



# **Canonbury Primary School**

**Class Teacher**  
**(Early Career Teacher)**

CAN/066

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Dear Candidate,

Thank you for your interest in the post of Class Teacher at Canonbury Primary School. We are looking for a dedicated and enthusiastic Early Career Teacher to join our team.

This position would suit an Early Career Teacher who is ready and prepared to teach in both Key Stage One and Key Stage Two starting in September 2025. You will be ambitious in the pursuit of high academic standards while possessing the imagination needed to contribute to our vision for an excellent all round education for every child. We can offer you experience in a thriving school with a committed, a supportive team of staff and parents, and inspiring, enthusiastic children; our most recent Ofsted letter in 2022 stated that 'pupils love their school'.

Canonbury has a commitment to its music, art and sport provision, with many opportunities for children to develop their skills and talents in these areas.

Our school is based in the heart of Islington, close to Upper Street and excellent underground, bus and train options at Highbury and Islington station. We are looking for someone with excellent people skills who can work together with our friendly, vibrant and diverse community.

Please come and visit our school and see what we could achieve together.

With very best wishes,

Patrick Mildren

Headteacher



# Class Teacher

**Early Career Teacher starting salary: MPS 1**

**Salary Range: £38,766**

**Hours: Full Time, 32.5 Hours**

**Contract: Permanent**

**Start Date: September 2025**

Canonbury Primary School is a popular and successful school committed to providing an excellent primary education in all areas of the curriculum, with an emphasis on participation in music, arts and sport. We are looking for an enthusiastic and dedicated Class Teacher who can join our team.

## You will be:

- A thriving Early Career Teacher with an ambition for excellence
- A positive role model who inspires a love of learning in your pupils
- Committed to making a difference within and beyond your classroom
- A strong team player who is always looking to develop your practice

## We can offer you:

- Children who are self-motivated, eager to try new experiences and proud of their school.
- A community where everyone supports each other to provide the best primary school experience for all children
- Early Career support from experienced and expert colleagues
- An enthusiastic, supportive staff team who have high expectations of themselves and the children.
- Opportunities for professional development
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We encourage visits to the school - please contact our School Business Manager, Tracie Gaspard-Kelchure, on **0207 226 5020** for an appointment.

To apply, please go to [www.islington.gov.uk](http://www.islington.gov.uk) and follow the jobs link. If you need any assistance, please email the Schools' HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference **CAN/**

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**Closing date:** Midnight, Sunday 22<sup>nd</sup> June 2025

**Interview:** Week commencing Monday 23<sup>rd</sup> June 2025

*Canonbury School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.*

*In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.*

# **JOB DESCRIPTION**

## **Purpose of the post:**

To fulfil the professional duties set out in the current School Teachers' Pay and Conditions Document and the National Standards for Qualified Teacher Status. The teacher shall also undertake any professional duty requested by the Head Teacher where this is commensurate with qualifications and working in an appropriate role.

In addition to the General Professional Duties set out in paragraphs 37-40 of the School Teachers Pay and Conditions document, the following duties are attached to the post:

## **Teaching and Learning:**

- Take responsibility for the welfare and safety of all the children in the Class.
- Provide challenging, well-organised teaching aimed at maximising progress and enjoyment, informed by well-grounded expectations of learners
- Create a stimulating, well-organised classroom environment which supports learning and enjoyment
- Plan and implement classroom practice that effects equal opportunities for all pupils
- Ensure continuity and progression in the delivery of the National Curriculum
- Plan, teach, assess and give feedback according to school teaching and learning policies
- Cater for the range of needs of all the children in the class, including SEND, Pupil Premium, EAL and vulnerable groups
- Monitor children's progress, keep records and devise appropriate strategies to improve outcomes according to the school monitoring cycle
- Maintain good order and discipline by modelling behaviour and following school behaviour policies and procedures
- Promote learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills.
- Take responsibility for the management of other adults in the classroom.

## **Other Professional Duties:**

- Establish and maintain good partnerships with colleagues, parents and carers, outside agencies and children including good home-school links.
- Take responsibility for an area of curriculum development, an area of learning or organisation, or a combination of all.
- Participate in staff meetings and INSET and take a leading role to develop your agreed area of responsibility
- Attend courses and develop own expertise on advice and agreement of Head Teacher as identified through Performance Management, through School Self- Evaluation and the School Improvement Plan.
- Ensure continuous professional development through self- directed reading, courses and in-service training.
- Keep abreast of the latest initiatives and disseminate information to colleagues where appropriate.
- Support the aims and ethos of the school at all times, promoting them to parents and carers, and to colleagues, visitors and other professionals both in the nursery and in the wider community.
- Contribute to the life of the school through participation in meetings and events necessary for the successful operation of the organization
- To set a good example in terms of punctuality, attendance, behaviour and dress, and to support the development of the reputation and standing of the school within the community.
- Implement the school policies and procedures with specific regard to Safeguarding and Health and Safety

# PERSON SPECIFICATION

Qualifications and Experience	
1	Qualified Teacher Status and evidence of appropriate in-service training (E)
2	Successful teaching experience in KS1 and KS2, or both (E).
3	Good Honours Degree or equivalent relevant qualification (E)
4	Experience of working in a large, multi-cultural school (D)
5	Understanding of a range of teaching and learning strategies and ability to provide effectively for the individual needs of all children (E)
6	Ability to create an environment where children thrive as learners and in their personal development (E)
7	Knowledge of the requirements of the National Curriculum and the skills to plan, prepare and teach sequences of work that lead to excellent and enjoyable learning for all pupils (E)
8	Knowledge and understanding of processes for monitoring, assessment, recording and reporting pupils' progress and the impact these activities have on driving effective teaching and learning (E)
9	Good understanding of effective procedures for managing and promoting positive behaviour among pupils (E)
10	Ability to deploy support staff effectively to maximise children's learning (E)
11	Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children (E)

Personal Qualities	
12	Ability to develop good relationships within a team, making an effective contribution to a positive and productive working environment (E)
13	Good understanding of the role of parents and the community in developing and sustaining a happy, successful school and the skills to make positive links with all stakeholders (E)
14	Ability to reflect on own practice, identify areas for improvement and take effective action to improve teaching and learning (E)
15	Ability to engage with and respond to feedback as a constructive process that supports development, taking action to improve own practice (E)
16	Appetite for a challenge and the ability to motivate self and others towards reaching shared goals (E)
17	Ability to communicate clearly both orally and in writing to a variety of audiences. (E)



# HOW TO APPLY

## Application Deadline

Completed online application forms must be received by Sunday 22<sup>nd</sup> June 2025

To apply, please go to [www.islington.gov.uk](http://www.islington.gov.uk) and follow the jobs link. If you need any assistance, please email the Schools' HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference **CAN/066**

*Please note that application forms should not be returned to the school.*

## Completing your application

Candidates are asked to complete all the standard information required on the application form, including a supporting statement addressing all of the points clearly as detailed within the Person Specification for this post.

## Visits

Visits to the school are strongly encouraged. Please contact our School Business Manager on 0207 226 5020 for an appointment to visit the school.

## Selection process

The selection process is due to take place on week commencing Monday ?? June 2025. Further information will be provided to the candidates shortlisted for interview.

## References

Candidates are advised that references will be taken up immediately after interview. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

## Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

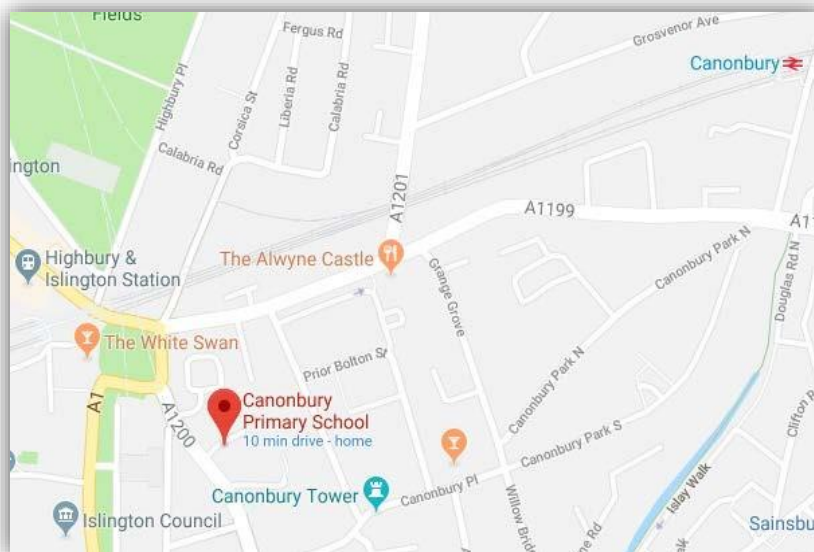
The post will be offered subject to satisfactory completion of pre-employment checks.

## SCHOOL LOCATION

**School Address:** Canonbury  
Primary School  
Canonbury Road  
London N1 2UT

## Nearby stations:

Highbury & Islington  
(Victoria Line, Overground)



## **Guidance for candidates applying for a job with schools**

**Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.**

### **General**

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

### **Personal Details**

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK\*. Verification of identity is required before confirmation of appointment.

\*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

### **Relatives and Other Interests**

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

### **Education, Qualifications and Training**

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

### **Employment record**

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

### **Gaps in Employment**

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

### **Personal Statement**

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

### **References**

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.



- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

### **Disclosure & Barring Service / Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

### **Additional Information for people considered to have a disability under the Equality Act**

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

### **Declaration**

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

### **Equal Opportunities Monitoring Information**

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

## **Policy on the recruitment and employment of ex-offenders**



### **Background**

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at [www.direct.gov.uk](http://www.direct.gov.uk)). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

## **Policy**

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

## **During the application process**

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

## **If you are offered a job at Islington Schools**

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s); ✓ The number and pattern of offences; ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

## **Appeal**

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

## **Policy on handling disclosure information**

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.