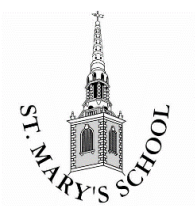




St. Mary's
CHURCH OF ENGLAND
Primary School

St. Mary's Church of England Primary School

Key Stage 2 Class Teacher – Starting January 2023
(One year fixed term contract)
Main scale



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September 2022

Dear Applicant,

I am delighted you are considering an application to join our inspirational St Mary's staff team. We are proud of our school, our community and our positive school ethos, where our school Christian values are at the heart of all we do here at St Mary's. Our children love learning at St Mary's with our fun and creative curriculum, along with our pastoral care. We enjoy our partnerships with local art and theatre groups, other schools, agencies and our strong partnership with St Mary's church.

Our school vision, 'Let your light shine before others!' is at the heart of our school actions. Together with our school governors, school partners, children and families we always aim to aspire for excellence in the quality of education on offer at St Mary's, alongside excellent pastoral provision.

We have the opportunity to recruit a KS2 class teacher to our wonderful teaching team, and very much look forward to seeing what you would bring to our successful school community.

With the increasing challenges we see in education following the pandemic, inflation and regime of school inspections, the successful candidate will need to be highly motivated and resilient, sharing our school vision aim and commitment to see that our children receive an excellent education, feel happy and safe at school and continue to excel in their respect and care for each other, their community and beyond.

St Mary's school is an exceptional place to work and to be a valued member of our dedicated staff team. I encourage you to come and see St Mary's for yourself and look forward to welcoming you.

To arrange a visit please call the school office on 020 7359 1870.

With best wishes,

Genevieve Prayag

Headteacher



St Mary's Church of England Primary School

Fowler Road, Islington, London N1 2EP

Tel: 020 7359 1870 Email: school@stmarys.islington.sch.uk

www.stmarys.islington.sch.uk

Headteacher: Miss Genevieve Prayag



'In striving for academic excellence, you have also focused on creating an atmosphere that is described as 'giving a heart' to the school. This ensures that pupils not only achieve well in reading, writing and mathematics, but also that they learn to respect and understand each other.'

Ofsted September 2017

"The school, through its distinctive Christian character, is outstanding at meeting the needs of all learners."

SIAMs Report 2016

KS2 Class Teacher (Inner London Main scale)

£32,157 - £42,624 per annum

Required for January 2023

With a 300-year history, St Mary's is an exceptional place to work, to learn and to make a positive contribution to our community and beyond.

We are a high performing one form entry Church of England Primary School committed to ensuring excellent provision for teaching, learning, and pastoral care for all of our pupils.

We are looking to appoint a KS2 class teacher with a track record of excellence.

The successful candidates will:

- Set the highest standards for themselves and pupils
- Be an excellent, positive and inspirational practitioner
- Have effective communication skills with a commitment to collaborative teamwork
- Lead a curriculum area across the school
- Have excellent subject knowledge across KS2
- Have successful subject leadership experience and skills
- Work well in partnership with parents and governors
- Support the Christian ethos and Vision of the school

You will benefit greatly from:

- The opportunity to work in a dedicated and inspirational school
- A welcoming and committed staff team who are dedicated, caring and resilient
- Fantastic children who are eager to learn
- Excellent resources and an attractive working environment
- A commitment to tailored CPD
- A supportive and committed Governing Body

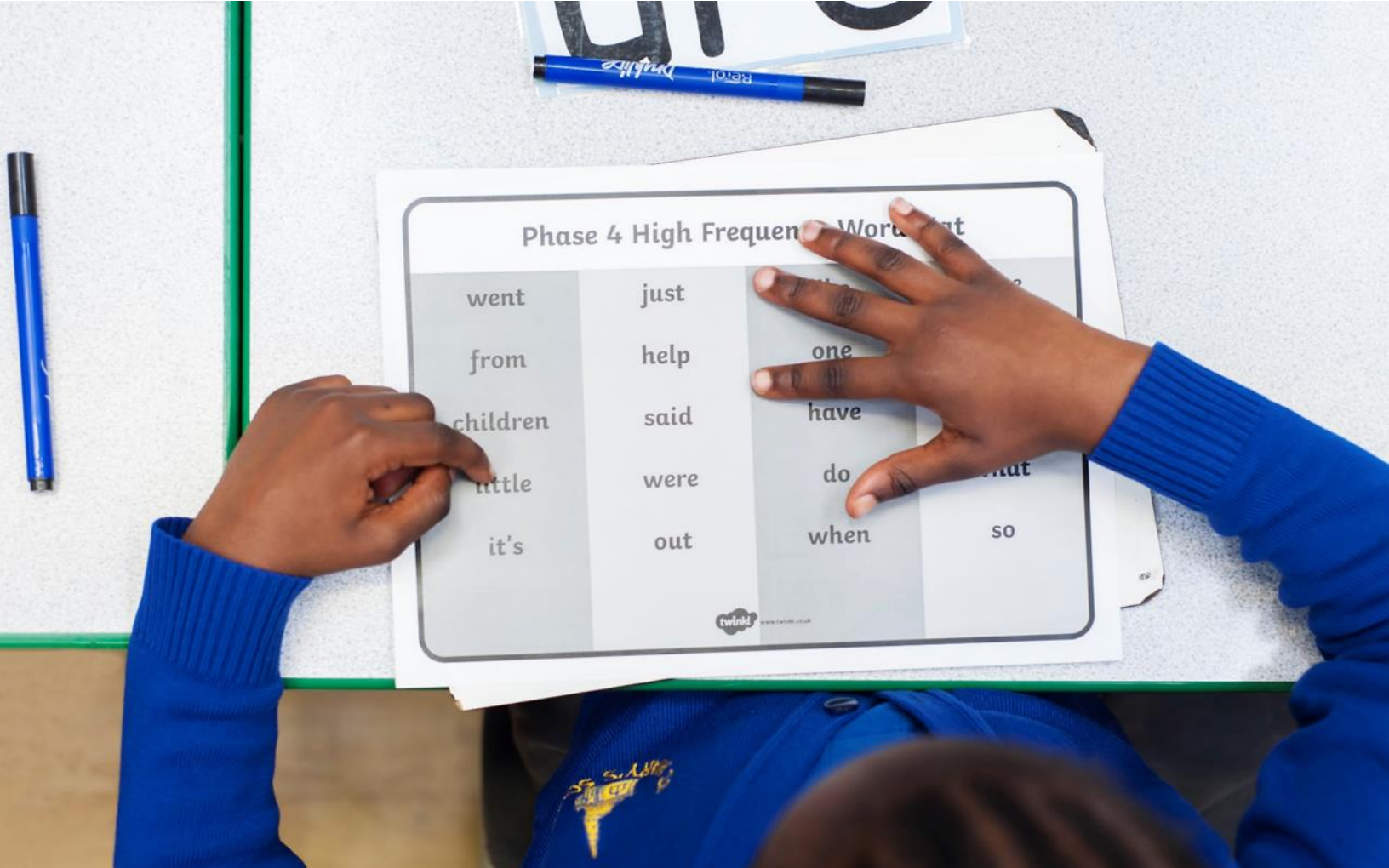
We welcome and encourage the opportunity to show interested applicants our school. To arrange a school visit please call the school office on 020 7359 1870.

To apply for the post visit www.islington.gov.uk/jobs.

Closing date: Noon Thursday 13th October 2022

Interviews: Monday 17th and Tuesday 18th October 2022

St Mary's Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment; an enhanced DBS check will be required. Photo identification and proof of qualifications are required to support safer recruitment of all staff.



Job Description

Job Description: Class Teacher

Other areas of responsibility: History and Geography subject leaders

Post holder reports to: Middle Leaders and Senior leaders

Responsibilities

- Professional duties in accordance with the School Teachers' Pay and Conditions Document, the teaching responsibilities indicated in the job description for main scale teachers at St Mary's Church of England Primary School, relevant conditions of employment, National Curriculum requirements, the School Improvement Plan and the agreed policies and schemes established by the staff and governing body;
- Working to support the aims and ethos of this school as a church of England school;

Responsibilities will include:

1. To provide a high quality teaching and learning environment that supports the delivery of the National Curriculum/ Early Years Framework and the raising of achievement of all pupils.
2. To plan and prepare lessons which meet the requirements of the curriculum and the needs of all pupils.
3. To create a secure and calm environment to support the personal wellbeing of all pupils and to establish professional, positive and purposeful relationships.
4. To promote equal opportunities within the classroom and throughout the school.

5. To plan lessons with clear objectives which are differentiated appropriately to meet the needs of the pupils within the class. To plan collaboratively with other colleagues.
6. To report on pupil progress and standards of attainment within the school procedures and statutory requirements.
7. To mark work, provide feedback, assess, record and report on the development, progress and attainment of pupils. To have a thorough knowledge of the learning needs of all pupils, and the class as a whole.
8. To work closely with the Inclusion Leader in order to meet the needs of individual pupils. This will include writing Support Plans and Annual Reviews.
9. To report to parents about the progress of their child and targets for further development.
10. To participate in regular staff meetings, briefings and Phase meetings which relate to school improvement.
11. To maintain good order and behaviour management amongst pupils and safeguard their health and safety, both when they are on school premises and authorised school activities elsewhere.
12. To correctly register the attendance of pupils within the class.
13. To work with outside agencies as appropriate to meet the needs of pupils.
14. Develop and maintain positive relationships with parents, which involve them actively in the classroom where appropriate and in the learning process.
15. To make contributions towards the development, establishment and implementation of whole school policies.
16. Undertaking In-service training for the further development as a teacher.
17. Undertake other duties, which may be reasonably assigned by the Headteacher to ensure the smooth running of the school.
18. To engage positively in all performance management arrangements.
19. To ensure the safeguarding of all pupils.
20. To contribute to extended school provision.
21. All teachers will be required to take responsibility for a specific area(s) of the curriculum or school life. This will be directed by the headteacher and a job description agreed on an annual basis.

Other:

Safeguard the health and safety of self and others in accordance with the school's health and safety policy

To be responsible for promoting and safeguarding the welfare of children and young people within the school

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the designated staff member

Undertake decision making and policy development across the school

Promote good behaviour around the school and support colleagues in promoting good behaviour

To carry out any other duties as may be reasonably requested by the Senior Leadership Team or Governing Body.

Duties will inevitably develop and change over time and therefore employees should expect periodic variations to job descriptions.

It is the duty of the post holder to develop personally and professionally through reflection on their own practice and private study, keeping abreast of new initiatives and participating in appropriate in-service programmes

Person Specification – class teacher

Attributes	Requirement	
	Essential	Desirable
Qualifications and Training	DfE recognised Qualified Teacher status Evidence of recent professional development in the teaching and support of the curriculum	Degree and/or relevant qualifications
Professional experience, Skills and values	Recent KS2 experience of teaching in primary school A working knowledge of strategies and techniques for raising pupils' attainment and achievement. A thorough working knowledge of the National Curriculum requirements High expectations and a commitment to raising standards of attainment, including for children from socially disadvantaged areas The ability to assess and report upon the development, progress and attainment of pupils Commitment to equal opportunities and equal value for pupils and colleagues Respecting and working within the aims of our Church of England school, attending collective worship An understanding of the responsibility as the class teacher with regard to the health and safety of pupils and safeguarding procedures	Proven success as a class teacher
Professional Development	Active involvement in recent and relevant INSET/training Training in different teaching and learning strategies and safeguarding training	
Planning	Knowledge and experience of classroom planning procedures Knowledge and experience of the principles of assessment	Knowledge and experience of school development planning
Data analysis	Experience of target setting to raise attainment	Ability to analyse, interpret and act on assessment data

Improving teaching And learning	Knowledge and experience of a range of teaching and learning styles and strategies Commitment to whole school priorities	Experience of organising/ delivering teacher training to support colleagues
Working with People	Ability to communicate effectively with children, parents/carers, staff and stakeholders Experience of and commitment to working as a member of a team	
Equal opportunities	Demonstrate awareness and understanding of equal opportunities, inclusion and multicultural education Understand how pupils with SEN and GT may be supported	



How To Apply

Application Deadline

Completed application forms must be received by **Noon Thursday 13th October 2022**.

To apply, please go to www.islington.gov.uk complete the attached application form. If you need any assistance, please email the Schools' HR Team at schoolsrecruitment@islington.gov.uk quoting reference **STM/1198**.

Completing your application

Candidates are asked to complete all the standard information required on the application for, including a supporting statement addressing all of the points clearly as detailed within the Person Specification for this post.

Visits

Visits to the school are strongly encouraged. Please contact the school office on 0207 359 1870 for an appointment to visit the school.

Selection process

The selection process is due to take place the week commencing **Monday 17th October 2022**. Further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up prior to interview. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

The post will be offered subject to satisfactory completion of pre-employment checks.

School Location

School Address:

St. Mary's Church of England Primary School

Fowler Road

London

N1 2EP

Telephone No:

0207-359-1870

Email:

school@stmarys.islington.sch.uk

Website:

www.stmarys.islington.sch.uk

Nearby stations:

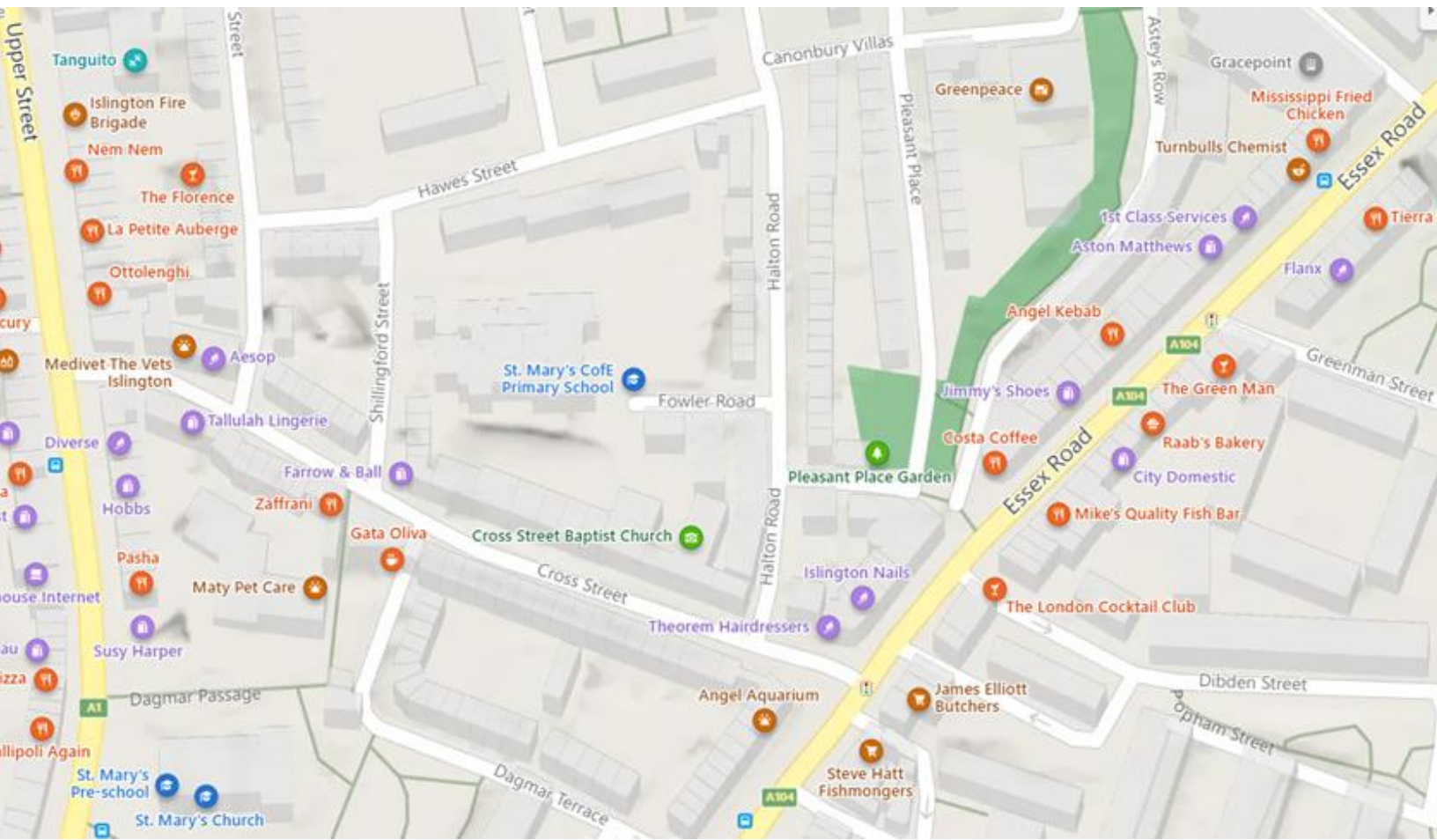
Essex Road

Angel

Highbury & Islington

Bus Routes:

4, 19, 30, 38, 43, 56, 73





Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the professional email address for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure 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.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;]
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.