



**KS2 Teacher-in-charge
Lealholm Primary School
Full-time Maternity cover – secondment considered**

**Required to start from: February 2023
Recruitment Information Pack**

Lealholm Primary School
Lealholm
YO21 2AQ
www.lealholm.n-yorks.sch.uk

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Welcome from the Headteacher

Dear applicant,

Allow me to extend a warm welcome from all governors, staff and children at Lealholm Primary School. I am delighted you have shown interest in joining us and I look forward to sharing with you what makes our school a very special place to work. Lealholm is a very small (30 pupils) River school in an idyllic location. We are a national English Hub and are proud of our outstanding standards in not only phonics and reading but all curriculum areas.

Our children are delightful, happy, confident and energetic. They are passionate about their learning and enjoy a wide curriculum, with access to 1:1 iPads, outdoor learning areas and well-stocked libraries. Our children have many talents and we pride ourselves in providing lots of opportunities for every child to contribute to the wider school community. We are looking for a teacher and developing leader who can take the love of learning that our children come to school with each day and use it to inspire awe and wonder; someone who can embrace all aspects of the curriculum.

As Headteacher I am fortunate to work alongside a staff team who share my enthusiasm for educational excellence and who are equally as ambitious as I in working towards our long-term vision. We work closely together with our Trust village partner schools Castleton, Glaisdale and Oakridge , and the staff teams across all three are passionate about their work and supportive of each other. Flexibility is crucial, particularly within our small school settings, and the successful candidates will need to lead by example in this respect.

This is an exciting time to join us. As part of the Yorkshire Endeavour Academy Trust, our team are working in partnership across the Whitby area to share, learn and inspire. Through our Trust we are able to access support, training and resources from the Esk Valley Alliance and Yorkshire Endeavour English Hub, which means staff members have a wide range of colleagues, tools and resources to help them develop not just in the classroom but beyond.

I hope that you will take the time to find out more about our school. Good luck with your application. I look forward to reading it.

**Christina Zanelli,
YEAT CEO and Headteacher**

Yorkshire Endeavour Academy Trust

Our Vision and Values

Vision

- **Ethical** action for a world class education.
- **Nurturing** relationships at the heart of our communities.
- **Brave** leadership in a changing landscape.

Values

- Providing world-class education to all children through an ambitious curriculum.
- Encouraging curiosity and a lifelong love of learning.
- Wrapping around our community through an inclusive nurturing approach.
- Taking pride in local heritage whilst preparing our children to be global citizens.
- Collaborating with partners in education and universal services to support each child's unique journey.
- Highlighting and sharing excellent educational practice for the benefit of all.
- Growing and developing people in all roles to be their very best.

Schools in Yorkshire Endeavour Academy Trust

Airy Hill Primary School

Pupils succeed and flourish at our school. They achieve well across the whole curriculum. We have a very strong school community where staff care for our pupils and their well-being. Children's behaviour is excellent throughout our school and reflects our high expectations. Not only do pupils behave very well, but they look out for one another and are helpful, polite and welcoming to visitors. Children are keen to talk about how much they enjoy their learning. They feel safe and know that there are adults that they can talk to if they have concerns. Our school values run deeply through the life of our school and are easily identified by anyone visiting us. Relationships between adults, children and our wider community are excellent. Children learn about their local heritage as well as aspects of culture from around the globe - they value and celebrate the differences in each other.



For more information about Airy Hill, please visit our website:
www.airyhill.n-yorks.sch.uk

Castleton Community Primary School

Castleton currently has 53 pupils on roll across two classes: Acorns (EYFS/KS1) and Oaks (KS2). Outdoor learning is a key feature of our provision and children have regular opportunities to participate in a range of outdoor activities. Hidden behind our historic building are extensive grounds, which include tiered gardens featuring a pond, greenhouse, adventure play area, stage, quiet zone, forest school site and an outdoor classroom. Our children are also interested in music and the arts. Our parents are very keen to be involved in the life of the school and we have an active PTFA.



For more information about Castleton, please visit our website:
www.castletonprimaryschool.co.uk

Glaisdale Primary School

Glaisdale school currently has 34 pupils on roll across two classes: Explorers (EYFS/KS1) and Adventurers (KS2). We have a relatively new staff team who have worked hard in recent months to develop our curriculum, sports offer, school council and EYFS provision.



Glaisdale Primary School

Our children love the great outdoors and our rural location provides lots of opportunities for sport and adventurous activities. We would love our new teacher in charge to share this passion, taking the lead on improving our sports and PE provision in order to achieve local, regional and national recognition.

Staff have developed excellent relationships with our parents and 100% of those completing a recent survey said they would recommend Glaisdale to other parents.

For more information about Glaisdale, please visit our website:
www.glaisdaleprimaryschool.co.uk

Lealholm Primary School

Lealholm is a very welcoming school with a friendly atmosphere. The small pupil numbers encourage a family feel, where pupils from Reception to Year 6 happily learn, play, eat and celebrate together. All pupils can identify trusted adults within school, including those in non-teaching roles, to whom they could turn to if they had any worries. Positive attitudes and kind behaviour are celebrated and awarded in weekly assemblies.



Pupils have access to a wide range of activities, as well as taking on leadership responsibilities, including being on the school council and being reading buddy. Opportunities to work collaboratively with pupils from other schools within the Trust are actively planned into the school year. This provides pupils from our small village community with useful opportunities to develop confidence and build relationships with their peers beyond Lealholm, in preparation for their eventual transition to secondary school in the nearest town, almost 10 miles away.

For more information about Lealholm, please visit our website:
www.lealholm.n-yorks.sch.uk

Oakridge Community Primary School

Oakridge Community Primary School is situated in a most beautiful part of the country: the village of Hinderwell located between the North Yorkshire Moors and the North Sea coast.



We are a designated Community Primary School, including a nursery and cater for children between the ages of 3 and 11. The children are organised into two classes: Dolphin Class for KS2 pupils and Seahorse Class for EYFS and KS1 pupils.

We provide a rich and exciting curriculum in a safe and caring environment, where children flourish and have the opportunity to build positive relationships, make reputable choices and be inspired to become innovative life-long learners.

We recognise that parents and carers are an integral part of our family of schools, and we strive to work with them to make positive contributions to our local communities.

For more information about Oakridge, please visit our website:
www.oakridge.n-yorks.sch.uk

West Cliff Primary School



West Cliff Primary School is a warm and friendly community school that provides education from children aged 2-11. It currently has 210 children on roll, divided into 8 classes (one for each year group). One of our classes is a nursery class that takes children from 2 years old. The school mainly takes children from the west side and the centre of Whitby - but is accessible from all parts of the town.

We pride ourselves on providing a warm and welcoming environment for children and adults alike, and we strive to provide the very best standard of education possible for our children.

The school has a before and after school club (The Ocean Fun Club), offering wraparound care for children from 7.45 until 5.15. This is open to all children including our nursery children.

We are a Beach School as we believe that the beach is a fantastic resource that can be used, both to learn and have fun on.

For more information about West Cliff, please visit our website:
www.west-cliff.n-yorks.sch.uk.



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There are no great schools without great teachers - the key to education is the person at the front of the classroom.

This is an exciting time in which to join our professional body of teachers across the North Yorkshire Coast. Our schools are thriving and with such a sense of community and partnership, a modern way of working has allowed us to collaborate and work in partnership so that we can adapt and evolve.

We are part of the North Yorkshire Opportunity Area that is prioritising improvements to education and numeracy and literacy outcomes, alongside a drive to recruit and retain high-quality, motivated teachers to the area - what are you waiting for?

Teachers like you have the opportunity on the North Yorkshire Coast to be supported to have an enriched career that remains attractive to you as your career and life develops. We recognise and have developed a range of distinctive opportunities to give you the confidence to engage in additional professional and leadership development, as well as access to fully-funded national professional qualifications.

We value good teaching and great teachers on the Coast.

Visit us at www.teachyc.co.uk

Application Process

The closing date for all applications is **9am on Friday 9th December**

Interviews will be held in the week of the **9th January 2023**

Completed applications must be returned to NYES.Resourcing@northyorks.gov.uk

If you do not receive confirmation of receipt of your application within one working day please contact Sarah Hunter - Resourcing Partner on 07816 251 271

If you think you're the person for the job, please complete the enclosed application form with your supporting statement, no more than two sides of A4, and send to the email address above by the closing date.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

Queries

Informal chats with our Headteacher, Christina Zanelli, are welcomed. Please contact Sarah Hunter - Resourcing Partner on 07816 251 271 to organise.

We actively welcome you to contact Sarah Hunter at North Yorkshire County Council to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people on the coast.

Job Description

Job title: Class teacher

Salary: Teachers' Pay and Conditions

Hours: 1:0 FTE

Contract type: Maternity

Reporting to: Headteacher

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

Other areas of responsibility

- Curriculum co-ordination of at least one subject

Notes: This job description may be amended at any time in consultation with the postholder. The job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Teacher in Charge – Roles and responsibilities

The role of 'Teacher in Charge' comes into effect whenever the headteacher is not on the school premises.

The 'Teacher in Charge' is responsible for maintaining the standards and expectations of behaviour of both staff and pupils while the headteacher is not in school.

The Role Includes

Responding to day-to-day issues that require immediate action. *NB This does not include any issues that can be dealt with by the headteacher later.*

Daily responsibility for health and safety (refer to policy).

Fire Safety

In the event of fire, the teacher in charge is the point of contact for the fire service.

Lockdown

In the event of a lockdown (Run, Hide, Tell) being necessary, the teacher in charge will lead this, following the policy.

Safeguarding

To follow the procedures as laid down in the child protection policy. To contact Social Care Customer Service for further advice, as required. (Number in the office).

Any serious incidents must be reported to the headteacher as soon as possible – all staff have headteacher's contact details.

If the teacher in charge is also the Deputy Designated Safeguarding Lead (DDSL), they will be expected to undertake relevant training and fulfil the roles and responsibilities of the DDSL. **This will be the case at Castleton and Glaisdale Schools.**

First Aid

Staff in school are trained in the use of First Aid. The teacher in charge will make a decision as to whether parents need to be contacted or if further treatment (ambulance or hospital visit) is necessary.

NB 2 members of staff must always accompany the child.

Details of any existing medical conditions are held in the office.

Decisions re school closure

In the event of exceptionally severe weather during the school day or other unforeseen circumstance, attempts will be made to contact the headteacher for a decision regarding closure. In the event of the headteacher not being contactable, the teacher in charge will contact the CEO or the Chair of Governors for advice on the decision. If neither of these are contactable, the teacher in charge may make the decision to close the school – normal safety procedures to be followed. Details for NYCC (Permission for unavoidable school closure) are in the office.

Parental comments and queries

The teacher in charge will respond to parental concerns or queries that need an immediate response (only if they have not been successfully dealt with by the class teacher concerned) and will refer all other matters to the headteacher. The teacher in charge may make an appointment for a parent to meet with the headteacher.

End of day

A nominated person must remain on site at the end of the day until all children have left the premises. All teacher directed hours are 8:30 until 3.30 or 4.30 if after school clubs are taking place

Phone calls

Where appropriate, the teacher in charge will check messages left on the answerphone during breaks and at the beginning /end of the day.

Cover arrangements

If a member of staff is absent, the teacher in charge will decide whether a supply teacher needs to be contacted or if cover can be provided in-house.

The teacher in charge may also be required to arrange cover for any planned absences

The teacher in charge needs to be on site during lunchtime. Minor issues will be dealt with by the midday staff.

School improvement

The teacher in charge may be asked to review and contribute to the school self-evaluation and school development plan.

Information sharing

The teacher in charge will be required to share information with other staff members. This might include passing on messages from the headteacher or sharing information from meetings, in line with safeguarding and data protection policies.

Performance management

The teacher in charge may be required to undertake performance management of support staff, under the direction of the headteacher.

Induction and support

The teacher in charge may be required to carry out the induction of new staff members and to support teaching students and/or newly qualified/recently qualified teachers or staff completing qualifications (eg Higher Level Teaching Assistant programme).

Subject leadership

The teacher in charge will have at least one subject leadership responsibility and is required to provide support and undertake monitoring for their subject across Castleton, Glaisdale and Lealholm and Oakridge schools.

Emergency Procedures

Refer to the School Incident File held in the school office and follow the School Emergency Evacuation Plan if necessary.

If in any doubt about any situation, the teacher in charge should consult with the headteacher in the first instance and, if they are unavailable, either the CEO or Chair of Governors, or the headteacher from one of the YEAT schools.

Person Specification

		<u>Desirable/ Essential</u>
Attributes	Experience of teaching in primary schools in KS2	Essential
	Experience of teaching mixed aged classes.	Desirable
	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
	Experience of effectively leading projects within a school.	Desirable
	Ability to remain calm under pressure.	Desirable
Education and Training	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

Professional Knowledge and Skills

Safeguarding Awareness	Essential
An excellent classroom practitioner	Essential
Experience of leadership within a school setting.	Desirable
Effective use of assessment data to plan sequences of learning that secures accelerated progress	Essential
Work effectively as part of a team, relating well to colleagues, pupils and parents	Essential
Excellent time management skills and ability to prioritise workload.	Essential
Excellent use of technology 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	Essential
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

Essential

High level of oral and written communication skills and ability to communicate with a wide range of audiences

Essential

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

Any additional factors

A commitment to abide by and promote equal opportunities, Health and Safety and Child Protection Policies

Essential

Commitment to an involvement in extra-curricular activities

Essential

Commitment to, and enthusiasm for, self- and school improvement.

Desirable

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the appointment is subject to a satisfactory enhanced level disclosure and S128 clearance from the Disclosure & Barring Service (DBS).