

**Email:** **office24@nettleworth.notts.sch.uk**

**Head Teacher**

**Mrs Debbie Hyslop**

**Nettleworth Infant School & Nursery**

**Ley Lane**

**Mansfield Woodhouse**

**NG19 8LD**

**01623 455940**



**Appointment of Class Teacher**

Thank you for your interest in this post.

This position requires a calm, caring and friendly person to support our pupils in a positive manner.

This post offers the applicant the opportunity to work within a stimulating and innovative school alongside an exceptionally supportive and skilled staff.

The school has built very positive relationships with parents, who are actively engaged in their child’s education.

The school ethos is based upon nurture, collaboration, trust and respect. All staff provide outstanding role models, and professional development opportunities are abundant and well managed. The school environment is exceptional and provides excellent working conditions. At present (2024) our staff consists of 8 teachers, 1 head teacher, 13 teaching assistants, 2 administrative staff, 7 mid-day supervisors, 1 play leader and 5 site staff.

Nottinghamshire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful candidates will receive the County Council’s Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

Nottinghamshire County Council, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services. Disabled applicants who meet the essential criteria of the person specification will be guaranteed an interview.

I hope you will be encouraged to apply for this post and I look forward to hearing from you.

**D. Hyslop**

Head Teacher



 NETTLEWORTH INFANT AND NURSERY

 SCHOOL

Thank you for your interest in the post of Class Teacher at Nettleworth School. Please find enclosed an application form and relevant information relating to this post.

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Please note that in line with the safeguarding requirements, if you are shortlisted,

* references will be requested prior to interview from your current or last employer. Where there has been a break in teaching, references will also be sought you’re your previous school/employer. Referees may also be contacted by telephone.
* you will need to bring with you to the interview original documentation to prove your identity and that you have a right to work in the UK
* you will need to bring with you to the interview original qualification certificates essential to the post.

Further details will be given if you are invited to an interview. Please also note that if you are successful for teaching post in a school you will also be subject to the full range of pre-employment checks which will include a prohibition from teaching check and for certain posts in schools a disqualification under the childcare act 2006 check will also be required if you work in certain settings.

The School, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or trade union membership status. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service. Disabled candidates who meet the essential requirements of the post will be guaranteed an interview.

Completed application forms should be returned to the Nettleworth School, Ley Lane, Mansfield Woodhouse, Notts, NG19 8LD (by hand, by post (please ensure the correct postage is used to ensure your application is received on time), by email to office24@nettleworth.notts.sch.uk

Please note that only fully completed application forms will be accepted and the school will not accept CVs in lieu of the application form.

If you have any queries or questions about the post please do not hesitate to contact the school office (01623 455940).

**Nettleworth School**

**Person Specification Post title: Class Teacher**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Qualified Teacher Status
 |  |
| **Experience** | * Experience as a good primary classroom practitioner
* Working effectively in a team
* Recent teaching experience in Key Stage 1
 |  |
| **Professional knowledge, understanding and skills** | * Understanding of what constitutes quality and high standards in learning and teaching
* Inclusion and strategies for engaging learners
* What constitutes appropriate and successful relationships with children
* Safeguarding in an infant school
* Achieving and sustaining high standards
* Effective organisational skills
* Ability to work well with parents and carers
 |  |
| **Specific knowledge, understanding and skills** | * A good understanding of the KS1 curriculum and classroom practice
* Using a positive approach to promote learning excellent behaviour
* Confident and competent user of ICT
* Converse with professionals, parents and children with ease using appropriate and accurate spoken English and specialist vocabulary
* Engagement in or willingness to engage in CPD
 | * Experience of assessment data to inform practice
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| **Professional values** | * High expectations of everyone
* Commitment to practical learning
* Willingness to use variety of teaching strategies to engage all learners
* Commitment to the personal welfare and safeguarding of children
 | * Support for an enriched curriculum through out of hours learning
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| **Personal qualities** | * Passionate about Learning and Teaching
* Able to inspire and motivate learners and colleagues
* Open minded, self evaluative and adaptable to changing circumstances and new ideas
* Able to enthuse and reflect upon experience
* Willingness to be involved in the wider life of the school
* Ability to work flexibly and prioritise
* Good interpersonal/communication skills
* A willingness to learn and the will to continue to strive for excellence
* When all the above fail, to maintain a good sense of humour.
 | * Insight into what is important in our school
* Brings personal interests and enthusiasms to the school community
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**Class Teacher – Generic Job Description**

**Post Title:** Class Teacher

**School:** Nettleworth Infant and Nursery

**Salary and Grade:** Main pay scale range

**Line Manager/s :** The headteacher, members of the senior leadership team (SLT)

 and the governing body

**Supervisory responsibility:** The postholder may be responsible for the deployment and

 supervision of the work of class-based teaching assistants relevant

 to their responsibilities

**Main purpose of the job:**

* Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
* Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school
* Converse with professionals, parents and children with ease using appropriate and accurate spoken English and specialist vocabulary

**Duties and Responsibilities**

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document.* Teachers should also have due regard to the Teacher Standards (2012). Teachers’ performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

**Teaching**

* Deliver the curriculum as relevant to the age and ability group/subjects/s that you teach
* Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
* Be accountable for the attainment, progress and outcomes of pupils’ you teach
* Be aware of pupils’ capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
* Have a clear understanding of the needs of all pupils, including those with special educational needs; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
* If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics

**Administration**

* Register the attendance of and supervise learners, before, during or after school sessions as appropriate
* Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers’ Pay and Conditions Document*

**Professional Development**

* Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
* Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
* Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

**Other**

* To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
* Perform any reasonable duties as requested by the headteacher

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

**Signature of post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_/\_\_\_\_/\_\_\_\_\_**

**Signature of headteacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_/\_\_\_\_/\_\_\_\_\_**

**Guidance notes for completing application forms**

These notes have been put together to help you complete your application form.  Please read them carefully, along with any other information supplied, before you start.

Candidates will be short listed solely on the information supplied in the application form, measured against the person specification.  Be clear that you can demonstrate that you meet the essential requirements of the person specification before proceeding.

Successful candidates must fully meet all the essential criteria e.g. qualifications, experience and any other requirements in relation to working with children and young people. If you are shortlisted the interview process will be designed to assess your ability to meet the essential requirements of the post (including suitability to work with children). For shortlisted candidates any discrepancy or anomalies in the information provided or issues arising from references will be followed up during the interview.

Migrant workers

In order to comply with the provisions of the Illegal Working Regulations, employers are required to see and retain copies of documentary evidence that confirms the entitlement of all new employees to work in the UK.

If you are shortlisted you will be asked to take your documents to the interview where the Appointing Officer will photocopy these and check your right to work in the UK for the purposes of the Illegal Working Regulations.

If you are the successful candidate copies of your documents will be kept on your personal file. If you are unsuccessful then copies of your documents will be destroyed.

Filling in the form

Please note CVs will only be accepted if accompanied by a fully completed standard school application form.

We will not make any assumptions about your abilities and do not take into account any previous applications or any prior knowledge of you.

The form needs to be legible and should be completed in black ink or typed.

It may be helpful to make a rough draft of the form and to retain a copy.

If the advert states the post is available for job share, make sure you indicate if you want to apply on that basis.

If you would like to receive the form in an alternative format, please contact the school office.

Personal details

Enter fully and clearly your details in block capitals.  If you do not have an NI number, contact your local Department for Work and Pensions (DWP) office.

Present or last employer

State clearly your present or last employer’s name, address and post held.

Previous employment

In accordance with statutory requirement for all school-based appointments it is essential that you include and give accurate dates and provide reasons for all breaks in your employment history. Please therefore include dates of all periods of education / training /employment /voluntary experience and any periods of unemployment or other breaks. Please start with the most recent first. (Please continue on separate sheet if necessary)

Education, qualifications and relevant training attended

Provide full details of your education at secondary level and above, where applicable.  Include details of any special skills training, day release, evening classes or other relevant knowledge.  If a qualification has been asked for, make sure you give all the information required and levels of any examinations taken.  You will be expected to provide documentary evidence if invited for an interview.

Additional information in support of your application

This section is very important.  It gives you the opportunity to detail why you are the best person for the job and why you are applying.  Use the job description and person specification as a guide, and focus on how your skills, knowledge and experience meet the job requirements, giving specific examples. Also include any voluntary work you may have been involved in, experience at school or any relevant experience outside work.

References

Give the name and address of two people who can provide a reference in support of your application. One of these must be your manager in your present (or most recent) employment (or tutor/head teacher if in full time education).

If you are applying for a teaching post and are not currently employed as a teacher, we will contact the school, college or local authority at which you were most recently employed to confirm details of your employment and the reasons for leaving.

If you are applying for the post of head teachers one of your two references must be from your current LA and the other reference from your current/last employer.

If you are currently unemployed, please give details of your manager in your most recent employment if possible and / or a suitable alternative.  Please note that members of your family friends and relatives are not acceptable referees. The Authority and school you are applying to work in reserves the right to approach any previous employer or manager as part of the pre-appointment checks.

Please note that references will be sought on all short-listed candidates before an interview.

7. Health/Medical Details

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

8. Disclosure of Criminal Background

If the post you are applying for requires a Disclosure and Barring Service (DBS) check, you must provide information about all convictions.  The post will be exempt from the Rehabilitation of Offenders Act 1974 and rules relating to ‘spent’ convictions do not apply.

The amendments to the Exceptions Order 1975 (2013) provide that certain ‘spent’ convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website [www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide](http://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)

It is important to note however that some cautions and convictions will never be filtered off a DBS record and must be disclosed by a prospective employee. Please refer to the guidance in the filtering guide in the above website or find the specific link to this list of information at [www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)

Following the interview process, if you are the preferred candidate, you will be required to complete a DBS application form.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the Business Support Centre, tel: 0115 977 2727 (Option 1, Option 3) or visit the DBS website: [www.gov.uk/disclosure-barring-service-check5](http://www.gov.uk/disclosure-barring-service-check5).

9. General

For NCC maintained and voluntary aided schools you must indicate whether you are related to a member of the County Council or an employee of the authority. It is not normally permissible to appoint direct relatives to posts involving a direct supervisory role.

10. Equalities Act 2010

Information disclosed in this section is to enable a fair decision to be made and not to discount applicants. It is used to ensure appropriate support is offered through the selection process and to guarantee disabled applicants who meet the essential shortlisting requirements an interview.

12. Declaration

You will need to sign and date your application form to declare that all information is correct. You also need to confirm that you

 - are not on the Children’s Barred List and not disqualified from working with children

 - are not subject to sanctions imposed by a regulatory body e.g. Teaching Regulation Agency

 - have the legal right to work in the UK. (You will be asked to provide documentary evidence of this prior to commencing work with the Authority.)

If you are going to send the completed form by e-mail, you will be asked to sign the form, if selected, at the interview.

Equality and diversity monitoring

Nottinghamshire County Council/ The School/ The Academy Trust has an Equality Policy and it is important that you provide the information requested on the Equality and Diversity Monitoring Form. It will help us to better monitor the fairness and effectiveness of our employment practices. This part of the form will not be used to shortlist applicants for interview and will not be viewed by the recruitment panel. You are also assured that the personal information you provide will be treated in the strictest confidence and will only be used to monitor the fairness and effectiveness of our service delivery and employment practices.

Returning completed forms

You should ensure your completed application is received before the closing date specified on the job advert. Late applications will not be considered.

You can return your completed application via e-mail to:- office24@nettleworth.notts.sch.uk

Post or by hand to: Mrs D. Hyslop, Nettleworth Infant and Nursery School, Ley Lane, Mansfield Woodhouse, Notts, NG19 8LD

Further information

If you are offered a post in a school after an interview you may be subject to further pre-employment checks if they are applicable to the post. These checks include Disqualification under the Childcare Act check and the Prohibition from teaching check.



**Right to Work in the UK – Acceptable Documents**

|  |  |
| --- | --- |
| **Document** | **Acceptable** |
| British, UK & Colonies, EEA or Swiss Passport | ✓ |
| Residence permit, registration certificate or document indicating permanent leave to remain in the UK | ✓ |
| Permanent residence card issued to a family member of a national from a EEA country or Switzerland, who is resident in the UK | ✓ |
| Biometric Immigration Document (Identity card) | ✓ |
| Passport or other travel document endorsed to say the holder is exempt from immigration control | ✓ |
| Passport or other travel document showing entitlement to remain the UK indefinitely or time limited and is entitled to work in the UK | ✓ |

**If you cannot present any of the above documents then you must provide one document from list A with a document from list B**

**List A**

* P45
* P60
* Payslip
* National Insurance number card
* Government document showing National Insurance number

**List B**

* A full UK birth certificate showing the name(s) of at least one parent
* A full UK adoption certificate showing the name(s) of at least one parent
* A certificate of registration or naturalisation stating the holder is a British Citizen
* Immigration Status Document issued by the UKBA endorsed with permission to stay in the UK and is allowed to undertake employment

**Please note if there has been a change of name since the above documents were issued you will need to provide proof of this such as a marriage certificate, divorce document, deed poll, adoption certificate or other statutory declaration.**

If you should have any queries please contact righttowork@nottscc.gov.uk

**Right to Work in the UK – Unacceptable Documents**

|  |  |
| --- | --- |
| **Document** | **Not acceptable** |
| A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK.  | 🗶 |
| A National Insurance number on its own in any format  | 🗶 |
| A driving licence issued by the Driver and Vehicle Licensing Agency  | 🗶 |
| A bill issued by a financial institution or a utility company  | 🗶 |
| A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar  | 🗶 |
| A short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holder’s parents (A5 document) | 🗶 |
| A licence provided by the Security Industry Authority  | 🗶 |
| A document check by the Criminal Records Bureau/ DBS  | 🗶 |
| A utility bill / council tax bill | 🗶 |
| A card or certificate issued by the Inland Revenue under the Construction Industry Scheme | 🗶 |

**What if I have lost my documents proving my Right to Work in the UK?**

The NCC Registration Service can advise and help you with a replacement birth certificate:

**If you were born in Nottingham**

If you were born in the City of Nottingham you need to contact the Nottingham Register Office (in the Council House) on **tel:**0115 8415554 or **email:**office.register@nottinghamcity.gov.uk

**If you were born elsewhere in Nottinghamshire**

If you were born elsewhere in Nottinghamshire, the Registration Service will be able to provide you with your birth certificate from one of their main offices. You can contact them by **email:**certificates@nottscc.gov.uk or by telephoning the Customer Service Centre on **tel:** 0300 500 80 80.

**If you were born elsewhere in England and Wales**

If you were born anywhere else in England and Wales, the Registration Service can also provide you with contact details of the relevant office holding your original birth record.

An expired UK (only) passport can still be used as proof of right to work in the UK.

**DBS Identity Checks**

Nottinghamshire county Council/The School/The Academy Trust verifies your identity by following the two route process as stipulated by the [Disclosure and Barring Service](https://www.gov.uk/government/organisations/disclosure-and-barring-service).

**Route One**

Can you produce a document from Group 1? If yes then 3 documents are required as follows:

* 1 document from Group 1 **and**
* 2 further documents from Group 1 or 2, one of which must verify their current address.

**European Economic Area (EEA) Nationals (Non-UK)**

Where an EEA National has been resident in the UK for less than five years their identity should be validated via Route One by checking a current passport or current UK photo card Driving Licence plus 2 further documents. In the absence of a Group 1 document there must be a valid reason for using Route Two.

**All Non EEA Nationals must be validated using Route One only.**

**Route Two**

You must produce:

* **3 documents from Group 2 comprising of**:
* 1 document from Group 2a **and**
* 2 further documents from Group 2a or 2b one of which verifies their current address: **and**
* You will need to be checked by an external validation service who will check you against their records to establish your name and living history footprint. This will be carried out automatically through the online DBS system.
* If you fail the external ID validation check at route 2 the DBS process will be halted until further clarification is obtained.

**Please note if there has been a change of name since the documents below were issued you will need to provide proof of this such as a marriage certificate, divorce document, deed poll, adoption certificate or other statutory declaration.**

**List of Valid Identity Documents**

**Group 1 – Primary Trusted Identity Credentials**

* Current valid Passport – UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa valid up to the expiry date)
* Biometric Residence Permit (UK)
* Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
	+ Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
* Birth Certificate (UK & Channel Islands) - issued at time of birth;
	+ Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)

**Group 2a – Trusted Government / State Issued Documents**

* Current UK Driving licence (old style paper version)
* Current Non-UK Photo Driving Licence - this can be used up to 12 months from the date the applicant entered the UK. Please note - This document may still be used to verify the identity for applicants prior to arriving in the UK
* Birth Certificate (UK & Channel Islands) - issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).
* Marriage/Civil Partnership Certificate (UK)
* Adoption Certificate (UK and Channel Islands)
* HM Forces ID Card (UK)
* Fire Arms Licence (UK and Channel Islands)

**Group 2b – Financial / Social History Documents**

* Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted)
* Bank/Building Society Statement (UK or EEA)\* (Non-EEA statements must not be accepted)
* Bank/Building Society Account opening confirmation letter (UK)
* Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted)
* Financial Statement \*\* - e.g. pension, endowment, ISA (UK)
* P45/P60 Statement \*\*(UK & Channel Islands)
* Council Tax Statement (UK & Channel Islands) \*\*
* Work Permit/Visa (UK) (UK Residence Permit) valid up to the expiry date.
* Letter of sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application)
* Utility Bill (UK)\* – Not Mobile Telephone
* Benefit Statement\* - e.g. Child Allowance, Pension
* A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
* EU National ID Card
* Cards carrying the PASS accreditation logo (UK and Channel Islands)
* Letter from Head Teacher or College Principal (UK only) (16/17 year olds in full time education – only used in exceptional circumstances when all other documents have been exhausted).

**Please note**: If a document in the List of Valid Identity Documents is:

* denoted with\* - it should be less than three months old
* denoted with \*\* - it should be issued within the past 12 months

Otherwise, **it can be more than 12 months old**