**Sutton in Craven**

**C.E (V.C)**

**Primary School**

**Application Pack**

**Class Teacher Year 4/5**



***Flourish together, in the love of God, to live life in all its fullness.***

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| Email | admin@sutton-in-cravencofe.n-yorks.sch.uk |
| Website | <http://sutton-in-cravencofe.n-yorks.sch.uk/> |
| Tel | 01535 632181 |
| Headteacher | Mrs Orla Gibbons |
| Chair of Governors | Mrs Deborah Bacon |
| Administrator | Mrs Amy Chacksfield |

**The Recruitment Process at Sutton in Craven C of E VC Primary School**

Dear Applicant,

**Year 4/5 Part time Class Teacher**

Thank you for your interest in the role of part time Key Stage 2 Teacher at Sutton in Craven C of E VC Primary School. This role is a fixed term position starting 1st January 2022 until August 2022 initially. The role is being offered on a part time basis.

This Job Application Pack will provide you with additional information about the school and the position. Please read through the job description and person specification enclosed.

We are still encouraging possible candidates to visit our fantastic school so please make an appointment with the school office.

If you are interested in the position, please complete the job application form, equal opportunities monitoring form and return to myself, together with an accompanying letter. Your letter must be no longer than two sides of A4, font size 12 with moderate margins. Return as follows.

By Email: [admin@sutton-in-cravencofe.n-yorks.sch.uk](mailto:admin@sutton-in-cravencofe.n-yorks.sch.uk)

By Post: Sutton in Craven C of E VC Primary School, Main Street, Sutton in Craven, BD20 7JS.

We would also request that you provide daytime and evening contact numbers or an email address for use, should you be called for an interview. Please also ensure that email addresses are available for your nominated referees.

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| **Closing Date** | 3pm Friday 26th November 2021 |
| **Shortlisting** | Monday 29th November 2021 |
| **Interview** | Monday 6th December 2021 |

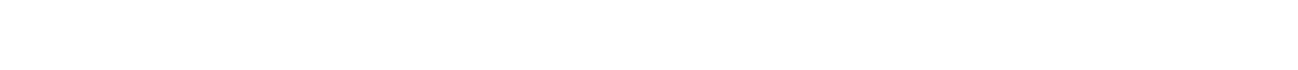
If you have not been contacted by the close of business on Tuesday 30th November, you should assume that your application has been unsuccessful at this time; however we thank you for your interest in this post.

If you have any questions about the position, please do not hesitate to get in touch. We look forward to receiving your application and meeting you when you visit.

With very best wishes,

Orla Gibbons

Mrs Orla Gibbons (Headteacher)



**School Information**

Sutton in Craven C of E VC Primary School is situated in the small rural village of Sutton in Craven nestled between Keighley and Skipton. The school opened in 1858 and since then we have added further extensions, a new kitchen and currently just completing a fully equipped hygiene room. We would recommend that you visit our website <http://sutton-in-cravencofe.n-yorks.sch.uk/> for further information. If you would like to visit the school prior to applying, please contact the school office to arrange an appointment.

Our vision is clear and underpins everything we do in school.

**‘Flourishing together in the love of God to live life in all it’s fullness.’ (John 10.10)**

Our Vision is to support every child to flourish into compassionate, confident and resilient young people who have a delight in learning and do so in the love of God. Our working relationships within our school community are built on professional integrity and honesty with all staff continually striving to improve their teaching to achieve the best for all children. There are high expectations for all staff to challenge and support each other in the continuous improvement of teaching and learning.

“By working and learning together we will make a difference to children’s lives.”

At present there are 106 children on roll with four mixed age classes in school, including EYFS/Year one, Year 2/Year 3, Year 4/Year 5 and Year 5/Year 6. We are a school on a very exciting journey and in flourishing together we can develop lifelong learners who can think creatively and work well both independently and collaboratively. We are an experienced staff with a wide range of expertise. Your professional development is very important to us; we believe in the continual development of our practice to ensure our pupils are provided with the best education possible. We are a very caring school and this extends to the well-being of our staff.

**This post commences on 1st January 2022.** The successful candidate will be teaching in Year 4/5 for the spring and summer term. You will be a key member of our Staff Team involved in making important decisions that impact on all children. As a part-time class teacher, you will be working closely with your job share and the wider staff team, providing outstanding provision for all children in Year 4/5. You will demonstrate outstanding planning, assessment, classroom organisation and record keeping. We are looking for an enthusiastic, effective and able candidate who can plan for and teach an exciting and engaging curriculum. The successful candidate will be expected to undertake a full and active role as a member of our dedicated staff team.

At Sutton CE School we have a caring, relaxed atmosphere, in an environment in which high expectations of behaviour are positively reinforced. The school has very supportive parents and enjoys a good relationship with the local community.

**Child Protection**

Our school is committed to safeguarding and promoting the welfare of our all our children and young people.

We have a robust Child Protection Manual and all staff receive training relevant to their role at induction and throughout employment at school.

In relation to this appointment process, you should be aware that your referees will be asked the following question:

“Are you aware of any Child Protection allegations or issues of a similar nature in relation to this person? If so, please provide details.”

At interview all candidates will be asked if there have been any allegations, or issues, raised against them by pupils or young people and if so, the outcome of them.

If you would like to discuss any of the above before making an application, please contact the Chair of Governors.

**Job Description**

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| **RESPONSIBLE TO:** |  | The Headteacher | |
| **RESPONSIBLE FOR:** |  |  | * Promoting the safeguarding and welfare of children and young people within the school. * Act within the statutory frameworks, which set out their professional duties and responsibilities, and in line with the duties found in the current School Teachers Pay and Conditions Document and Teacher Standards. * Responsible for the learning and achievement of all pupils in the class. * Ensure equality of opportunity for all pupils, meeting individual needs. * Responsible and accountable for achieving the highest standards in both work and conduct. * Proactive in working with pupils, staff, parents, governors and the wider community. * Treat pupils with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to a teacher’s professional position. * Organising and implementing the curriculum. * Liaison with the local community, the home and other agencies. |
| **JOB PURPOSE**: |  | To teach an effective curriculum and leading learning, appropriate achievement and educational, social and personal progress of all pupils in your class, consistent with the aims of the school and the unique needs of each individual. | |

**KEY RESPONSIBILITIES:**

1. Lead by example as a teacher, achieving high standards of pupil attainment, behaviour and motivation through effective teaching and learning.
2. Deliver the curriculum as relevant to the Key Stage, age, ability group, or subjects that you teach.
3. Responsible for the preparation and development of teaching materials/resources and teaching programmes.
4. Accountable for the attainment, progress and outcomes of pupils in your class.
5. Plan lessons appropriately based on the capabilities, prior knowledge of the children and any gaps/misconceptions they may have.
6. Have a clear understanding of the needs of all children including those with special educational needs and disabilities as well as English as an additional language.
7. Be able to use, evaluate and reflect on distinctive teaching/learning techniques and pedagogy to engage and support all children.
8. Make accurate and productive use of assessment data to ensure future teaching impacts on children’s progress.
9. Provide feedback to children, written and verbal, encouraging children to respond to this and therefore take responsibility for their own learning.
10. Set homework and plan other out of class activities to consolidate and extend the knowledge and understanding pupils have acquired.
11. Develop a safe, purposeful and stimulating environment for all pupils.
12. Use praise, alongside appropriate sanctions and rewards to support a framework for positive behaviour within school.
13. Maintain good relationships with children and act decisively when necessary.
14. Be responsible for promoting and safeguarding the welfare of every child and young person within the school, raising any concerns and following the correct procedures.
15. Be a strong role model and demonstrate positive attitudes, values and behaviours, which reflect our School Vision
16. Motivate, challenge and support pupils, using effective approaches which are appropriate to individual children’s needs.
17. Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and pupil support for which post-holder is responsible.
18. Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress.
19. Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate.
20. Make an active contribution to the vision, policies and aspirations of the school.
21. To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers.
22. To fulfil all of the responsibilities and duties required by the School’s policies on teaching and learning and curriculum
23. To achieve any performance criteria or targets arising from the School’s Performance Management arrangements.
24. Establish good working relationships with all staff and be a strong advocate for change and drive school improvement targets.
25. To fulfil all of the requirements and duties of safeguarding and child protection.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers’ Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Head teacher.

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|  | **Teaching Duties** | |
|  | To teach pupils in YEAR 4/5.  To demonstrate high expectations, respect and commitment to children.  To communicate sensitively and effectively with parents and carers.  To contribute to, and share responsibility in the corporate life of the school beyond the classroom including whole school development.  To have a secure knowledge of the National Curriculum and work within the curriculum policies of the school.  To work with other staff on the development of school policies and be subject to monitoring and internal reviews of how these policies are carried out.  To be aware of statutory frameworks i.e. a class teacher’s responsibilities under the SEN Code of Practice, Safeguarding and Child Protection.  To be responsible to the SLT/headteacher through the management structure of the school.  To demonstrate an understanding of the work of support staff in and beyond the school and to work collaboratively with these agencies.  To demonstrate high motivation and responsibility for professional development and attend all staff meetings and INSET days.  To treat as confidential all that is discussed in staff meetings, INSET sessions or personal interviews with the Head teacher. | * To be responsible for and to supervise the work of support staff and parent volunteers.      * To provide a well-managed, stimulating and effective learning environment for pupils.      * To demonstrate effective use of ICT both as a subject and to support their professional role.      * To demonstrate an understanding of and ability to implement a range of strategies to promote good behaviour and establish a purposeful learning environment.      * To differentiate teaching to meet the needs of all pupils and be able to set challenging teaching and learning objectives for them. To plan, deliver and assess clearly structured lessons to ensure progress for all.      * To assess and record the progress of each pupil’s development and report to colleagues and parents.      * To take account of the varying interests, experiences and achievements of boys and girls and pupils from different cultural and ethnic groups.      * To demonstrate the effective use of teaching and learning time.      * To ensure good quality resources are used effectively and safely.      * Participate in arrangements for Performance management.      * To follow the school’s safeguarding and child protection procedures. |

# Person Specification

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| **Attributes** | **Essential** | **Desirable** |
| **QUALIFICATIONS** | * Qualified teacher status (covering Key Stage 2) * Certificate or degree in education * Enhanced DBS and relevant disclosures |  Further qualifications/study/ courses/INSET |
| **EXPERIENCE** | * Candidates should show evidence of: * Setting high expectations which inspire, motivate and challenge * Ensuring good progress and outcomes by pupils * Planning and teaching well-structured, exciting and stimulating lessons * Adapting teaching to respond to the strengths and needs of all pupils * Managing behaviour effectively * Use of Assessment for Learning | * Having a positive impact on a group of professionals including support staff * Having an impact on improving teaching and learning and raising academic standards in terms of attainment and   Progress. |
| **SKILLS AND KNOWLEDGE** | * A clear understanding of the essential qualities necessary for outstanding teaching and learning * An understanding of the primary curriculum, including the Foundation Stage (EYFS), and issues of continuity and progression. * An understanding of curriculum approaches in Key Stage 2 * An understanding of ways to enrich the curriculum for enjoyment and motivation * Ability to support and offer expert advice to colleagues * An awareness of national trends in pedagogy and practice * A commitment to personal welfare and safeguarding of children * Excellent personal organisational skills * Excellent interpersonal skills * Committed to equal opportunities for all * Commitment to positive code of behaviour * Commitment to safeguarding and child protection procedures |  Ability to analyse data to evaluate the performance of pupil groups, pupil progress and plan appropriate course of action |
| **TRAINING** | * Recent experience of professional or INSET training in current educational developments * Commitment to attend appropriate INSET * Recent Child Protection/safeguarding training |  Any additional training suitable to the role |
| **CIRCUMSTANCES - PERSONAL** |  Flexibility of circumstances should allow weekly staff meetings, planning meetings and some out-of-school-hours working including parent evenings and INSET days |  |
| **DISPOSITION AND ATTITUDE** | * Dependable and committed to high quality teaching, learning and improvement * Flexible and creative * Open-minded, energetic, enthusiastic and ability to inspire confidence * Team player and good sense of humour * Positive attitude towards pupils and parents * Commitment to education beyond the classroom * Commitment to safeguarding the welfare of all pupils |  Evidence of outside interests |
| **PRACTICAL /INTELLECTUAL**  **SKILLS** | * Excellent Year 4/5 practitioner * Excellent personal organisational skills * Excellent interpersonal skills * Committed to equal opportunities for all * Commitment to positive code of behaviour * Self-reliant and motivated * Computer literate * Knowledge and understanding of how children learn to fulfil their full potential |  Knowledge and understanding of how to secure and sustain effective teaching and learning within Year 4/5 |