



Dear Applicant

RE: Post of Class Teacher

Thank you for requesting an application pack for the above post. Included in the pack is:

- The Job Description – this states the main duties and responsibilities of the post and the individuals’ responsibility for promoting and safeguarding the welfare of the young people they will be responsible for and in contact with.
- Person Specification - this states the qualifications, experiences and other requirements needed to perform the role.
- The Application Form must be completed fully; Curriculum Vitae will not suffice. Please read the explanatory notes about completing the form as incomplete application forms will not be accepted. The form will be used to assess against the criteria contained in the Job Description and Person Specification in order to shortlist possible candidates. Providing false information is an offence and can result in the application being rejected or summary dismissal if the applicant has been selected.
- Safeguarding and Child Protection Policy
- Safer Recruitment Policy

We ask two people to provide references relating to your work experience and suitability for the post you have applied for. One must be your present or most recent employer. If your last employment 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. Open references will not be accepted and references from persons writing solely in the capacity of relatives or friend are not acceptable. Harbinger School reserves the right to approach previous employers to verify information.

Harbinger School is committed to equal opportunities and follows the Tower Hamlets Equality and Diversity Policy. Harbinger School is committed to safeguarding children and all candidates will be required to undertake an enhanced disclosure via the Disclosure and Barring Service and Barred List check.

The interview procedure will have several components, which together we know will enable applicants to show off the wealth of their skills and experience as relevant to the role:

1. A face-to-face interview
2. A lesson observation
3. An opportunity to meet a group of children
4. An opportunity to meet a group of staff

We hope each of these elements will also enable you to make an informed decision about coming to work in our school.

The interview panel will consist of more than one person, one of whom has received safeguarding children training. Candidates will be asked to provide documents confirming their identity and relevant copies of their qualifications.

Appointments will be made conditionally upon two satisfactory references, verification of ID, enhanced DBS disclosure, Barred List and Prohibition from Teaching checks, verification of qualifications and satisfactory completion of probationary period. Harbinger school is compliant with GDPR (2018).

You will know from exploring our website that the school is currently graded as ‘Requires Improvement’ by Ofsted. Please note that since we received this judgement, there has been a complete change of leadership in the school. We believe our school has moved on considerably since the inspection and is a happy and exciting place to learn and work.



Harbinger Primary School
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website: www.harbinger.org.uk

We would like to encourage you to come and visit the school so that you can experience first hand, what the school is like, as we are confident that once you have done that, you will be eager to come and join us and you will apply.

If you have any questions regarding the role or the process, please do not hesitate in writing to:
admin@harbinger.towerhamlets.sch.uk and we will make sure that your email gets to the right person to answer it.

We hope to meet you very soon,

Yours sincerely,

A handwritten signature in black ink, which appears to read "Rebecca Abrahams".

Rebecca Abrahams
Executive Headteacher

