



Key Stage 2 Teacher Maternity Cover Overdale Community Primary School

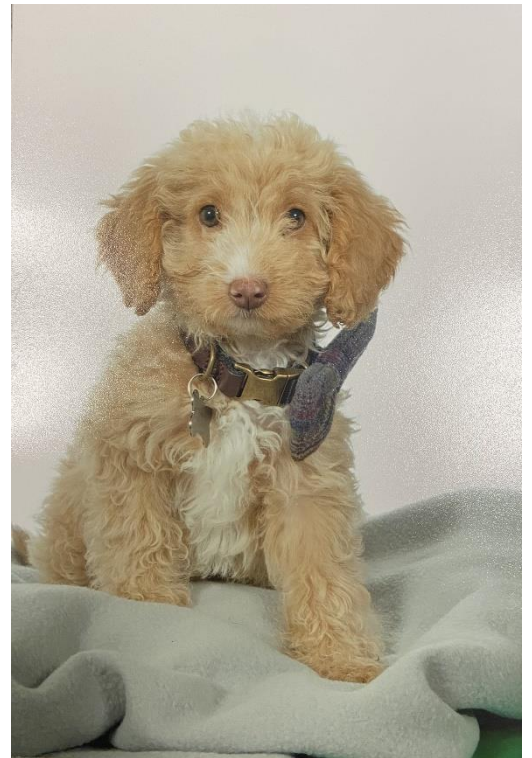
Recruitment Information Pack





Contents

About the School & Headteacher's Welcome	3
Application Process	4
Job Description and Person Specification	5-8
Applying for a job with North Yorkshire Council	9



Meet Buddy, our Therapy Dog



About the School and Headteacher's Welcome

Welcome to Overdale Community Primary School and on behalf of our children and staff thank you for taking an interest in the learning team. We are very proud of our school and our ethos of positivity; where the welfare, wellbeing and achievement of our children are firmly embedded.

We are incredibly proud of our calm and happy learning community in facilities which were purpose built in 2021 to support our existing and new families that have moved into the growing community of new builds within the Middle Deepdale area. The new building is state of the art in terms of being eco-friendly and operating a high standard of technology.

Alongside this, we have spacious classrooms benefitting from natural light and ventilation, creating the best possible learning environment for our children, and working environment for our staff. Outdoors, we have two football pitches, a rounders pitch and a one-mile running track, along with an environmental area and quiet place with logs and other features. We use our outdoor space for orienteering and problem solving. We can teach numeracy and phonics outdoors, for example, and we also have two outdoor gyms. The school now has double the capacity of the old building on the former site and the new location provides a link between the older parts of Eastfield and the new housing developments in Middle Deepdale to the north.

Overdale serves a large community with a range of children from different backgrounds. The role of a teacher in our school brings its challenges but it is extremely rewarding. We have benefited from considerable investment over the years – specifically in terms of Speech and Language Development and EYFS. We have recently expanded and welcomed 8 2-year-olds in January.

Learning at Overdale means you will have a real opportunity to deliver quality education within the culture of 'The Three R's' and enjoy the coastal community. The Three R's - "*Respect, Responsibility, Resilience*" - are important to the ethos of our school community and hence we have a set of values that reflect this, that our children will come to know, understand, and implement these within our school family. Our wonderful team of staff are key to driving these values and work together along with our wider school community to ensure each child is nurtured and given every opportunity to thrive and achieve their potential. We are delighted to have just received our Nurture UK award, which is testament to our hard work in creating an enriching learning environment, and we have just welcomed our newest staff member aiding us in this area, Buddy, our therapy dog!

Here at Overdale Community Primary School we are proud to be a leading school in the area. Together we have built a school that has the highest aspirations for our children to shine, but also one that supports and celebrates our amazing community that we are proud to serve. I very much hope that you will apply to join our team at this exciting time as we develop our EYFS provision.

Mr Robert Bowman

Headteacher

For more information, please visit the [school website](#).



[Click to watch our school welcome video](#)



Application Process

The closing date for all applications is 9am, Monday 15th April

Interviews will be held the week beginning Monday 22nd April

An email will be sent to shortlisted candidates with details of the interview process.

Queries

For an informal, confidential conversation about the role, please contact
NYES.Resourcing@northyorks.gov.uk

We actively welcome you to contact us 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 in the area.



We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our child protection policy can be found [here](#).

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

Job Description



Job title: Class teacher Y3/Y4

Salary: Teachers Pay and Conditions

Contract type: Permanent

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 ethos, 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

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this 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.

Notes: This job description may be amended at any time in consultation with the postholder.

<u>Attributes</u>	<u>Person Specification</u>	<u>Desirable/ Essential</u>
	Experience of teaching in primary schools in KS2	Essential
	Able to evidence excellent pupil progress	Essential
	Experience of working positively and closely with staff, parents and guardians	Essential
	Effective experience in creating a positive climate and environment to secure accelerated learning	Essential
	Recent OFSTED experience	Desirable
	Experience of mixed age group teaching	Desirable
<u>EDUCATION AND TRAINING</u>	QTS	Essential
	Thorough knowledge of teaching, learning and curriculum in primary schools	Essential
	Commitment to continued professional development	Essential
	Evidence of recent & relevant training	Essential
	Safeguarding Awareness	Essential
<u>PROFESSIONAL KNOWLEDGE AND SKILLS</u>	An excellent classroom practitioner	Essential
	Effective use of assessment data to plan sequence of learning that secures accelerated progress	Essential
	Work effectively as part of a team, relating well to colleagues, pupils and parents	Essential
	Excellent use of ICT to support learning	Essential

**ANY
ADDITIONAL
FACTORS**

High expectations of all pupils	Essential
Detailed knowledge of the National Curriculum and its planning and delivery	Essential
Implications of the Code of Practice for Special Educational Needs for teaching and learning	Desirable
Evidence of ability to maintain high standards of behaviour and develop attitudes of care, control and cooperation	Essential
Experience of curriculum planning as part of a team	Essential
Ability to self-motivate and lead a team of support staff	Essential
High level of oral and written communication skills and ability to communicate with a wide range of audiences	Desirable
Able to offer subject expertise	Essential
High level of organisational and planning skills	Essential
Ability to use initiative, solve problems, make decisions and motivate others	Essential
Ability to relate to and empathise with pupils and to build trusting relationships with them	Essential
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

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 clearance from the Disclosure & Barring Service (DBS).

APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

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

Data Protection

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

Rehabilitation of Offenders

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

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

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

Information in Support of your Application

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

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

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

Canvassing

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

Policy Statement on the Recruitment of Ex-offenders (Source www.gov.uk)

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

This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment