

Key Stage 2 Teacher

Part time, fixed term
for April 2025

Application Pack



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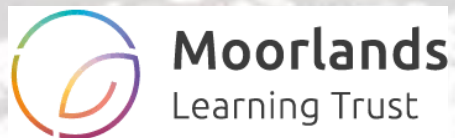
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Email: office@burleyoaks.mlt.co.uk

Website: www.burleyoaks.co.uk

Twitter: [@BurleyOaks](https://twitter.com/BurleyOaks)

Headteacher: **Mrs Claire Lee**
Chair of Governors: **Miss Christine Smith**
Status: **Academy**



About the School

Belong, Believe, Achieve

Our vision focuses on nurturing children to become: imaginative, passionate, confident, resourceful, resilient, reflective and responsible learners.

We seek to provide an enriched, vibrant and positive environment which:

- challenges children to use their initiative and to believe that achievement is limitless
- provides real life, transferable learning opportunities which inspire lifelong learning
- develops ambition and collaboration thereby promoting a positive contribution to society
- celebrates happy, secure and independent learners who will reflect on precious memories of their time at Burley Oaks.

To fulfil this, we aim to:

- ensure that each child is valued as an individual, enabling them to develop a positive self-image and respect for others
- help children to understand the importance of health and find enjoyment in their learning
- develop children's confidence in their capacity to learn both independently and as a team
- provide equality of access to long-lasting learning and high quality teaching, relevant to their lives now and in the future
- provide a well-resourced, flexible and e-confident environment
- establish a progressive learning culture which improves children's outcomes
- develop all stakeholders as learners
- develop 'children's voice' and 'parents as partners' to empower the learning community
- encourage children to understand and value others and the environment in which we live
- encourage everyone to work for the common good and make a difference for the better

Background

Burley Oaks Primary School is a two form entry school catering for children from Reception to Year 6. There are currently 393 children on roll – Sept 24. We are one of two primary schools serving the village of Burley-in-Wharfedale, which is situated between the towns of Otley and Ilkley in the Wharfe valley. Housed in the premises of the former Burley Middle School, we benefit from specialist facilities, including Art/DT, Music and ICT.

We academised in September 2023 when we joined Moorlands Learning Trust.



Burley Oaks is a hard-working and caring school with a vibrant and creative ethos. We are fortunate to have a hugely committed and dedicated staff team. Have a look at [our video](#) on the home page of our website for a 'flavour' of what makes learning and working here so fabulous!

Organisation/Curriculum

Currently we operate with 14 classes, consisting of Head + 18.3 teachers, supported by 18 support staff (Teaching Assistants and HLTAs). Support staff are organised into teams attached to particular phases – Reception, Year 1/2, Year 3/4 or Year 5/6.

The quality of education and our cleverly designed, progressive curriculum are real strengths of our school which offer children significant and meaningful opportunities to learn and develop their skills and knowledge. Teachers and support staff plan and deliver much of the curriculum together, benefitting from true teamwork; the staff team is empowered and valued enormously.

All children are taught in single age classes. Our curriculum is enhanced with a cleverly designed enrichment programme which brings learning together in a holistic and inspirational set of activities and celebrations. Academic results at all key stages have been consistently high compared to similar schools. We are focused on quality outcomes and progress for all children and have recently been accredited as a centre of excellence for the Inclusion Quality mark.



Our Community

There is a strong tradition of community involvement in the village and we work in partnership with local groups. We have a great deal of support from committed and interested parents. An active School Association organises Christmas and Summer Fairs and many social events for parents. The school also presents many performances for parents throughout the year – Harvest, Christmas, Easter, Y3/4 and Y5/6 productions, Y6 leavers' concert and a musical soirée.

Wider Curriculum

At Burley Oaks there is a wide range of activities for children to participate in outside the classroom to enrich and enhance their educational experiences. We have a fabulous outdoor classroom and deliver a Forest School's Programme to embed outdoor learning in our curriculum. We are incredibly fortunate to have such extensive grounds and to be surrounded by greenery.



We are proud of the fact we were one of the first schools nationally to have achieved 'Sing Up Platinum' status; **music is a key strength of our school**. We look forward to seeing the fantastic musical productions our pupils perform. All Year 5 children learn to play electric guitar, drums and keyboard whilst Year 6 learn the Saxophone and Year 3 children learn the recorder. Peripatetic teachers teach a variety of instruments across the whole school as well as our specialist music teacher who teaches music to each class.

Our **sports provision** is excellent, supported by a variety of external coaches and events throughout the year to raise the profile of PE. Children benefit from a specially designed **cycle track** complete with skills loops and challenges.

We have a dedicated **mental health** and well-being mentor in school every day; the whole team's mental health is a key priority. We have created a bespoke wellbeing programme for children to support awareness and an understanding of positive mental health called Wellme and have been accredited with the Carnegie **Gold School Mental Health Award**.



A **specialist Computing teacher** leads our IT provision across school and supported our work in achieving the safety mark and the Naacemmark IT award.



Our buddy classes are very important to our teachers and children alike. Children benefit from working across phase and key stage with younger and older children in themed days. Teachers benefit from working in pairs and teams to share their good practice and recent training experiences; relationships are strong and supportive.

The children are always enthusiastic about our **extra-curricular activities** which include: football, netball, cricket, dodgeball, tennis, cross country running, choir, orchestra, recorder, Lego, French, Burley Oaks Theatre

School, Mighty Chefs etc. There is clear value in the experiences undertaken. As well as after-school clubs, children also have opportunities to take part in residential visits.




Burley Oaks' partnerships with the other seven schools in the Wharfe Valley and the schools within the **2VLC Learning Collaborative** and the **Red Kite Alliance** are extremely positive. We benefit from a range of networks which nurture shared best practice in areas such as: Literacy, Assessment, SEN, Early Years etc. Our relationship with Burley and Woodhead Primary is excellent; the two schools provide excellent education for the young people in Burley.

After School

The school currently operates before and after school clubs – **Early Birds** and **Night Owls**, which are very popular with both parents and children alike.

Ofsted Judgements

In June 2022, we were inspected by OFSTED, who judged us to be '**outstanding**' and **described Burley Oaks as "an extraordinary school"**. Highlights of the report include:

-  PUPILS "...it is filled with happy children..." "...pupils behave exceptionally well..." "...they listen attentively and are highly focused on their learning..." "...pupils are thoughtful and kind..."
-  STAFF "...well trained staff ensure a consistent approach..." "...teaching staff are highly skilled..." "...staff are rightly proud to work at this inclusive school..." "...the impact of the work of teaching assistants is evident in the classroom..." "...the support pupils with more complex needs receive from staff is exceptional..."
-  LEADERS "...have designed an impressive curriculum that is ambitious and exciting..." "lead to a consistently respectful school culture..." "...pupils are adamant that it is ok to be different..."

JOB DESCRIPTION



Burley Oaks Primary School Outline Job Description



POST TITLE:	TEACHER – PRIMARY
POST REF:	YEAR 3 CLASS TEACHER – FIXED TERM
GRADE:	MPS / UPS

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

As a Primary school teacher you will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery. You should be fully committed to raising attainment across the key stage 2 and across all subjects that you are required to teach. You will be acutely aware of the strategies required to achieve the highest standards within your specialist subject area/across the curriculum.

You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

As a Classroom teacher you will, at all times, be mindful of, and adhere to, the Professional Standards for Teachers and the Career Stage expectations negotiated and adopted by the school at any time.

In addition, for Teachers paid on the Upper Pay Range (UPR), your achievements and contribution to an educational setting should be substantial and sustained.



KNOWLEDGE AND SKILLS:

(See Personnel Specification)

EFFORT DEMANDS:

- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.

RESPONSIBILITIES:

TEACHING:

- To teach students according to their individual educational needs, including the appropriate setting and marking of work to be carried out by the students.
- Identifying effective intervention and mentoring strategies for students.
- To mark and grade students work in a way which enables you to give written/verbal and diagnostic feedback and maintain records of pupils' progress and development.
- To use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus, for example, podcasts, interactive whiteboards etc.
- Prepare pupils for internal and external assessments and examinations.
- To undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties.

HEALTH, SAFETY AND DISCIPLINE:

- To ensure a safe, secure and healthy environment for students
- To manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- To actively encourage good practice with regard to punctuality, behaviour, standards of work and independent learning.

WHOLE SCHOOL ORGANISATION AND STRATEGY:

- To participate in and organise extracurricular activities, such as outings, social activities and sporting events; including participation in occasional overnight visits.
- To contribute to the development, implementation and evaluation of school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

- Subject to the guidance relating to Cover, supervise and teach any pupils where the person timetabled to take the class is not available to do so.

MANAGEMENT OF STAFF AND RESOURCES:

- To prepare and regularly update subject materials including researching new topic areas and writing new curriculum materials.
- To supervise and support the work of classroom support, teaching assistants, trainee teachers and newly qualified teachers (NQTs).
- To efficiently deploy such resources as are allocated/delegated to you.
- Contribute to the recruitment, selection appointment and professional development of other teachers and support staff.

PROFESSIONAL DEVELOPMENT:

- To under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).
- Where appropriate, to participate in arrangements for the appraisal and review of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff.

COMMUNICATION:

- To communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events.

WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS:

- To liaise with other professionals, such as learning mentors, careers advisers, educational psychologists, education welfare officers etc.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

FLUENCY DUTY

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level



Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

SPECIAL CONDITIONS OF SERVICE:

- All applicants must be willing to sign a Disqualification Declaration form.
- An enhanced DBS with Children's Barred list check is required for the successful applicant.
- It is an offence to apply for the role if barred from engaging in regulated activity with children.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable adults/finance.
- Online searches will be conducted on short listed candidates.
- All applicants' attention is drawn to the school's Child Protection and Safeguarding policies which may be found on the [Policies Page](#) on our website along with the BOPS Privacy Notice for Applicants and our DBS policy which includes information on the employment of ex-offenders.

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

PERSON SPECIFICATION



Burley Oaks Primary School Class Teacher - Person Specification



	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> • Proven record of success as an outstanding Teacher (E) • An understanding and demonstration of barriers to learning and how those may be overcome (E) • Experience of managing student performance and intervention strategies to raise performance (E) • Previous teaching within primary education (E) • Experience of safeguarding and additional educational needs (E) • Experience of working alongside employer partners to achieve learning objectives (E) • Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level (E)
QUALIFICATION S/ TRAINING:	<ul style="list-style-type: none"> • Honours degree or equivalent in relevant subject (E) • Qualified Teacher Status (E) • Professional qualification or relevant experience (D)
KNOWLEDGE/ SKILLS:	<ul style="list-style-type: none"> • Ability to communicate effectively with a range of internal and external stakeholders (E) • Excellent literacy, numeracy and IT skills (E) • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level. (E)

The Recruitment Process

How to apply:

1. If you wish to apply for this post, please download the application form (or complete online) outlining how you meet the criteria on the job description and the attributes required.
2. You may supplement your application with a letter of **no longer than two sides of A4**. Your letter of application should outline your reasons for applying for the post and give an indication of what you can offer the school.

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

Closing Date: Noon, Monday 13th January 2025

Interviews: Tuesday 14th January 2025

If you have not been contacted by the close of business on Monday 13th January, you should assume that your application has been unsuccessful at this time; however, we thank you for your interest in this post.

Completed applications should be forwarded to:

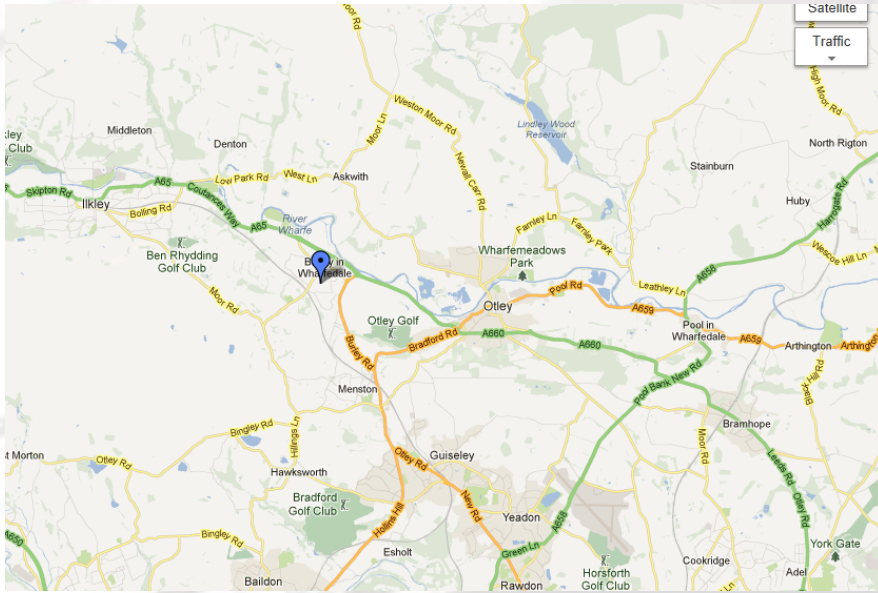
by email: office@burleyoaks.co.uk

or Burley Oaks Primary School
Langford Lane,
Burley in Wharfedale,
Ilkley,
LS29 7EJ

Thank you once again for your interest in this post; we look forward to receiving your completed application.



How to Find Us



Our address is:

Burley Oaks Primary School
 Langford Lane
 Burley-in-Wharfedale
 LS29 7EJ
 Tel. 01943 862642
 Email: office@burleyoaks.co.uk

