



# Carleton Endowed

## CE Primary School

*A faithful community that loves, lives and learns with hope and joy; where everyone is valued and encouraged to flourish.*

**Part-time Class teacher**

**2 days per week**

**Fixed for two terms**

**Candidate Information Pack**

**Closing date:** 8am Friday 6th June 2025

**Short Listing:** Friday 6th June 2025

**Interviews:** Thursday 12th June 2025

**Required September 2025 or sooner if possible**

**Number of children on roll: 145**

<b>Vacancy Hours</b>	<b>part time (2 days a week)</b>
<b>Contract Type</b>	<b>fixed for two terms (until end of March 2026)</b>
<b>Pay scale</b>	<b>MPS</b>
<b>Application Closing Date</b>	<b>8am Friday 6th June</b>
<b>Shortlisting Date</b>	<b>Friday 6th June</b>
<b>Interview Date</b>	<b>Thursday 12th June (TBC)</b>
<b>Venue for Interview</b>	<b>Carleton Endowed Church of England Primary School</b>

### **Advert Details**

The Headteacher and Governors are seeking to appoint an experienced class teacher who wishes to be actively involved in our hard working and forward-thinking staff team. The successful applicant would be employed to work two days a week as part of a job share . We can be flexible on age group so please state your experience and strengths.

### **We are looking for a candidate who is:**

- Passionate about teaching and learning
- An excellent classroom practitioner with an inclusive approach
- Willing to support the Christian ethos of the school
- An enthusiastic and hard-working team player
- Energetic, motivated, positive with a can-do attitude
- Committed to high-standards and expectations
- Creative, interesting and willing to take risks
- Resilient, flexible and fun

### **What we can offer:**

- Happy and welcoming pupils, staff, governors and parents
- Pupils with good behaviour and a thirst for knowledge
- A warm, collegiate and supportive environment in which to work, learn and develop
- High quality continuous professional development and leadership development opportunities
- Opportunity to work in collaboration with other schools and be part of the Leeds Diocesan Learning Trust
- A chance to be part of a caring, Christian environment with exciting visions for the future

The successful applicant will become part of a team that is enthusiastically driving the school forward and building upon it's achievements and strengths. We are a warm, inclusive family

school with a strong Christian ethos, a sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner.

*Carleton Endowed CE School is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.*

**We welcome visitors and encourage you to come for a visit prior to your application. If you would like to arrange a visit to the school, please email [admin@carletonendowed.com](mailto:admin@carletonendowed.com) or call 01756 792910 .**

### **More information**

Carleton Endowed Church of England Primary School is located in the beautiful village of Carleton, a short drive from the bustling market town of Skipton in the Yorkshire Dales.

We are a happy and aspirational village primary school providing education for children aged 4-11. We are proud of our local roots and of our strong church and community links. Our vision statement '**A faithful community that loves, lives and learns with hope and joy; where everyone is valued and encouraged to flourish**' is at the heart of all we do and our staff are committed to ensuring that all children are able to be the very best that they can be. We provide an exciting, rich and varied curriculum to challenge and inspire our pupils and give them every opportunity to flourish. We value academic and personal success and have high expectations of behaviour and effort. Our children have fun together and work hard together.

Our recent SIAMS inspection (November 24) noted:

*The Christian value of love inspires adults and pupils to work unstintingly for the wellbeing of others. Consequently, staff feel appreciated and pupils are valued, leading to a school where adults and pupils thrive.*

### **Leeds Diocesan Learning Trust (LDLT)**

Carleton Endowed school is one of 14 schools in LDLT.

Leeds Diocesan Learning Trust was established in September 2022 and has a passionate commitment to support church and community schools across the Diocese of Leeds. Bringing together the children, staff and governors in our schools and the central team and directors on the Trust Board, we are proud to 'love, live and work together' to support the delivery of quality education. You can find out more about LDLT on their website: [www.ldlt.co.uk](http://www.ldlt.co.uk)

### **How to apply**

Please see the person specification and job description below. Visits to school prior to completion of the application form are welcomed and encouraged.

Completed application forms should be returned to the Head Teacher, Mrs Helen Dudman, by email to **admin@carletonendowed.com** to arrive no later than **8:00am Friday 6th June**.

It is expected that **interviews** for the post will be held **Thursday 12th June**.

Details of the interview arrangements will be sent out to those on the shortlist by Monday 9th June. If you have not heard from us by this date please assume that your application has not been successful on this occasion.

Thank you in advance for completing your application.

**Carleton Endowed CE Primary School**  
**MAIN SCALE CLASS TEACHER**  
**Job Description**

<p><b>Effective communication and engagement with children, young people, their families and carers.</b>  <b>Effective communication with all those involved in the education and welfare of the children.</b></p>	<ul style="list-style-type: none"> <li>• Develop good working relationships with parents, keeping them well informed and involved whenever possible in their child's education.</li> <li>• To develop good quality relationships with staff, children, parents, governors and all agencies involved.</li> <li>• Participate and contribute to all methods of communicating with the stakeholders.</li> </ul>
<p><b>Child and young person development</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain up-to-date knowledge and understanding of the areas of teaching and pupil support for which post-holder is responsible.</li> <li>• To work as member of a staff team to plan and deliver a broad, balanced, relevant and differentiated curriculum, catering appropriately for the intellectual, physical, social and emotional needs of individual children according to the requirements of the National Curriculum and agreed school policies.</li> <li>• Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress.</li> <li>• To maintain appropriate records of individual children's work and progress, implementing agreed assessment procedures, as may be necessary in accordance with national and local requirements and to make these available to the Head, colleagues and others as may be required.</li> <li>• Monitor the progress of pupils for whom the post holder is responsible to set expectations and give constructive feedback.</li> <li>• Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate,</li> </ul>
<p><b>Safeguarding and promoting the welfare of the child</b></p>	<ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> </ul>
<p><b>Supporting transitions</b></p>	<ul style="list-style-type: none"> <li>• Liaise with other teachers to support transition of children. If needed to liaise with high schools providing early transition opportunities for end of Key Stage 2.</li> </ul>
<p><b>Multi agency working</b></p>	<ul style="list-style-type: none"> <li>• Work co-operatively and positively with all the agencies to ensure the needs of each child are being met.</li> </ul>
<p><b>Sharing information</b></p>	<ul style="list-style-type: none"> <li>• Maintain appropriate records to demonstrate progress made by pupils and to monitor any behaviour issues.</li> <li>• Share with the other members of staff the responsibility for the pastoral care and general well-being of the children.</li> </ul>

<b>Administration/Other</b>	<ul style="list-style-type: none"> <li>• Make an active contribution to the policies and aspirations of the school.</li> <li>• Fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers.</li> <li>• Achieve any performance criteria or targets arising from the School's Performance Management arrangements.</li> <li>• To attend relevant staff meetings and professional development days in accordance with the reasonable professional expectations of the Head Teacher and the Conditions of Service.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Ensure services are delivered in accordance with the aims of the Single Equality Scheme.</li> <li>• Develop own and team member's understanding of equality issues.</li> <li>• Fulfil all of the responsibilities and duties required by the School's policies on teaching and learning.</li> </ul>

## **PERSON SPECIFICATION**

### **Carleton Endowed CE Primary School MAIN SCALE CLASS TEACHER (YEAR 3) Person Specification**

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Qualifications &amp; Training</b>	Qualified Teacher Status	Additional professional or other qualifications.	Application form
<b>Experience</b>	Experience of planning for, teaching and assessing primary children. Evidence of ability to adapt learning to meet the needs of all pupils. Recent experience of teaching within the primary age range	Subject leadership experience	Application form Reference Interview
<b>Knowledge</b>	Knowledge of structure and content of the National Curriculum. Evidence of continuing professional development.	Excellent ICT skills	Application form Reference Interview
<b>Professional Skills</b>	Committed to safeguarding and promoting the welfare of children. Ability to enthuse and inspire children through innovative practice. Committed to raising standards and rates of progress. Ability to direct and manage support staff within the classroom. Ability to communicate effectively in a variety of situations. Ability to establish and maintain positive behaviour strategies. Able to adapt to changing circumstances and embrace new ideas. Ability to work in partnership with other agencies and school staff. Commitment to supporting the ethos of a Church of England school Subject leadership experience	Willingness to develop specialist skills and subject knowledge.  Willingness to contribute to extra-curricular enhancement.	Application form Interview
<b>Personal Qualities</b>	Enthusiasm and commitment to the aims and objectives of the school. Excellent communication and organisational skills.	Ability to provide support to staff and to be aware of the everyday issues that	Application form Interview

	<p>The ability to work as part of a team, being adaptable, flexible and supportive of colleagues.</p> <p>Energetic and resilient with a good sense of humour.</p>	can affect the smooth running of the school.	
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