

APPLICANT PACK



WOODLANDS PRIMARY



Realising Potential. Transforming Lives.

Advert

Post: KS2 Teacher

Contract type: 0.6 FTE (flexible which days)

Contract term: Maternity Cover

Commencement Date: January 2023

We are looking for an experienced, ambitious, caring and resilient teacher to join our Year 5 team for a maternity cover. Woodlands is a recently improved school, judged to be good by OFSTED in February 2022. The successful candidate will be a part of the journey to outstanding, working with a brilliant staff team and a forward thinking, passionate Senior Leadership Team.

We can offer confident, happy children who want to make excellent relationships with staff, an outstanding curriculum and research-led CPD opportunities including a 1:1 coach and opportunities to meet and collaborate with educationalists. An understanding of attachment and Social and Emotional Mental Health would be advantageous as we are a school who work with children who may have experienced previous trauma. An understanding of Year 6 would also be beneficial but not essential.

There will be an opportunity to take on a subject lead responsibility and receive the support and training you may need as a new or experienced subject leader. This will most likely be in a foundation subject, but please state your expertise within your application. You would work with our curriculum leader to continue to grow and develop the implementation of the curriculum through our lesson structures and teaching and learning profile.

Visits to the school are encouraged, and can be booked by calling the school office on 01142396464. Informal queries can be directed to Katie Hall, Deputy Headteacher or Lauren Johnstone, Headteacher.

If you are interested in applying for this role, please submit a Mercia Learning Trust Application to recruitment@merciatrust.co.uk. Please note we do NOT accept CV's or Council Application Forms.

Closing Date: Tuesday 11 October 2022

Headteacher's Message

Thank you for your interest in joining Woodlands Primary School. This is an excellent opportunity to join a great school and to play a key role in shaping the provision of education for our children.

At Woodlands Primary School we care about success and about each other. We have high expectations inside the classroom and outside the classroom in all that we do. As a community school, we take our role seriously in providing the best quality care and education for children from age 2 to 11.



We focus on the important things that children need. We do not focus solely on outcomes and test results, but on giving children the right attitudes and knowledge for a successful life. To demonstrate this, we have our "4 Is" which we want all children to become: intelligent talkers, insatiable readers, impeccably behaved and inclusive citizens. Everything we do should focus on these.

Many of our children need the care and attention of our school to be like a family. So, we have our family values which are:

RESPECT: resilience, empathy, self-respect, punctuality, enthusiasm, character and talk.

All of us need to show these values at all times, our staff, children and community. This means we develop in our knowledge and our behaviour.

Our staff team are central to our success. They drive and accelerate the provision we offer to our community and we want the very best people to join us. We have a very strong staff team who are all focused on our children, making sure that every day is the best it can be for all of them.

If you feel you have the skills, drive and ambition to help support our aims, then please do read on.

Mrs Lauren Johnstone
Headteacher

Job Description

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|-------------------------|-----------------------|
| Post Title: | Teacher |
| Salary: | Main Pay Scale |
| Responsible to: | Headteacher |
| Responsible for: | N/A |

The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies.

PURPOSE OF THE POST

- To teach designated pupils and undertake associated pastoral and administrative duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies.
- To undertake tasks related to the development of a curriculum area.

EMPLOYMENT DUTIES

- To be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the 'Teachers Pay and Conditions Document').

KEY RESPONSIBILITIES

- To pursue the aims of the school in a positive manner and promote the agreed ethos.
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching.
- To teach pupils according to their individual needs, including the planning and assessment of work in line with agreed policies of the school
- To monitor and assess children's progress and report to parents.
- To implement and maintain the school's policy on discipline and behaviour.
- To support the school's endeavours to meet the needs of its community.
- Participate in the school's performance management process.
- To promote and monitor the organisation of the learning and teaching through a particular subject throughout the school.

CLASS TEACHER DUTIES

- To plan programmes of work for pupils in co-operation with teaching colleagues within the team in order to ensure that all children are taught by members of that team experience similar learning opportunities.
- To plan work matched to the individual needs of children and within the school's agreed policy and schemes of work.
- To produce written records of such planning in accordance with school policy
- To assess and record pupil's achievements and progress within the statutory requirements and school's assessment policy and report to parents.
- To contribute to meetings, discussions and management systems necessary to ensure the coordination of the work of the school as a whole.
- To ensure that the classroom is kept tidy and attractive, with children's resources readily available for them to find independently.
- To contribute to the ideas within and the implementation of the School Improvement Plan
- To supervise the use of support staff relevant to the class
- To contribute to the provision of a safe and secure learning environment.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- The post may be required to travel and work within any school in the Mercia Learning Trust

GENERAL DUTIES

- To contribute to whole school events as and when required
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018
- Be aware of and support diversity, ensuring equal opportunities for all
- Develop professional, constructive relationships with other agencies, schools and professionals
- Participate in meetings, training and performance development as necessary
- Recognise own strengths and areas of expertise using these to advise and support others
- Be willing to undertake training and professional development as required of the post
- Any other duties and responsibilities appropriate to the grade and role

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility

- To contribute to the overall ethos, work and aims of Mercia Learning Trust
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To contribute to trust partnership activities to drive school and trust improvement
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: Sept 2022

Person Specification

| | |
|-------------------------|-----------------------|
| Post Title: | Teacher |
| Salary: | Main Pay Scale |
| Responsible to: | Headteacher |
| Responsible for: | N/A |

| SPECIFICATION | ESSENTIAL | DESIRABLE |
|------------------------------------|--|--|
| Qualifications and Training | Qualified Teacher status Teaching degree or equivalent (BA, BEd, PGCE etc.) | Evidence of further educational study or qualification |
| | The ability to communicate clearly and take into account, | Experience using a range of assessment tools. |

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| Skills and Knowledge | <p>where appropriate, the views of others</p> <p>Excellent personal organisational skills</p> <p>A flair for teaching and the ability to contribute and work as a member of a strong team.</p> <p>An inspirational, committed and highly effective classroom practitioner who is dedicated to achieving the best outcomes for each individual child.</p> <p>Effectively communicate orally and in writing to a range of audiences</p> <p>Maintain a calm level of professionalism at all times.</p> <p>Effectively fulfil and be willing to develop further the expectations of the Teachers Standards.</p> <p>An ability to create a warm, positive and motivating learning experience for children.</p> <p>A commitment to raising attainment</p> | <p>Good time management skills Enthusiasm and willingness to contribute to and participate in the wider context of school life.</p> |
| Experience | <p>An up-to-date and working knowledge of the National Curriculum.</p> <p>Knowledge of appropriate resources and strategies which support outstanding teaching and learning opportunities.</p> | <p>Experience of intervention processes to raise achievement.</p> <p>Experience of teaching across the age and ability range at Key Stage 1 and 2</p> |

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|---------------------------|--|---|
| | <p>Good knowledge and understanding of learning and teaching at Key Stage 1 and 2</p> <p>Working knowledge and experience of Assessment for Learning; and assessing without levels</p> <p>Excellent subject knowledge</p> <p>Excellent classroom management skills</p> | <p>Interest in or experience of leading a subject area.</p> <p>Experience of working in a larger school</p> |
| Personal Qualities | <p>Energy and enthusiasm</p> <p>Reliability and integrity</p> <p>Sense of Humour</p> <p>Excellent record of health, punctuality and attendance</p> <p>A commitment to the ethos of the school</p> <p>Commitment to your continuing professional development</p> | <p>Adaptability to changing circumstances & ideas</p> |

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to: MLT Recruitment Team, Mercia Learning Trust, 79 Glen Road, Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.

- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merctrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 239 6464 or enquiries@woodlands.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merctrust.co.uk.

Key dates:

- **Closing Date: Tuesday 11 October 2022**
- **Interview date: Wednesday 19th October**

The small print:

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.