

# Burlish Park Primary School



## Application Pack Reception Class Teacher Maternity Cover (M1-M3)





# Burlish Park Primary School

*Proud of Achievement  
Focused on Improvement*

*Mrs Kerry Postans BA (Hons) NPQH  
Headteacher*

Dear Applicant,



This post is an opportunity for an enthusiastic and committed teacher to join our team on a maternity cover basis. The post is to teach a Reception class and is expected to start on 7<sup>th</sup> November 2022. This post is salaried at point M1-M3 depending on experience.



Burlish Park Primary School has been proudly part of The Rivers CofE Academy Trust since 2018. We are a dynamic trust of 14 primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 750+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.



Our vision is to teach children to love, learn, live as a global citizen in an ever-changing world, encapsulated in our vision: 'love, learn, live'.



The closing date for applications is 28<sup>th</sup> September. We are happy to receive applications by email to [office-bp@riverscofe.co.uk](mailto:office-bp@riverscofe.co.uk). Applications should be made on a Rivers Trust application form, which is available on our website. Interviews will be held week commencing 3<sup>rd</sup> October 2022.



We would be delighted to hear from you if you share our vision and want to make a real difference to our pupils, school and Trust. If you have any further queries, or would like to visit our school, please call our school office on 01299 823771.



I look forward to hearing from you.



Yours sincerely



Mrs Kerry Postans  
Headteacher

# *Burlish Park Primary School*

## *Job Description*



### **Job Description**

**Job title:** Classroom Teacher

**Salary Range:** M1-M3

**Contract:** Maternity Cover

**Line of Responsibility:** Responsible to Headteacher/Deputy Headteacher/Phase Leader

**Direct staff reports:** Reception staff

**Our People Values:**

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

### **Key Purpose:**

- Be responsible for the learning and achievement of all pupils in class 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
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### **Main Activities:**

#### **Teaching**

- Deliver the curriculum as relevant to the age and ability group/subject/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; gifted and talented; 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
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document

#### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and wellbeing using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school 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 wellbeing, 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 Assistant and Exec Head

#### **Conditions of Employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment
- To be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions
- Attention is also drawn to the requirements for planning, preparation and assessment time under which all teachers at a school with timetables teaching commitments have a contractual entitlement to guaranteed PPA time within the timetabled teaching day
- Any other duties as directed by the Head teacher

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

# Burlish Park Primary School

## Person Specification



### Class Teacher- Person Specification

Criteria	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>Qualified teacher status</li> </ul>	<ul style="list-style-type: none"> <li>Successful primary teaching experience</li> <li>Experience teaching Early Years</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of the National Curriculum</li> <li>Experience of teaching phonics</li> <li>Knowledge of effective teaching and learning strategies</li> <li>A good understanding of how children learn</li> <li>Ability to adapt teaching to meet pupils' needs</li> <li>Ability to build effective working relationships with pupils</li> <li>Knowledge of guidance and requirements around safeguarding children</li> <li>Knowledge of effective behaviour management strategies</li> <li>Good ICT skills, particularly using ICT to support learning</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of teaching using the Read, Write, Inc phonics scheme</li> <li>Evidence of continuous professional development and commitment to further professional development</li> <li>Assessment and its implications for whole school assessment and measurement of pupil progress</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>High expectations for children's attainment and progress</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Commitment to maintaining confidentiality at all times</li> </ul>	

	<ul style="list-style-type: none"><li>• Commitment to safeguarding and equality</li><li>• Approachable, Committed, Empathetic, Enthusiastic, Organised, Patient, Resourceful, Team Player</li></ul>	
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## About Our School



Here at Burlish Park Primary we pride ourselves in our warm, caring and safe environment. As a school community we are passionate about meeting the needs of all children, making the most of their individual talents and nurturing a love of lifelong learning. Our vision is encapsulated in the words Love Learn Live.

We challenge everyone to be the best that they can be – Pupils, Staff, Parents and School Improvement Board. High self-esteem is encouraged, high expectations, standards and values are promoted.

We want all of our children to achieve the highest possible standards and make maximum progress in relation to their prior learning.

We want our children to be equipped for the future with skills such as; independence, resilience, motivation and respect.

### **The Rivers Multi Academy Trust**

When you join Burlish Park Primary School you become part of The Rivers CofE Academy Trust family, a group of 15 schools and over 750 staff working in partnership to provide the best learning experience for over 4600 children.

As a member of the trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance.

There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working

## Burlish Park Primary School

Windermere Way  
Stourport on Severn  
Worcestershire  
DY13 8LA

Tel: 01299 823771

[www.burlishpark.co.uk](http://www.burlishpark.co.uk)

[office-bp@riverscofe.co.uk](mailto:office-bp@riverscofe.co.uk)

