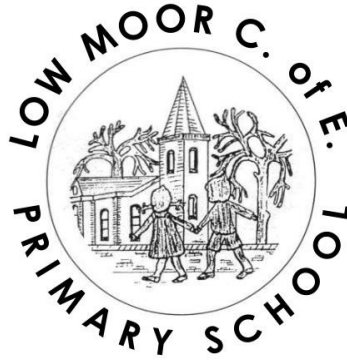




Low Moor C. of E. Primary School

To learn together and grow in God's love

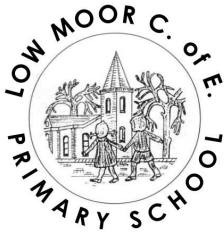
Recruitment Pack Cover Teacher

Contents:

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Closing date: Wednesday 15th October at 9.00am

Interview date: week commencing 20th October



Low Moor C. of E. Primary School

Headteacher: Mrs Y.C. Broadbent

To learn together and grow in God's love

Dear Applicant,

Thank you for your interest in this vacancy and for taking the time to explore the opportunity of joining our team at Low Moor C. of E. Primary School. We are currently seeking to appoint an enthusiastic and dedicated teacher to provide cover and deliver interventions throughout school, and would be delighted to consider your application.

At Low Moor, we pride ourselves on fostering a warm, welcoming environment, not only for our children but for our staff as well. We believe that the success of our school is as a result of an extremely talented, hard-working and dedicated team, and as such, we are committed to supporting and developing each member, both personally and professionally.

Our school is a community where we encourage creativity and innovation and we provide a nurturing environment that is conducive to effective learning and holistic development for all. We strive to maintain a balanced approach to workload and well-being and our supportive measures include regular professional development opportunities tailored to individual career aspirations. It is our aim to ensure that you can perform at your best while enjoying a fulfilling career and personal life.

Furthermore, we value the importance of teamwork and collaboration. At Low Moor, you will find yourself among peers who are not only colleagues but also friends. We are committed to an ethos of continuous improvement and professional growth, and we regularly share best practice and ideas as a team.

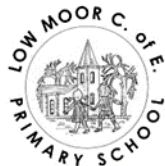
If you are looking for a school where your skills will be appreciated and your well-being prioritised, I encourage you to apply to join our team. If you have any questions or would like to know more about us, please contact the school office and we will arrange for the relevant person to answer any queries you may have.

Visits to school are encouraged and you are warmly invited to contact the school office to make arrangements.

Thank you for considering Low Moor C. of E. Primary School. We look forward to the possibility of welcoming you into our school community.

Yours sincerely,

Yvonne Broadbent
Headteacher



Low Moor C. of E. Primary School
Park House Road, Low Moor, Bradford, BD12 0NN

We currently have a vacancy for a

Cover Teacher
MPS3-6

Low Moor C. of E. Primary School is an exciting, vibrant two-form entry primary school, situated on the outskirts of Bradford. Located on the border of Calderdale, Kirklees and Leeds, our school is highly regarded within the community it serves.

We are recruiting for a Cover Teacher to join our highly successful school, commencing as soon as possible. The successful candidate will provide cover and deliver targeted interventions throughout school. Unfortunately, this role is not suitable for an ECT wishing to complete their induction.

We are looking for a teacher who:

- is able to demonstrate outstanding classroom practice;
- can inspire, motivate and engage all children;
- promotes challenge and independent learning in the classroom;
- has excellent interpersonal and organisational skills;
- is willing to share their practice and learn from others;
- is committed to working effectively as part of a team.

We offer:

- a dedicated, supportive and friendly school community with the highest expectations and aspirations for our children and their families;
- well behaved, motivated pupils who enjoy school;
- an attractive, well-resourced and positive environment;
- a commitment to your continuing professional development;
- a commitment to your well-being and work/life balance
- access to an employee assistance programme.

There will be opportunity to visit school in advance of the application deadline and it is strongly recommended that you do so. Please contact Mrs Helen Oates, or Mrs Kara Edmondson on 01274 600797 or office@lowmoor-ce.uk to make arrangements to visit on Monday 29th September at 4.00pm, Thursday 2nd October at 9.00am or Thursday 9th October at 9.00am.

This post is advertised via DfE Vacancies and we invite applicants to complete the relevant online application form.

Further information can be obtained from school's Business Manager, Mrs Lisa Bryan on 01274 600797 or email: lisa.bryan@lowmoor-ce.uk

Completed applications should be submitted no later than: **Wednesday 15th October at 9.00am.** Interviews will be held week commencing 20th October.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. All posts are subject to an enhanced DBS check and satisfactory references. We are an equal opportunities employer and all applications will be considered.

Online searches will be conducted on all shortlisted applicants

Teacher Job Description

Reports to: Headteacher

Prime objectives of the post

- To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of Low Moor C. of E. Primary School.
- To be responsible for delivering learning in accordance with the curriculum, national guidelines, and the school's strategy. The successful candidate must also carry out other duties that support pupils' learning while operating in accordance with the school's policies and procedures. The classroom teacher is responsible for teaching a class of approximately 30 children.

1. Duties:

- 1.1. To carry out the duties of a schoolteacher as set out in the Schoolteachers' Pay and Conditions Document; and such particular duties which the Headteacher may reasonably direct from time to time.
- 1.2. The details set out below describe the main duties and responsibilities relating to the post; however, a document such as this does not permit every item to be specified in details, nor does it direct the particular amount of time to be spent on carrying them out, and no part of it can be so construed.

2. Principal Responsibilities:

- 2.1. To teach children within the Primary School age range as may be directed by the Headteacher.
- 2.2. To keep up-to-date with, and remain knowledgeable of, the requirements of the National Curriculum.
- 2.3. To effectively plan a varied, balanced and appropriate curriculum which emphasises raising standards and achieving excellence.
- 2.4. To adapt teaching styles to suit all learners and provide a supportive, inclusive learning environment.
- 2.5. To work within the school's systems, structures, policies and procedures.
- 2.6. To be responsible to the Headteacher through the school management structure.
- 2.7. To maintain a good educational ethos and environment including the supervision of pupils.
- 2.8. To ensure teaching materials and display/resources/books relating to the class and/or curriculum responsibilities are of a high quality and in good order.
- 2.9. Work with colleagues on joint planning, assessment and moderation of pupil outcomes.
- 2.10. To systematically assess and record pupils' academic and social progress and use the results to inform lesson planning decisions.
- 2.11. To implement effective planning and programmes of work to ensure the learning needs of pupils with SEND are effectively met.
- 2.12. To rigorously implement safeguarding procedures and promote the welfare of all children.
- 2.13. To organise and supervise the work of support staff as required.
- 2.14. To lead worship.

- 2.15. To report pupil's learning, behaviour, effort and progress to the Headteacher and parents as required and complete the annual report to parents.
- 2.16. To be aware of school improvement priorities and new developments in education and assist in their implementation in school.
- 2.17. To participate in appraisal and school improvement arrangements.
- 2.18. To ensure professional development and performance consistent with the school's career stage expectations.

3. Additional Responsibilities

- 3.1. To lead a subject or have responsibility for an aspect of school life, in consultation with the headteacher, staff and governors
- 3.2. To be responsible for monitoring, reviewing and evaluating standards in your subject/area of responsibility across school. This may include lesson observations, drop-ins, pupil interviews, planning and book scrutinies for example.
- 3.3. To manage resources for your subject/area of responsibility, including ordering and maintaining books and equipment.
- 3.4. To be responsible for providing high expectations of pupils' achievements and standards in your subject/area of responsibility
- 3.5. To analyse assessment data to evaluate attainment and produce action plans to develop and improve standards in your subject/area of responsibility of all gender, ability and ethnic groups
- 3.6. To recommend and advise upon training for all colleagues in your subject/area of responsibility and where appropriate deliver training sessions.
- 3.7. To produce and update the policy, scheme of work and recording system for your area of responsibility.
- 3.8. To attend relevant courses and meetings.
- 3.9. To be responsible for contact/liaison with outside agencies, parents and community, in your subject/area of responsibility.
- 3.10. To be responsible for the effective allocation and impact of budget assigned to your subject/area of responsibility.
- 3.11. To provide inset/discussions for staff, parents, governors in your subject/area of responsibility and inform the Headteacher if a related item is to be included on a staff meeting agenda.
- 3.12. To be willing to keep up-to-date with new initiatives and developments in your subject/area of responsibility and distribute relevant information to colleagues and parents.
- 3.13. To assist with the development of policies and procedures in your subject/area of responsibility, ensure relevant staff are aware of the school's policy and guidelines and monitor to ensure the policy and guidelines are carried out effectively.
- 3.14. To be responsible for the learning environment in areas of the school other than own class base in respect of displays etc.

4. Wider Responsibilities

- 4.1. Be aware of and comply with policies and procedures relating to child protection /safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.
- 4.2. Comply and assist with the development of policies and procedures relating to area of responsibility as required.
- 4.3. Develop effective professional relationships with others, giving advice as appropriate.
- 4.4. Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's equal opportunities policies and practice.
- 4.5. Maintain the confidential nature of information relating to the school, its pupils, parents and carers acting in accordance with Data Protection Act principles at all times
- 4.6. Contribute to and support the overall life, work/aims and ethos of the school.
- 4.7. Undertake additional duties as reasonably requested by senior staff.
- 4.8. Assist in the training and development of staff as may be reasonably directed.

Personnel specification: Teacher

Key: A Application, S Selection Process

Attributes	How identified
Experience Essential - Recent teaching experience and recognised as being (or in the case of an ECT, having the potential to be) a good/outstanding practitioner. - Experience of using a variety of teaching strategies in order to respond to diverse learning needs and raise standards - Experience of working with parents and members of the community. Desirable - Experience of coordinating a subject	A, S
Qualifications Essential - Qualified Teacher Status Desirable - Further qualification or study relating to the post.	A, Certs
Training Essential - Commitment to continuing professional development - Willingness to participate in development and training opportunities. - Evidence of relevant previous personal development. - Training in effective classroom management. Desirable - Awareness of 'Prevent' Duty.	A, S
Special knowledge Essential - Knowledge and understanding of safeguarding procedures and current DfE requirements. - Knowledge of the curriculum and how to plan effective lessons. - Specialist knowledge in at least one specific curriculum area or Primary phase. - Knowledge and understanding of the principles and practice of assessment, target setting and pupil tracking. - Knowledge of ICT and its application across the curriculum - An understanding of the issues relating to pupils who have additional learning needs, more-able and special educational needs. - A working knowledge of relevant policies/codes of practice and awareness of relevant legislation relating to the role. - Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies. - Knowledge of Health and Safety requirements appropriate to the role. - Knowledge of effective Behaviour Management strategies. Desirable - Knowledge of school procedures. - Effective use of ICT packages. - Knowledge of specialist programmes of work for SEND.	A, S
Equality Essential Candidates should indicate an acceptance of and commitment to the principles underlying the School's Equal Opportunities policies and practices.	S

Attributes		How identified
Disposition - adjustment/ attitude	Essential • Able to use own initiative. • Able to work as a member of a team within a whole school approach. • Dependable, self-motivated and committed to the excellent education of children.	S
Practical & intellectual skills	Essential • Able to demonstrate excellent organisational and classroom management skills. • Commitment to equal opportunities for all. • Ability to communicate effectively with parents and colleagues. • Ability to prepare and present high-quality teaching materials. • Able to support the development and implementation of all school policies.	A, S
Circumstances - personal	• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). <i>Documentary evidence will be required at interview stage.</i> • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required). • Requirement to participate in some out-of-school working hours, including evening and other in-service commitments. • Excellent attendance and punctuality record.	S.

Recruitment of Ex-Offenders Policy

Low Moor C. of E. Primary School is required to send a copy of its policy on the recruitment of ex-offenders to all job applicants. The school's Safeguarding and Child Protection Policy is published on the school website <https://www.lowmoor.bradford.sch.uk/about-us/policies-documents>

- The governing body fully complies with the DBS Code of Practice and will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
- All applicants are subject to a DBS check before the appointment is confirmed; this includes details of convictions and cautions, as well as spent and unspent convictions. A positive disclosure will not necessarily prohibit a candidate from being offered a position.
- The school is committed to the fair treatment of all applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background.
- The school promotes equal opportunity and welcomes applicants from a wide range of backgrounds, including those with criminal records.
- Candidates are selected for interview based on their skills, qualifications and expertise.
- All application forms and recruitment notices will contain a statement that a disclosure will be requested if a position is offered.
- All applicants are encouraged to provide details of their criminal record at the earliest stage possible. This may be sent under a separate and confidential cover.
- All applicants will be made aware of the existence of the DBS Code of Practice and will be provided with a copy on request.
- The school is committed to ensuring all disclosure information will only be seen by those who require access as part of their duties.
- The school will discuss any matters revealed on a DBS certificate with the applicant before withdrawing a conditional offer of employment.
- At interview, or in a subsequent discussion, open and measured discussion will take place on the subject of the offences.
- Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of any offer made.
- Legal advice is available for all involved in the recruitment process to ensure they can identify and assess the relevance and circumstances of offences.
- Recruitment personnel have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders.

Extract from DBS Policy (updated June 2024)