



## **Phase Leader and Class Teacher KS1 or KS2**

**Closing Date: Monday 26<sup>th</sup> February 2024 – by Midday**

**Shortlisting: Wednesday 28<sup>th</sup> February 2024**

**Interview Date: Monday 4<sup>th</sup> March 2024**

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# Park Walk Primary School



Park Walk, London SW10 OAY

Tel: 020 73528700 Email: [info@parkwalk.rbkc.sch.uk](mailto:info@parkwalk.rbkc.sch.uk)

Miss Emily Caldwell - Headteacher

Miss Sinead O'Leary – Deputy Headteacher

Dear Applicant,

I would like to thank you for your interest in the post of Phase Leader and Class Teacher at Park Walk Primary School. We are seeking to appoint the successful candidate to take up the post of Phase Leader and Class Teacher at the start of the academic year in September 2024.

Park Walk is situated off the King's Road in Chelsea in the heart of a diverse and dynamic community. As a result, the children who attend the school come from a range of ethnic and social backgrounds. Our school community consists of enthusiastic children who enjoy coming to school, staff who are committed to the individual outcomes of every child, parents who are interested in their children's education and a very supportive and skilled Board of Governors.

We are looking for a Class Teacher who will be creative, enthusiastic and self-motivated to develop and nurture every child in their care.

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You can learn more about us at the school's website – [www.parkwalk.rbkc.sch.uk](http://www.parkwalk.rbkc.sch.uk).

Once you have read through this application pack, if you would like to visit us, please contact Kimberley Ray, our School Business Operations Manager, on 020 7352 8700 to make an appointment.

Thank you for your interest in the post, and I wish you every success with your application. If you have any further questions, please do not hesitate to contact the school.

Yours faithfully

Emily Caldwell

Headteacher

**Job Advert**  
**Class Teacher / Phase Leader KS2 – Park Walk Primary School**  
**Required from September 2024**

**Job Title: Phase Leader and Class Teacher**  
**School: Park Walk Primary School**  
**Location: Kensington and Chelsea**  
**Salary: Main Pay Scale + TLR2a or UPS**  
**Contract: Full Time and Permanent**

Park Walk is a happy and successful one form entry community primary school. We are located just off the King's Road in Chelsea, in an attractive, newly renovated and spacious Victorian building. Park Walk is currently recognised as a "Good" school by Ofsted and is on an exciting journey towards achieving our outstanding potential.

We are looking to appoint an enthusiastic and highly self-motivated **Phase Leader and Class Teacher**.

**The successful applicant must be:**

- positive, hardworking and committed
- passionate about providing a high quality and inclusive education for all children
- an excellent classroom practitioner who is creative and passionate about their teaching
- able to demonstrate excellent interpersonal skills with pupils, staff and parents
- able to work effectively as part of a team, accept challenges and motivate others
- able to enthuse and inspire a love of learning for all, while supporting pupils social and emotional development
- able to demonstrate a clear vision of what outstanding teaching and learning looks like
- able to demonstrate a proven track record of raising standards or accelerating progress for pupils across a class, phase and school

Experience is essential.

**What we can offer you:**

- a high level of support and commitment from our friendly and hardworking leadership team
- a staff that is committed to the children and their development
- children who are eager to learn in our creative and positive atmosphere
- a vibrant and culturally diverse school community
- a commitment to professional development
- a highly supportive Board of Governors

We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer. Any offer of employment will be subject to an Enhanced Disclosure and Barring Service check, satisfactory references and medical check.

Visits to the school are warmly welcomed. Please telephone the school office on 0207 352 8700 and ask for Kimberley Ray to make an appointment.

You can download the application pack on <https://teaching-vacancies.service.gov.uk/> or [www.rbkc.gov.uk](http://www.rbkc.gov.uk) or email the school for an application pack: [info@parkwalk.rbkc.sch.uk](mailto:info@parkwalk.rbkc.sch.uk) or from our website [www.parkwalk.rbkc.sch.uk](http://www.parkwalk.rbkc.sch.uk)

**Completed applications should be returned to: [emily.caldwell@parkwalk.rbkc.sch.uk](mailto:emily.caldwell@parkwalk.rbkc.sch.uk)**

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## **Job Description – Phase Leader and Class Teacher Park Walk Primary School**

### **Main purpose of the job:**

- To assist the Headteacher in the organisation, management and development of the school, carrying out specific duties
- To lead a phase across the school
- To lead an area of the curriculum
- To carry out all duties of a school teacher as set out in the current School Teachers' Pay and Conditions document, the Professional Teachers Standards and school policies

### **Duties and Responsibilities**

#### **Impact on education progress beyond assigned student**

Working with other relevant teachers to:

- identify appropriate student targets for achievement
- monitor student standards and achievement against annual targets
- monitor planning, curriculum coverage and learning outcomes
- lead evaluation strategies to contribute to overall school self-evaluation
- plan and implement strategies for improvement in areas of identified need
- support the Headteacher and other colleagues in following the behaviour policy

#### **Leading, developing and enhancing the teaching practice of others**

Working with other relevant teachers to:

- maintain personal expertise and share this with others
- act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- monitor and evaluate standards of teaching, identifying areas for improvement
- plan and implement strategies to improve teaching in areas of identified need
- induct, support and monitor new staff

#### **Accountability for leading, managing and developing a subject or curriculum area and pupil development across the curriculum**

Working with other relevant teachers to:

- identify relevant school improvement issues
- define and agree appropriate improvement targets
- co-ordinate CPD needs and opportunities
- evaluate the impact of all improvement activities on the quality of teaching and learning
- provide the senior leadership team with relevant subject, curriculum area or student performance information

**Person Specification – Phase Leader and Class Teacher  
Park Walk Primary School**

**All candidates must be able to meet the professional standards for teachers**

	<b>Essential</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• Qualified teacher status</li> <li>• Evidence of commitment to own Professional Development</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Teaching within the primary phase, including evidence of outstanding teaching directly linked to key stage delivery</li> <li>• Team leadership, including during school development and/or improvement</li> <li>• Responsibility for whole-school key stage leadership or equivalent, providing strategic and practical oversight</li> <li>• Developing and delivering staff development programmes</li> <li>• Implementing teaching and learning strategies to improve quality and pupil attainment</li> </ul>
<b>Professional knowledge, understanding, skills and attributes</b>	<ul style="list-style-type: none"> <li>• Have a thorough understanding of:               <ul style="list-style-type: none"> <li>➢ statutory National Curriculum requirements at the appropriate key stage</li> <li>➢ statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Safeguarding</li> <li>➢ the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)</li> </ul> </li> <li>• demonstrate a sound knowledge of effective teaching and learning strategies, effective planning and record keeping procedures</li> <li>• knowledge of monitoring, assessment, recording and reporting of pupils' progress</li> <li>• be able to create a stimulating, interesting and effective learning environment, which promotes high standards of behaviour and work</li> <li>• be aware of the needs of children from diverse ethnic and cultural backgrounds, including those of whom English is an additional language and know how to meet those needs</li> <li>• be able to work with colleagues and eagerness to further develop</li> <li>• be able to communicate clearly and effectively, both orally and in writing</li> <li>• show commitment, enthusiasm and energy for raising pupils' achievement</li> </ul>
<b>Personal qualities</b>	<p><b>To be:</b></p> <ul style="list-style-type: none"> <li>• approachable and committed</li> <li>• self-motivated and able to motivate others</li> <li>• well-organised and act calmly under pressure</li> <li>• flexible, embracing change and able to make quick responses</li> <li>• discrete, confidential and highly professional in all aspects of the job</li> <li>• able to demonstrate good health and a good attendance record</li> </ul>

## Policy on the recruitment and employment of ex-offenders

### Background

The Royal Borough of Kensington and Chelsea use the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (on the internet at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or [www.direct.gov.uk](http://www.direct.gov.uk).)

This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a Disclosure.

### Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure. The Royal Borough of Kensington and Chelsea is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for RBKC Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

### During the application process

When you apply for a job with RBKC schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

### If you are offered a job at RBKC Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, proof of relevant qualifications and any other essential requirements for the post. In the starter pack you will also receive comprehensive guidance notes explaining how to fill in the disclosure form. All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure 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. In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

### Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. RBKC HR will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

### Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

### Online Presence

Applicants are hereby notified that the school may undertake online searches in respect of shortlisted candidates as part of its due diligence checks.