



## **Job Application Pack Oakwood Junior School**

**Job vacancy details:** KS2 Class Teacher

**Employer:** The Odyssey Collaborative Trust

**Contract Type:** Permanent

**Salary:** Main Scale

**Start Date:** ASAP

**Closing Date:** 12 noon, Monday 14<sup>th</sup> October 2024

**Interview Date:** Friday 18<sup>th</sup> October 2024

**Location:** Oakwood Junior School, Holbrook Road, Alvaston, Derby DE24 0DD

Welcome from Mrs Atwal, Headteacher of Oakwood Junior School

Dear Candidate

Thank you for showing an interest in the role of KS2 Class Teacher.

We have a vacancy for a full time KS2 Class Teacher.

We are looking to appoint an excellent teacher who is passionate about teaching and meeting the needs of all learners. They must have a good depth of knowledge about the KS2 curriculum, have excellent skills in using technology and be creative in their approach to teaching. We are a forward-looking school, always striving to improve and we feel that this is an ideal opportunity for an outstanding, enthusiastic, engaging teacher to truly complement our Key Stage 2 team. We are particularly interested in someone who has experience or an interest in music, with a view to taking a proactive role in the continued development of our music curriculum.

Oakwood Junior School joined 'Odyssey Collaborative Trust' in 2021 and networks closely with the other six schools in the Trust. We provide education for pupils of all abilities and we pride ourselves on our inclusive nature and ethos. We would like to appoint an inspirational teacher who shares our ethos.

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team.

We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards

Mrs Atwal  
Headteacher  
Oakwood Junior School

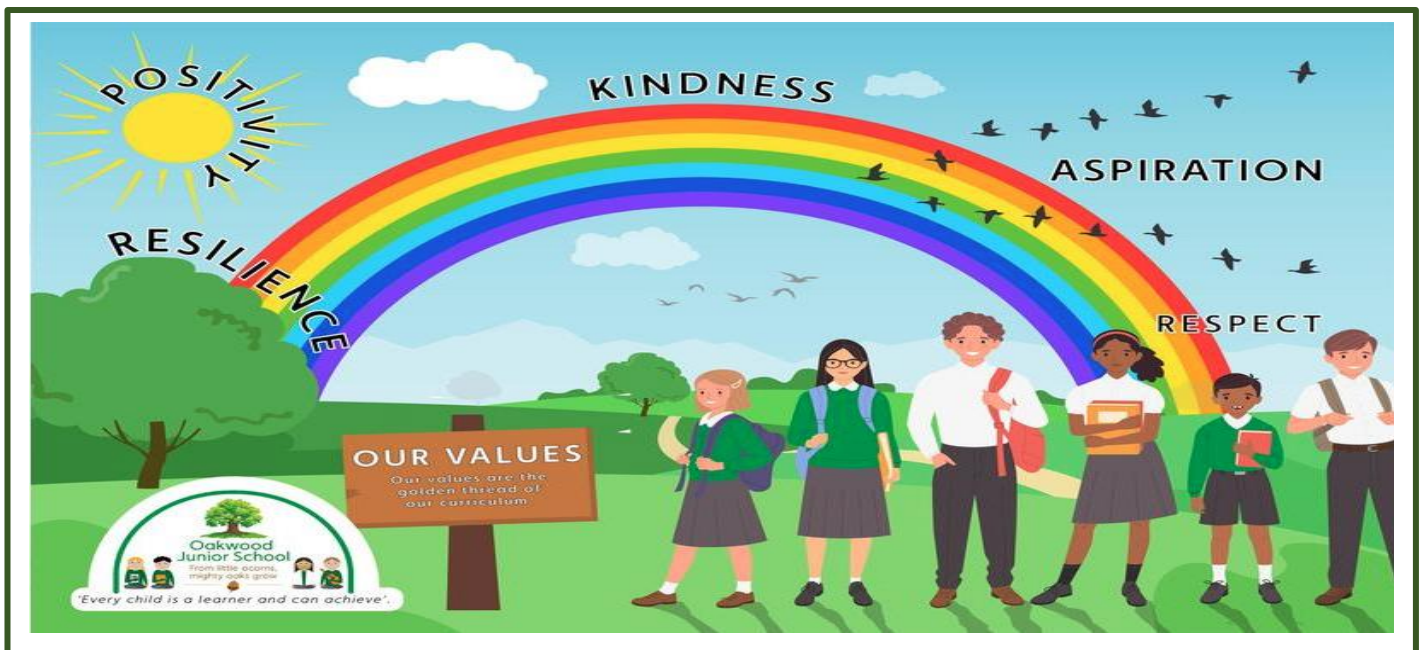
## About the School

Oakwood Junior School is a large school located in the Alvaston suburb of the city, a well-established and popular school with rising standards and high morale amongst our staff.

Our vision for Oakwood Junior School is 'Every Child is a Learner and Can Achieve', regardless of their background or ability. This reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. It is driven by our desire to offer the best possible education for our pupils in partnership with parents and the local community. We believe our approach will inspire a love of learning and unlock the potential that lies within all of our children, preparing them to be happy, respectful, successful and responsible citizens in the future.

We aim to provide a warm, welcoming and supportive environment in which our pupils develop a lifelong love of learning. We want the children to be happy and excited about coming to school to learn and to develop their knowledge, skills and understanding through a rich curriculum that celebrates diversity.

At Oakwood Junior School, the staff and governors work in partnership with parents and carers. We value the contributions of a child's whole family and are committed to building strong links with the community.



## Visits to the school

As a school, we pride ourselves on being open and approachable and would encourage you to take the opportunity to visit us.

If you would like to visit the school prior to applying for the post, to meet the Headteacher and other senior leaders and look around the school, please phone 01332 571231 or email: [admin@oakwoodj.odysseyct.org.uk](mailto:admin@oakwoodj.odysseyct.org.uk) to book your appointment.

## How to Apply

To apply please submit your application form and also provide us with a covering letter (no longer than 2 sides of A4) which details your skills, attributes and experience in relation to the role. Please return the completed application form and a covering letter to the school via email to:

[head@oakwoodj.odysseyct.org.uk](mailto:head@oakwoodj.odysseyct.org.uk) or post your application to Oakwood Junior School, Holbrook Road, Alvaston, Derby DE24 0DD

Oakwood Junior School is an equal opportunities employer. Odyssey Collaborative Trust welcomes applications from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

We are fully committed to the safeguarding, protection and welfare of the children and expect all staff to share in this commitment. Please refer to our Child Protection and Safeguarding policy that can be found on our website using the following link: <https://www.oakwoodjuniorschool.co.uk/policies>

For further information please log on to the DfE website and refer to the 'Keeping Children Safe in Education' document: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

This post is subject to an enhanced DBS check, satisfactory references and medical check.

## Class Teacher Job Description

**Responsible to:** Head teacher

**Responsible for:** Teaching KS2 pupils

**Key purpose:** To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teacher's Pay and Conditions document, having due regard to the requirements of the KS2 framework, national curriculum and school policies.

### Main Activities

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.

### Principal Accountabilities

1. To plan work for the class in accordance with national and school curriculum policies and in co-operation with subject leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure a close match between the learning experiences offered, and the individual needs of all of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. To provide children with opportunities to manage their own learning and become independent learners.
4. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
5. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
6. To maintain a high standard of display both in the classroom and in other areas of the school.
7. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
8. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
9. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
10. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
11. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
12. To take responsibility for the management of other adults in the classroom when appropriate.
13. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

### **Teaching and Learning**

- Be a professional role model, clearly and consistently demonstrating quality first teaching, classroom organisation and display, and high standards of achievement and behaviour.
- Undertake monitoring activities and evaluations to provide feedback in line with school policy.
- Model highly effective teaching, learning and building of effective relationships.
- Liaise with the SENCO and other colleagues in order to raise learning potential for children with SEND and those identified through the pupil premium funding.
- Support the implementation of national and local initiatives, ensuring relevant support staff are fully informed and up to date on changes.
- Ensure resources are focused on achieving maximum levels of progress for all.

### **Key Organisational Objectives**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for all pupils
- Contributing to the maintenance of a caring and stimulating environment for pupils

### **Safeguarding**

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, Working Together to Safeguard Children 2018 publication, Keeping Children Safe in Education and the school's Child Protection & Safeguarding policy.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Child Protection & Safeguarding policy within the school.
- Comply with the school's Child Protection & Safeguarding policy to ensure the safety and welfare of children and young persons.
- To ensure that the Head teacher and/or Designated Safeguarding Lead is made aware of and kept fully informed of any concerns which may arise in relation to child protection and safeguarding.

### **Conditions of Service**

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on the Odyssey Collaborative Trust criminal disclosure form and are expected to disclose such information at the appointed interview. Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such convictions.

### **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with Odyssey Collaborative Trust's Equal Opportunities Policies.

This job description will be reviewed annually and may be amended to meet changed circumstances in a manner compatible with the post held to reflect changes in roles, national guidance or the national terms and conditions of service

## Class Teacher Person Specification

<b>Job Title:</b> Class teacher	<b>Salary Range:</b> Teachers Main Pay Scale
<b>Location:</b> Oakwood Junior School	<b>Responsible to:</b> Head teacher, Local Governing Board and Odyssey Collaborative Trust

The Person Specification outlines the main attributes needed to adequately perform the post specified. It gives prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates by assessing them against the following criteria. Please show evidence of these competencies in your application.

A = Application form, L= supporting letter, T= task, I = Interview.

Qualifications and Experience		Essential (E) / Desirable (D)	Method of Assessment
1.	Qualified Teacher Status	E	A
2.	Successful teaching experience within KS2	E	A
3.	Evidence of improving pupil outcomes	E	A, L, I
4.	Evidence of relevant continuing personal professional development	D	A, L
5.	Demonstrate experience of effective child protection and safeguarding	E	A, L, I

Skills and Abilities		Essential (E) / Desirable (D)	Method of Assessment
1.	The ability to work efficiently with other professionals and agencies	E	L, I
2.	The ability to communicate effectively to a wide range of different audiences (verbal, written, presentational, using ICT as appropriate)	E	A, L, I



3.	The ability to plan, organise and deliver innovative lessons	E	I, T
4.	The ability to model and manage positive behaviour throughout the school	E	A, L, I
5.	The ability to manage, interpret school information and data for recording, monitoring, evaluation and reporting	E	A, L, I, T

<b>Knowledge</b>		<b>Essential (E) / Desirable (D)</b>	<b>Method of Assessment</b>
1.	Has a broad overview of the key components and expectations of the KS2 Curriculum and the National Curriculum	D	A, L
2.	How to use information and data to set targets, raise attainment, progress and plan an appropriate course of action for school improvement	E	I, T
3.	Understands how children and young people learn and develop	E	A, L, I
4.	Knows how to improve the quality of teaching through effective monitoring and evaluation of learning	E	A, L, I
5.	How to manage health and safety policy and promote and safeguard pupil welfare	E	I, T
6.	An understanding of educational inclusion with a commitment to securing equal opportunities through the effective implementation and monitoring of school policies	E	I, T
7.	Has up-to-date knowledge of relevant legislation and guidance in relation to the safeguarding of children	E	I, T

<b>Effective Professional Relationships</b>		<b>Essential (E) / Desirable (D)</b>	<b>Method of Assessment</b>
1.	The ability to be an effective team player that works collaboratively and effectively with others	E	I
2.	Support, motivate, challenge and inspire colleagues and pupils by leading through example	E	A, L, I
3.	Can deal successfully with a range of situations that may include conflict resolution	E	A, L, I

4.	Experience of building effective relationships with parents, with an understanding of why this is so important	E	L, I
5.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	A, I

<b>Safeguarding</b>		<b>Essential (E) / Desirable (D)</b>	<b>Method of Assessment</b>
1.	A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	I
2.	Be secure in Child Protection and Safeguarding policies and procedures and be familiar with the Children's Act 2004	E	A, L, I
3.	Update Safeguarding Training in line with school's arrangements and directives	E	A, L, I
4.	Report all concerns to the Designated Safeguarding Lead and/or member of the Senior Leadership Team	E	L, I

## **Privacy Notice – Job Applicants Introduction**

When applying for a position at Oakwood Junior School, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants.

You have a right to be informed about how our Trust uses any personal data that we collect about you. This privacy notice, and our Data Protection Policy, explains our data usage when you apply for a job with us.

### **What information do we collect?**

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name, address and contact details, including email address and telephone number

- Copies of right to work documentation

- References

- Evidence of qualifications

- Information about your current role, level of remuneration, including benefit entitlements

- Employment records, including work history, job titles, training records and professional memberships

We may also request and collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about race, ethnicity, religious beliefs, sexual orientation and political opinions

- Whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process

- Photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

Every school has statutory obligations that are set out in 'Keeping Children Safe in Education' and other guidance and regulations.

## **Why we use this data?**

The school needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

The school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The school has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims.

The school may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the school processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the school is obliged to seek information about criminal convictions and offences. Where the school seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The school will not use your data for any purpose other than the recruitment exercise for which you have applied.

## **How do we use the data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, shortlisting and interview panel members involved in the recruitment process (this may include external panel members), and IT staff if access to the data is necessary for the performance of their roles.

The school will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. As well as circulating your application and related materials to the appropriate staff at the school, we will share your personal information for the above purposes as relevant and necessary with:

- your referees.
- Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
- UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
- Where relevant and as required for some posts, the Teacher Regulation Authority checks

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

### **Automated Decision Making and Profiling**

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### **Collecting this data**

As a school, we have a legal obligation to safeguard and protect our pupils and also staff, volunteers and visitors to our setting. We collect the data for specific purposes.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the school during the recruitment process. However, if you do not provide the information, the school may not be able to process your application properly or at all.

Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

Local authorities

Government departments or agencies

Police forces, courts, tribunals

### **How we store this data**

The school takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

We will dispose of your personal data securely when we no longer need it.

We keep applicant data for a period of up to 6 months if an applicant is not successful.

Successful applicants who secure a position then come within the employee/school workforce provisions.

## **Transferring data internationally**

We do not share personal information internationally.

## **Your rights**

You have a right to access and obtain a copy of your data on request;

You can:

- require the school to change incorrect or incomplete data;
- require the school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the school office. If you believe that the school has not complied with your data protection rights, you can complain to the Information Commissioner.

## **Complaints**

We take any complaints about our collection and use of personal information seriously.

Our complaints policy deals with the different stages of any complaint, and how this is managed within school. You can also contact our Data Protection Officer or contact the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Our data protection officer is:

John Walker of PHP Law LLP, Solicitor: [john.walker@phplaw.co.uk](mailto:john.walker@phplaw.co.uk)

However, our data protection lead has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Nicola Duckworth, School Business Manager:

[n.duckworth@odysseyct.org.uk](mailto:n.duckworth@odysseyct.org.uk)