

Great Preston C. of E. Primary School/

Key Stage 2 Class Teacher Recruitment Information Pack Temporary to cover a maternity leave



**Great Preston C of E Primary School
Preston Lane
Great Preston
Leeds
LS26 8AR
Tel: 0113 2320034**

RECRUITMENT INFORMATION PACK

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Dear applicant,

Thank you for showing an interest in the post of class teacher at Great Preston C of E Primary School.

We are a one form entry school, with our own nursery, located in Great Preston. As a Church of England school, we have a strong Christian ethos which gives our school a genuine 'family feel'. We regularly visit St Mary the Lesser Church in nearby Allerton Bywater for church services and welcome Rev. Diane Flynn into school weekly as part of our collective worship. Our core school values are Compassion, Respect, Perseverance and Thankfulness and these are very evident as you walk around school and meet our wonderful children and staff.

We work very closely with the Brigshaw Learning Partnership (BLP) Multi Academy Trust, particularly in terms of school improvement. Staff at Great Preston Primary school participate in regular professional development meetings and training alongside BLP staff and senior leaders work in partnership to offer peer support and challenge. Although this is a partnership we are incredibly proud of, we also receive ongoing support from the local authority and the diocese which means we are extremely well placed to support new staff.

We currently have a vacancy for a temporary class teacher in Key Stage 2 to cover a maternity leave. The final decision about which year group this will be based in will be made upon appointment. This is a fantastic opportunity to be a part of a school where 'teaching and pupils' outcomes are improving rapidly and substantially' (Ofsted March 2018). We are eager to appoint a temporary Key Stage 2 teacher who shares our vision and commitment in developing a sense of curiosity and individualised aspirations for every child.

If you are interested in applying for this role, we would love to meet you and show you around our fantastic school!

Yours in learning,

Katie Pashley
Headteacher



VISION STATEMENT

‘Believe and Achieve Together’

At Great Preston C of E Primary School, we unlock possibilities and engrain hope, such that we all develop a sense of curiosity and individualised aspirations. From this place will come good citizens with a strong moral compass, strengthened by our deeply-rooted Christian values, helping children and adults to respect both themselves and others. Learning to think in different ways, our school community will become resilient, collaborative, reflective and creative so we are all able to make wise and discerning choices in both our learning and life paths, flourishing as 21st Century learners.

‘I can do all things through him who strengthens me.’
Philippians 4.13

More information is available on our website:

www.greatpreston-pri.leeds.sch.uk



ADVERT

KEY STAGE 2 CLASS TEACHER

TEMPORARY

- ✚ Are you committed to improving outcomes for all children?
- ✚ Do you have the passion, drive and commitment to be the best that you can be?
- ✚ Do you have the energy and enthusiasm to provide the very best learning opportunities for all children?
- ✚ Are you confident that you can support our strong Christian ethos as well as our core values: Compassion, Perseverance, Respect and Thankfulness?
- ✚ Would you relish the opportunity to be a part of exciting developments in a school where teaching and learning is a real strength?

If so, we would love to hear from you!

You are very welcome to come and visit our wonderful school. Due to Covid restrictions, visits will need to be after school hours.

We are seeking to appoint a temporary Key Stage 2 class teacher from 1st September 2021 to cover a maternity leave

Closing Date and Shortlisting: Wednesday 19th May at noon
Interviews: Wednesday 26th and Thursday 27th May

Should you have any questions or to obtain an application pack, please email Jayne.sheldon@greatprestonprimary.co.uk or

admin@greatprestonprimary.co.uk

Telephone 0113 2320034

The school has rigorous safeguarding procedures which are effective in all post appointments. Great Preston C of E Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure Barring Service (DBS) disclosure and two satisfactory references.

APPLICATION PROCESS AND SAFEGUARDING REQUIREMENTS

Making an Application

Application Form

If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (eg gap year, career break, unemployed, etc).

You will note that we require details of two referees, one of which must be your current or most recent employer.

CVs are **not** accepted as part of the application process.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Please remember to sign the declaration on the final page of the application form.

The closing date for applications is: Wednesday 19th May at 12 o'clock

Interview and Selection Process

Those candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

Interviews are scheduled to take place on: Wednesday 26th and Thursday 27th May 2021

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Induction and Continuous Professional Development

The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment the Headteacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.

Pre-employment checks

References

If you are short listed we will normally take up references **before** the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, sickness absence record, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

DBS, Prohibition & Disqualification By Association checks

Employment at this school is subject to an enhanced check with the Disclosure and Barring Service. Checks will also be made against the Protection of Children List (PoCA) and the DCSF List 99. Employment is also subject to a disqualification by association check. All such checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are ‘spent’. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment.

Validation of Qualifications

All short listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Medical Assessment

A satisfactory medical assessment will be required for newly appointed staff before we confirm any offer of an appointment.

School Policies

Child Protection

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistle Blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and pupils. The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Teachers are bound by the school code of conduct and safeguarding procedures.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

Full details of all these policies are available in school.

GDPR

Privacy Notice

The information detailed in the application form will be used in order to process your application and in line with the school's Recruitment and Selection process. The lawful basis for processing this information is with a view to entering into a contract with you.

Your information may be shared with Avec HR in their role as data processor under the terms of the service level agreement where they have a legitimate business need to access it, and externally where required for the recruitment process, for example, in order to obtain references or where background checks are required. Your information will only be shared where necessary, and in accordance with data protection law.

If successful, the application form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment. Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.

For more detailed information about how your information will be processed, and for details of their Data Protection Officer, contact school directly. Information regarding your rights in relation to your personal data are available via the Information Commissioner's Office: www.ico.org.uk.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the School Business Manager on or email jayne.sheldon@greatprestonprimary.co.uk

JOB DESCRIPTION

Class Teacher

Purpose of job

To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the Teaching Standards for qualified teachers and uphold these standards in addition to the professional code of the National College for Teaching and Leadership for England.

Responsibilities

Teaching and Managing Pupil Learning

- Ensure highly effective teaching of whole classes, groups and individuals so that teaching objectives are met, pace and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

Planning and Setting Expectations/Pupil Achievement

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- Be accountable for pupils' attainment, progress and outcomes
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs).

Assessment and Evaluation

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.
- When applicable, understand the demands expected of pupils in relation to the National Curriculum for KS1

Relationship with Parents and the Wider community

- Prepare and present informative reports to parents.
- Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.
- Liaise with agencies responsible for pupils' welfare.

Manage Own Performance and Development

- Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- Share corporate responsibility the implementation of school policies and practices.
- Set a good example to the pupils they teach in their presentation and their personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.
- Implement and follow school's child protection policies and procedures.

Managing and Developing Staff and Other Adults

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.
- Effective deploy support staff within the classroom.

Managing Resources

- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To undertake other duties that are commensurate with the post.

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
High level of written, oral and communication skills	*		
Ability to communicate effectively orally and in writing to a range of audiences	*		
High level of organisational and planning skills	*		
An excellent classroom practitioner	*		
Work effectively as part of a team, relating well to colleagues, pupils and parents	*		
Ability to demonstrate a commitment to equality of opportunity for all pupils	*		
Ability to investigate, solve problems and make decisions	*		
Management of people and resources	*		
Able to use own initiative and motivate others	*		
Ability to demonstrate high level ICT skills in personal and educational situations	*		
Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them	*		
Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure	*		
Ability to offer expertise in a specific subject or area		*	
Ability to teach across primary age range		*	
Commitment to an involvement in extra-curricular activities.		*	
Evidence of sharing in and contributing to the corporate life of the school.		*	

KNOWLEDGE/PROFESSIONAL DEVELOPMENT		Ess	Des	MOA
Knowledge of current educational practice and issues		*		
Evidence of continuing professional development		*		
Take responsibility for their own professional development			*	
Knowledge of the provisions of national strategies, i.e. Literacy, Numeracy and Computing		*		
Effective use of IT to support learning		*		
Any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils' attainment and progress.		*		
Full working knowledge of relevant policies/codes of practice/legislation		*		
Knowledge of all phases of primary/secondary education (as appropriate)			*	
Understanding of the implications of the Code of Practice for Special Educational Needs for teaching and learning			*	
LEADERSHIP		Ess	Des	MOA
As the lead professional in the classroom show an ability to advise and support other staff		*		
Establish clear expectations and constructive working relationships in your own classroom through team working and mutual support; devolving responsibilities and delegating tasks where appropriate		*		
Plan, allocate, support and evaluate work undertaken by other staff in the classroom		*		
Lead professional development through example and support			*	
DISPOSITION AND ATTITUDE		Ess	Des	MOA
Positive and optimistic attitude towards School Improvement and Inclusion		*		I
Uphold our Christian ethos and values		*		I
Establish effective working relationships with professional colleagues			*	I
Open-minded and receptive to new ideas, approaches and challenges		*		I
Places high priority on effective team working and works easily and comfortably in a team environment		*		I
Commitment to an involvement in extra-curricular activities.			*	I
Evidence of sharing in and contributing to the corporate life of the school.			*	I
METHOD OF ASSESSMENT(MOA)		A = Application Form T = Test I = Interview C = Certificate		

