



**Ambitious Proud Caring**

Audley Avenue  
Newport  
Shropshire  
TF10 7DS  
Telephone:  
Email:  
Website:

01952 386500  
burton.borough@taw.org.uk  
www.burtonborough.org.uk

Facebook/Instagram/X:  
@BurtonBorough



## Candidate Information Pack

### History Teacher (Maternity)

**Required:** as soon as possible

**Closing Date:** 27<sup>th</sup> February at 3pm

**Interview Date:** TBC



# Welcome to Burton Borough School a proud member of the Learning Community Trust



Dear candidate,

We are committed to providing a high-quality education that prepares our students for a happy, successful life and enables them to make a positive contribution to society. Our school is built on the values of ambitious, proud, and caring. We believe that these values are essential in shaping the character of our students and preparing them for the future.

At BBS, we understand that education is not just about academic excellence, but also about fostering strong relationships with families and the community. We believe that working in partnership with families and the community is crucial in providing a holistic education for our students. We encourage parents and guardians to be actively involved in their child's education and to work with us in creating a supportive and enriching learning environment.

Our dedicated team of teachers and staff are committed to providing the best possible education for our students. We believe that every child has the potential to succeed and we strive to create an environment that nurtures and supports this potential. We offer a wide range of programs and activities that cater to the diverse interests and needs of our students.

At BBS, we place a strong emphasis on learning and getting a good education. We believe that education is the key to unlocking a world of opportunities and possibilities for our students. Our curriculum is designed to challenge and inspire our students, and our teachers are dedicated to helping each student reach their full potential.

Thank you for considering BBS for your child's education. We look forward to working with you and your family in providing the best possible education for your child.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R Gummery'.

Mr R Gummery

Executive Principal: Burton Borough School

Assistant Director: Learning Community Trust

# Contents of the Pack

1. About Burton Borough School
2. Your Professional Learning
3. Job Description
4. Person Specification
5. Safeguarding
6. Local information / How to find us



# About the School

It is an exciting time to be joining BBS. In April Ofsted noted in its inspection that “leaders are driven and determined” and that the school is “taking effective action to improve the quality of education”.

This year we have converted to a horizontal pastoral structure to ensure we can give bespoke support at each year group level. We have also embedded a whole team devoted to our Year 7 cohort as we recognise the need to nurture following lost learning at such a young age. We take pastoral care incredibly seriously at BBS and have a superb team of staff who always put the interests of the community first.

The school is implementing a new and innovative Teaching and Learning strategy which has been created by the staff team, matching the needs of our school and its community. Staff who have a passion within this area will find that there are numerous opportunities to share good practice and get involved in developing pedagogy throughout the school and across our Primary Cluster.

As an inclusive school, our aim is to provide an excellent education for all students, no matter what their background, needs or abilities. This is an exciting time to join the school if you are someone who embraces change and enjoys trying out new things.



## Your Professional Learning

We are very proud of our professional development opportunities in the school. All teachers, whether you are an NQT or Senior Leader, are expected to improve their craft in the classroom and to share their expertise with their colleagues. This will include the successful applicant to this post.

Our CPD provides personalised learning opportunities to support staff to meet their appraisal objectives and to help them move on to the next stage in their teaching career, whether that is securing the foundations during their ECT or working with staff who aspire to leadership.

We extend this CPD throughout our staffing structure. Both the SEND and Pastoral teams have weekly CPD enabling them to develop professionally and ensure that we have highly trained and knowledgeable staff who can understand the needs and requirements of all of our students.



## Job Description

### Job Purpose

To provide the highest quality of education, care and preparation for life for all students in the school in accordance with the Teacher Standards (indicated in brackets through the rest of this document in italics).

### Major Tasks

#### Duties & Responsibilities:

#### Main Responsibilities as a Subject Teacher

- To participate with the Head of Subject and other colleagues in the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge students of all abilities, and should cater for all learning styles. This may include taking responsibility for particular courses; (*TS1, TS4, TS5*)
- To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for students of all abilities and backgrounds whilst ensuring individual student progress; (*TS1, TS2, TS5*)
- To share in the preparation and delivery of SMSC elements in all lessons across the curriculum; (*TS8*)
- Employ a variety of interactive teaching methods appropriate to the age and ability of each individual student to promote a love of learning and children's intellectual curiosity; (*TS4*)
- Impart knowledge and develop understanding through effective use of lesson time; (*TS3, TS4*)
- To maintain an up to date knowledge of the subject, and utilise a range of teaching methods in line with currently acknowledged best practice; (*TS3*)
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject; (*TS3*)
- Reflect systematically on the effectiveness of lessons and approaches to teaching; (*TS4*)
- To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues; (*TS8*)
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired on a regular basis according to the homework policy; (*TS4, TS8*)
- To use directed time to actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities. (*TS8*)
- To fully incorporate the teaching of skills including literacy, mathematics and communication into subject delivery. (*TS3*)

#### Management and assessment

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements; (*TS6*)
- To take responsibility for particular aspects of the subject(s) in consultation with the Head of Subject (*TS8*)
- Use relevant data to monitor progress, set targets and plan subsequent lessons; (*TS6*)
- Be accountable for students attainment, progress and outcomes; (*TS2*)
- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements; (*TS6*)

- To register each class using the electronic registration system according to school procedures. (TS7)
- To take responsibility for the safe keeping of the laptop/surface pro used for registration etc. (TS7)
- To keep appropriate records and to complete assessments and profiles of students as required by whole-school policy. (TS6)
- To maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience. (TS8) To take reasonable care of one's own health and safety and that of others and inform the Business Manager of any concerns with regard to health and safety.
- To monitor and control the use and storage of teaching materials, books and equipment. (TS8)
- To supervise the use and care of the school fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations. (TS8)

### **Communications and Meetings**

- Communicate effectively with parents with regard to students' achievements and well-being; (TS8)
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support; (TS8)
- To alert Head of Learning Area, Senior Leadership Team and other staff to problems arising with individual students in accordance with whole-school policies; (TS7)
- To participate actively in meetings with colleagues and parents; (TS8)
- To attend CPD sessions and working parties related to new initiatives in teaching and learning. (TS8)

### **Finance**

- To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying resources to the maximum benefit of the students; (TS8)
- To ensure that equipment, books and premises are maintained in accordance with school policies. (TS8)

### **General Duties**

- To adhere to the policies and procedures of Burton Borough School.
- To carry out 'the duties of a school teacher' as set out in the School Teachers' Pay and Conditions Document & Teacher Standards.
- To share in the corporate responsibility for the development and well-being of all students.
- Make a positive contribution to the wider life and ethos of the school;
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the school's community based on mutual respect between students and staff
- To take a pro-active part in the school's appraisal system, both as a reviewer and reviewee, with the ultimate aim of improving standards of teaching and learning in school.

### **Contacts & Relationships**

- With students – daily
- With students' parents/carers – as required linked to incidents, complaints etc.
- With professionals linked to students – as required dependant on need/care plans etc.

- With visitors, or other external bodies – as required
- With staff within school - daily
- Establish constructive relationships and communicate with other agencies / professionals

#### **Physical Demands**

- The school is on one site with 4 main buildings sited alongside the sports field. The post holder will be required to move around buildings accordingly.

#### **Other**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.
- The postholder will be expected to participate in training and other learning activities and performance development as required
- The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.
- The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.
- The school is committed to safeguarding and promoting the welfare of children and young people by having a child centred approach and expects all staff and volunteers to share this commitment.

## Person Specification

Criteria	Standard
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status;</li> <li>• Degree in relevant subject area;</li> <li>• To be, or aspire to be, an outstanding classroom practitioner;</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A proven track record of examination success</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong current subject knowledge;</li> <li>• A positive disposition;</li> <li>• A willingness to develop excellent ICT skills;</li> <li>• An effective communicator with exceptional interpersonal skill.</li> <li>• Influencing and negotiation skills</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Very good ICT skills, e.g. production of reports, correspondence, inputting / updating information</li> <li>• Able to relate well to children and adults, including all stakeholders and other professionals.</li> <li>• Able to use analytical, judgmental, creative and developmental skills</li> <li>• Able to demonstrate sensitivity and tact particularly when dealing with the more sensitive issues</li> <li>• Able to maintain confidentiality</li> <li>• Able to work accurately and with attention to detail</li> <li>• Able to undertake short term planning, e.g. managing own workload, managing the work of others, ensuring deadlines are met, planning for school activities, e.g. school trips / sports day</li> <li>• Able to deal with more complex queries and know when to refer to more senior staff</li> <li>• Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these</li> <li>• Able to self-evaluate learning needs and actively seek learning opportunities</li> </ul>
<b>Personal style &amp; behaviours</b>	<ul style="list-style-type: none"> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener</li> <li>• Takes responsibility and accountability</li> <li>• Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</li> <li>• Is committed to the provision and improvement of quality service provision</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive</li> <li>• Has the ability to learn from experiences and challenges</li> <li>• A sense of humour!</li> </ul>



	<ul style="list-style-type: none"> <li>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>
--	--

This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.

This post has been assessed as requiring level C Proficient User under the Common European Framework of Reference for Language (CEFR).

.....

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

.....

Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	X
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

# Safeguarding

BBS fully recognises its responsibility to safeguard and promote the welfare of students and young people. We are committed to ensuring that students have opportunity to thrive within a safe learning and working environment. Our school expect all staff and volunteers to share this commitment. Our Safeguarding Policy, which applies to all staff, Governors and volunteers working in the school, has five main elements:

1. Ensuring we practise safer recruitment in checking the suitability of staff and volunteers to work with our students.
2. Raising awareness of child protection issues and equipping students with the skills they need to keep them safe.
3. Implementing procedures for identifying and reporting cases, suspected cases, of abuse.
4. Supporting students who have been abused in accordance with their agreed protection plan.
5. Establishing a safe environment in which students can learn and develop.



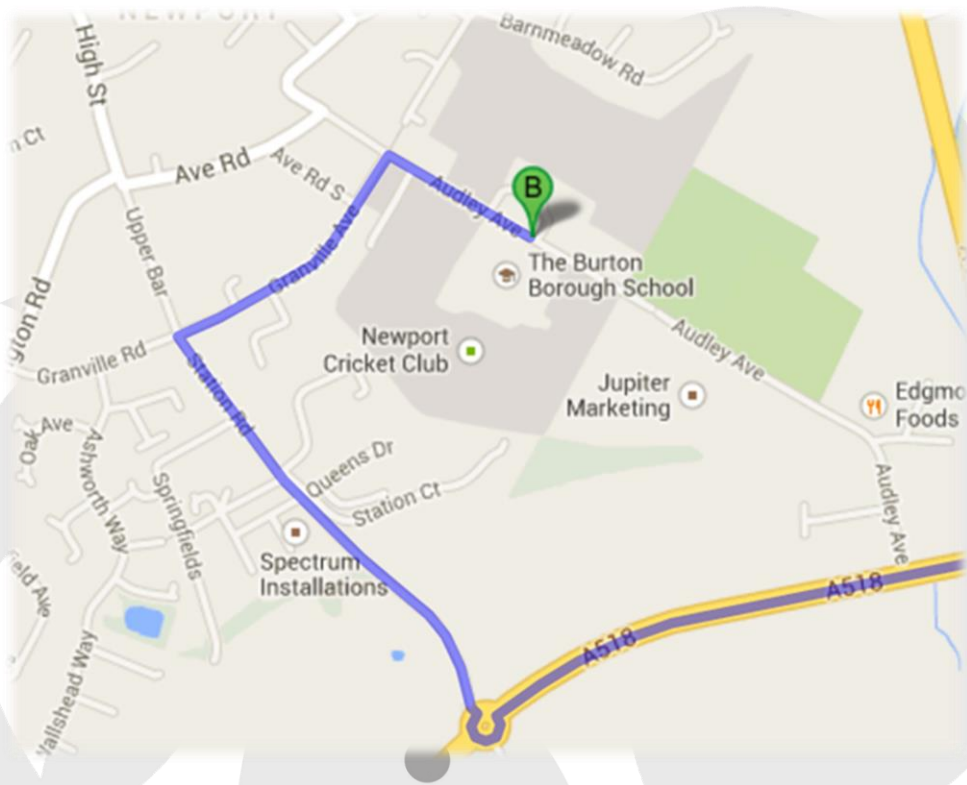
The staff at BBS are aware of how they share in the school's responsibility to safeguard and promote the welfare of students and young people. Our 'Professional Code of Conduct' establishes expectation in relation to conduct towards students and all staff are issued with the strict guidelines on what are considered to be safer working practices which must be observed at all times. If any member of staff has a concern that the school's code of conduct or expected safer working practices were not being followed, and a student or students were as a result as risk, then they would be expected and supported to raise the concern under the school's adopted 'whistleblowing policy and procedure'.

Our school also operates within other policies relating to safeguarding, child protection and the welfare of students.

To ensure that safer practice in recruitment is reflected at every stage of the recruitment process, our school operates within a Safer Recruitment Policy. Members of the school staff and Governing Body have attended and passed training on Safer Recruitment. All successful applicants will be subject to an enhanced DBS disclosure and references will be checked. All employees of the school will receive compulsory child protection training.

# Local Information

Newport, Shropshire, is a beautiful market town in the borough of Telford and Wrekin. It is located on the Shropshire/Staffordshire border, equidistant from Shrewsbury, Stafford and Wolverhampton. We are the only comprehensive school in Newport with two single sex, selective grammar schools nearby.



## How to find us

**From the North:** At Junction 14 (M6), take the B5026 to Eccleshall, then take the A519 following the signs for Newport.

**From the South:** At Junction 12 (M6), take the A5 exit to Telford/M54, exit at Junction 3 (A41) following the signs for Newport.

**Audley Avenue  
Newport  
Shropshire  
TF10 7DS**

**Telephone:** 01952 386500  
**Email:** burton.borough@taw.org.uk  
**Website:** www.burtonborough.org.uk

**Facebook/Instagram/X:**  
@BurtonBorough

