



## IMPORTANT INFORMATION

Your application is important to us and we want to make our recruitment process as easy and fair as possible. Please take a few minutes to read the following notes and, if there is any other assistance we can provide, please do not hesitate to contact us.

- Shortlisting for interview will be based solely on the information you provide on the application form. **Please include evidence of how you meet each of the criteria set out in the Person Specification.** Please do not include a CV as these will be disregarded.
- Should you need to use supplementary sheets, please make sure that these are clearly marked with both your name and the post for which you are applying.
- The recruitment monitoring form, which is enclosed with the application form, is used for monitoring purposes only and is **not** part of the shortlisting process.
- Please ensure that we receive your application by the Closing Date shown in the advert as any late applications will be disregarded.
- If you return your application by post please ensure that you use the correct postage rate.
- All applicants shortlisted for Interview will be contacted as soon as possible. If you are not invited to Interview and would like feedback please contact us and we will arrange for the Recruiting Manager to ring you.
- We are unable to acknowledge receipt of application forms or let candidates know that they have not been selected for Interview. Therefore, if you have not heard from us within two weeks of the Closing Date, you must assume your application has been unsuccessful.
- We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to Enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references.

We have enclosed further guidance with the application form. Please read this before completing the form.

## BRIGHTON & HOVE CITY COUNCIL



### Saltdean Primary School

#### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Full Time Class Teacher EYFS/KS1/KS2</b>
<b>REPORTS TO:</b>	<b>Deputy Head, Head Teacher</b>
<b>DIRECTORATE:</b>	<b>Education - Learning and Partnership</b>
<b>SECTION:</b>	<b>Saltdean Primary School</b>

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#### PURPOSE OF JOB

- To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies, under the direction of the Head Teacher.
- To offer learners a high quality educational experience in a stimulating environment that provides equality of opportunity, enabling all children to achieve their best.
- To be responsible for promoting and safeguarding the welfare of children within the school.
- To be an effective member of the staff team, working in collaboration and partnership with learners, parents/carers, governors, staff and external agencies to achieve the school's objectives.

#### PRINCIPAL ACCOUNTABILITIES

##### **General duties and responsibilities of a qualified teacher**

All teachers are required to carry out the duties of a school-teacher as set out in the current *School Teachers Pay and Conditions* document in order to meet the required National Standards for teachers. At this school, the following are of particular importance:

##### **Teaching**

- Be a positive role model in terms of behaviour, work and attitudes.
- Set high standards of work and behaviour in the class and all other areas of the school.
- Plan for progression across the age and ability range you teach, designing effective lessons/programmes of work in accordance with the needs of all learners.
- Teach challenging, well organised lessons, using an appropriate range of teaching strategies which meet individual learners' needs.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning and monitoring learners' progress and attainment.
- Provide timely, accurate and constructive feedback on learners' attainment, progress and areas for development.
- Deliver the National Curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own curriculum plans.
- Work collaboratively on the preparation and development of teaching materials, methods of teaching and assessment and pastoral arrangements, as appropriate.
- Take responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.

##### **Other**

- Carry out playground and other duties as directed and within the remit of the *School Teachers' Pay and Conditions* document.
- Build and maintain positive relationships between parents, governors, the local community and the school.
- Communicate and co-operate with any relevant external bodies.

- Be fully conversant and up to date with the school's procedures and policies.
- Participate fully with arrangements made in accordance with the school's Appraisal Policy.

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and the impact on pupils' progress, attainment and well-being, evaluating your own teaching critically and refining your approaches where necessary to improve your effectiveness.
- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management.

### **Health and well-being**

- Establish a purposeful and safe learning environment for learners.
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework in line with the school's Behaviour for Learning Policy.
- Use a range of behaviour management techniques and strategies adapting them as necessary to promote self-regulation and independence of all learners.
- Raise all concerns regarding the behaviour, progress or welfare/child protection of any learner with the appropriately identified person.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Be aware of health and safety issues and work within the guidelines of the Health and Safety Policy.

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities, which relate to the learners, curriculum or organisation of the school 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.

### **Exercise of particular duties**

- Perform any reasonable duties as requested by the headteacher.

### **Subject leader responsibilities**

- To be accountable for a subject area, developing, implementing and leading policies and practices reflecting commitment to high achievement through effective teaching and learning.

As a teacher at Saltdean Primary School, you will demonstrate a commitment to **SMSC education, British values, Equalities, diversity and the development of positive learning behaviours across the school and wider school community.**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## BRIGHTON & HOVE CITY COUNCIL

### PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>Full Time Class Teacher</b>
<b>GRADE:</b>	MPS + UPS
<b>DEPARTMENT:</b>	Education - Learning and Partnership
<b>SCHOOL:</b>	<b>Saltdean Primary School</b>
<b>LINE MANAGER:</b>	The headteacher, members of senior leadership.

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#### Qualifications

1. Qualified teacher status or equivalent.

#### Experience

2. Successful teaching experience in the age range required.

#### Knowledge and skills

3. Understand the expectations for National Expected Standards at the end of a key stage.
4. Have experience of teaching all primary subjects and strong subject knowledge in maths, reading and writing, as well as a command over accurate grammar, punctuation and spelling.
5. Have experience of planning, preparing and delivering a broad and balanced curriculum, taking on school's own policies.
6. Know how to assess and record the progress of pupils' learning and how you as a teacher can ensure that all children make at least expected progress.
7. Use creative ideas to make your classroom an inspiring and effective learning environment and make learning exciting, memorable and relevant, using a wide range of teaching strategies.
8. Understand and use a wide range of effective behaviour management strategies.
9. Know how to encourage children in developing self-esteem, resilience and respect for others.
10. Be able to communicate both verbally and in writing to a range of audiences, ensuring all communication is accurate and appropriate
11. Use ICT for professional communication and for teaching confidently across the curriculum.
12. Understand the importance of working in partnership with parents and carers and supporting local community involvement.
13. Show a commitment to wider school responsibilities such as subject leadership across the school, running school teams or clubs, attending school events and linking to the parent fund raising group.
14. Be able to reflect on all aspects of the role and have an enthusiasm for learning and a passion for teaching.
15. Enjoy working as part of an effective team with teaching and support staff, showing you are flexible, approachable and able to manage your own workload effectively, staying positive and cheerful even at busy times of the year.
16. Demonstrate evidence of a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom in accordance with the Council's Equalities Policy.
17. Promote and safeguard the welfare of children and young people within the school.

### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.