul style="list-style-type: none"> Analyse data to evaluate the phase for the performance and achievement of pupil groups, pupil progress and be able to plan appropriate course/s of action for improvement. 	E	I
	<ul style="list-style-type: none"> Contribute effectively to the work of the Principal and the senior leadership team. 	E	A I
	<ul style="list-style-type: none"> Deal successfully with situations that may include difficult conversations and conflict resolution. 	E	A I
Commitment	Demonstrate a commitment to: <ul style="list-style-type: none"> our children, their families and the wider community equalities promoting the academy's vision and ethos high quality, stimulating learning environment relating positively to and showing respect for all members of the academy and wider community ongoing relevant professional self-development safeguarding and child protection 	E	I

Pay and Conditions

- Appointment will be made subject to satisfactory references and DBS and Medical clearance procedures
- The successful candidate will be eligible to apply to join the Local Government Pension Scheme, which provides a variety of index-linked benefits
- The academy operates a no-smoking on site policy
- New entrants to the academy are subject to a six-month probationary period
- It is a condition of employment that any 'leave' required must be taken during a school holiday.

Hawes Side Academy welcomes applications from all sections of the community. It is intended that no person shall receive less favourable treatment on the basis of sex, marital status, colour, race or disability or any other condition or requirement that cannot be shown to be justifiable.

The Academy also condemns inappropriate conduct which detracts from the working environment and is committed to the promotion of a climate in which harassment is wholly unacceptable.

How to Apply

Application forms are available on our academy website www.hawes-side.co.uk/our-school/Work-With-Us. Visits to the academy are encouraged and warmly welcomed. Please contact the academy on 01253 402541 to arrange a visit.

Please return your letter of interest together with your completed application form to:

Mrs C. Boothroyd (Principal), Hawes Side Academy, Johnsville Avenue, Blackpool, Lancashire, FY4 3LN or by email to admin@hawes-side.co.uk marked for the attention of Mrs C. Boothroyd (Principal).

Closing date: 9 a.m. on Monday 17th April 2023

Shortlisting: on Monday 17th April 2023

Observations/Interviews: Thursday 20th and Friday 21st April 2023

If you have not been contacted within two weeks of the closing date you can assume that, on this occasion, your application has been unsuccessful.

Thank you for the interest you have shown in this vacancy.

Hawes Side Academy

Job Applicant Privacy Notice

(How we use job applicant information)



As part of any recruitment process, the Academy collects and processes personal data relating to job applicants. The Academy is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Academy collect?

The Academy collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Academy needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The academy will also undertake a social media check, processing of which will take place in accordance with the Lawfulness, Fairness and Transparency Principle (Article 5 (1) (a) UK GDPR)

The Academy may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Academy may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

The Academy will inform you that it is doing so.

Data will be stored for the duration of the recruitment process in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Academy process personal data?

The Academy needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the Academy needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Academy has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Academy to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Academy may also need to process data from job applicants to respond to and defend against legal claims.

The Academy may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Academy processes such information to carry out its obligations and exercise specific rights in relation to employment.

As you will be working with children, the Academy is obliged to seek information about criminal convictions and offences. Where the Academy seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Academy will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the area with a vacancy.

The Academy will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Academy will then share your data obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. The Academy will not transfer your data outside the European Economic Area.

How does the Academy protect data?

The Academy takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the Academy keep data?

If your application for employment is unsuccessful, the Academy will hold your data on file for 1 month after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment in accordance with the academy Record Management policy. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Academy to change incorrect or incomplete data;
- require the Academy to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Academy is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact].

If you believe that the Academy has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Academy during the recruitment process. However, if you do not provide the information, the Academy may not be able to process your application properly or at all.