



*Believe you can. Together we will*

## **Key Stage 2 Teacher in Charge Recruitment Information Pack**

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## The Goathland Way

Our small school, in a unique location with experienced, dedicated staff, is a wonderful place for children to grow and learn. Children are known as individuals and staff build excellent relationships with families. The combination of high expectations and individual nurturing means that children are inspired to do their best, resulting in great educational outcomes and happy children.

### Our Vision Statement

This is summed up by our motto: *Believe you can. Together we will.*

### Our Mission Statement

**Our daily work will be rooted in our vision and will be based upon giving everyone:**

- **Outstanding teaching**, delivered by ambitious and driven professionals who share the school's aspirations for our learners, in order to ensure that we all flourish as individuals and achieve our fullest potential.
- **Awareness that the wellbeing of everyone is important.** Whatever an individual's place in school, their place is a safe and important one. We take care of each other, support one another in whatever way is needed and show compassion to our school family, our families at home and to those in our community.
- **The ability to develop their own ethics, values and beliefs.** The school will provide an open, safe and enquiring environment for social, moral and spiritual development. We understand of the need to live well together with people of different faiths, ages, backgrounds, cultures, etc.
- **High aspirations for themselves.** We will provide a feeling of empowerment to all, with opportunities to take charge and a full understanding of how to be positive agents for change in our school family and the wider community.
- **Confidence to take risks** and to be unafraid to try and fail, to persevere, to make courageous decisions and ask difficult questions. We will support others on their journey to achieve this.
- **A sense of belonging.** We will provide everyone with the knowledge that they are safe and valued for who they are. Everyone will be treated with respect and dignity and those values will be a driving force in our teaching. We will represent these values in the wider community.
- **An understanding of ourselves.** We will help each other understand who we are, our feelings and behaviours. We will make positive choices; treating others the way we would want to be treated.

- **An understanding of the world**, locally nationally and globally. We will equip everyone with the opportunity to take lessons from the past, to understand the present and to positively influence their futures. We will have the confidence to shine our individual light in times of difficulty and uncertainty.
- **Opportunities to discover the things we like**. We will nurture the discovery of what we are good at and how to pursue individual goals and aspirations.
- **Understanding that it is important to attend school** and to be ready to participate, learn and embody the school's vision and mission.

### School History

Goathland Primary School was opened in 1808, when local craftsmen, masons and joiners, with help from farmers and labourers built it at a cost of £151 to provide free education for four children.

The school became a great success, and by 1908 was bursting at the seams with 112 children on the roll, even though there were seats for only 93.

In 2023 it has 24 pupils and is growing, and the local community remains as committed to its success now as it was two centuries ago.



## **Application Process**

The closing date for all applications is **11:59pm Sunday 5<sup>th</sup> January**

Interviews will be held week commencing 13<sup>th</sup> January

An email will be sent to candidates with the outcome of the shortlisting process.

Please apply online via NYC Jobs

An email will be sent to candidates with details of the shortlisting process.  
We do not accept CV's.

### **Queries**

Please contact [NYES.Resourcing@northyorks.gov.uk](mailto:NYES.Resourcing@northyorks.gov.uk)

NYES Resourcing Solutions has been engaged to support us with recruiting to this exciting opportunity.

**When applying please take into account the following:**

### **Supporting Information**

The supporting information section of your application should clearly evidence your ability to meet the requirements we have outlined in the job description & person specification. This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.

### **References**

When completing your application, please provide two employment referees. Generally, this is your current and most recent employer.

## Job Description

<b>JOB TITLE:</b>	KS2 teacher-in-charge
<b>GRADE:</b>	MP3-6 + TLR2
<b>RESPONSIBLE TO:</b>	Head teacher and Governors
<b>RESPONSIBLE FOR:</b>	Deployment of support staff allocated (where relevant) Operational management of the day-to-day running of the school in the absence of the Executive Headteacher.
<b>JOB PURPOSE:</b>	Promote effective learning, appropriate achievement and educational, social and personal progress of all pupils for whom the teacher is designated as being responsible, consistent with the aims of the school and the unique needs of each individual.

### **KEY RESPONSIBILITIES:**

1. Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and pupil support for which post-holder is responsible
2. Plan work to meet the learning needs of allocated pupils in a consistent and effective way
3. Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress
4. Monitor the progress of pupils for whom the postholder is responsible to set expectations and give constructive feedback
5. Maintain appropriate records to demonstrate progress made by pupils
6. Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate
7. Make an active contribution to the policies and aspirations of the school

8. 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.
9. To fulfil all of the responsibilities and duties required by the School's policies on teaching and learning.
10. To achieve any performance criteria or targets arising from the School's Performance Management arrangements

This job description will be reviewed annually.

### Person Specification

<u>Attributes</u>	<u>Desirable/ Essential</u>
Considerable experience of teaching in primary schools in KS2	Essential
Senior leadership experience or an aspiration to become a senior leader	Essential
Able to evidence excellent pupil progress	Essential
Experience of working positively and closely with staff, parents and guardians	Essential
Effective experience in creating a positive climate and environment to secure accelerated learning	Essential
Recent OFSTED experience	Desirable
<b>EDUCATION AND TRAINING</b>	
QTS	Essential
Thorough knowledge of teaching, learning and curriculum in primary schools	Essential
Commitment to continued professional development	Essential
Evidence of recent & relevant training	Essential
Safeguarding Awareness	Essential
An excellent classroom practitioner	Essential
Have experience as deputy designated safeguarding lead (or a desire to access training)	Essential
<b>PROFESSIONAL KNOWLEDGE AND SKILLS</b>	
Effective use of assessment data to plan sequence of learning that secures accelerated progress	Essential
Work effectively as part of a team, relating well to colleagues, pupils and parents	Essential

Excellent use of ICT to support learning	Essential
High expectations of all pupils	Essential
Detailed knowledge of the National Curriculum and its planning and delivery	Essential
Implications of the Code of Practice for Special Educational Needs for teaching and learning	Desirable
Evidence of ability to maintain high standards of behaviour and develop attitudes of care, control and cooperation	Essential
Experience of curriculum planning as part of a team	Essential
Ability to self-motivate and lead a team of support staff	Essential
High level of oral and written communication skills and ability to communicate with a wide range of audiences	Desirable
Able to offer subject expertise	Essential
High level of organisational and planning skills	Essential
Ability to use initiative, solve problems, make decisions and motivate others	Essential
Ability to relate to and empathise with pupils and to build trusting relationships with them	Essential
<b>ANY ADDITIONAL FACTORS</b>	
A commitment to abide by and promote equal opportunities, Health and Safety and Child Protection Policies	Essential
Ability to manage the day-to-day operations of the school in the absence of the headteacher	Essential
Commitment to an involvement in extra-curricular activities	Essential

***This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. An online search may be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.***



# APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL

## IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Data Protection

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

### Rehabilitation of Offenders

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

### Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

### Canvassing

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

## Policy Statement on the Recruitment of Ex-offenders (Source [www.gov.uk](http://www.gov.uk))

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.