



Recruitment Pack

Teacher - Early Years in the first instance



Application closing date: **Friday 17th June 2022 at 10am**

Job start: **1st September 2022**

Salary: **MPS/UPS**

Location: **Rothwell, Leeds, West Yorkshire**

Contract type: **Full time and permanent**

Dear candidate

Cockburn Haigh Road Academy is a popular infant school with attached school nursery situated in Rothwell, South Leeds and is easily accessible from Wakefield, Leeds and Bradford. We are proud of our community links and the school is well respected in the area.

We are seeking an enthusiastic, inspirational and motivated teacher to join a supportive team of professionals who are committed to raising standards and using innovative ways of enhancing the learning experience of the pupils. The successful candidate will play a key role in contributing to the vision and the achievements of the school.

We can offer you:

- Well behaved children who care about each other and are enthusiastic about their learning
- A strong, positive and forward thinking leadership team
- The opportunity to work as part of a committed, supportive staff team
- Professional development opportunities

We are looking for someone who:

- Is an excellent practitioner with a passion for teaching and learning
- Has experience of using the 'Talk for Writing' approach
- Understands the importance of teaching phonics in a systematic way
- Is an enthusiastic, inspirational and motivated
- Has the ability and desire to inspire, motivate and support pupils and parents
- Understands and embraces the importance of outdoor learning
- Is not afraid to be innovative in their approach to teaching and learning
- Has resilience, emotional intelligence and excellent communication skills

The role is to teach in Early Years in the first instance.

To request an application pack, to arrange a visit, or to discuss the school and the role in more detail please contact Mrs Glover on 0113 5128746 or email at glovera2@cockburnhaighroad.org

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.

We promote diversity and want a workforce which reflects the population of Leeds.

Jacqueline Padgett
Headteacher
Cockburn Haigh Road Academy

Key Dates in the Recruitment Process:

Application window closes: Friday 17th June at 10am

Shortlisting: Friday 17th June - shortlisted candidates will be notified by email

Observations and Interviews: Tuesday 21st June 2022

Person Specification**Post Title: Teacher**

Qualifications	Essential	Desirable
Educated to degree level	✓	
Qualified teacher status	✓	
Experience		
Of teaching in Early Years	✓	
Professional Knowledge and Understanding		
A working knowledge of the Early Years Foundation Stage Curriculum	✓	
A sound knowledge and understanding and practical experience of using Talk for Writing to drive progress and attainment		✓
An understanding of curriculum and pedagogical issues relating to learning and teaching	✓	
Understanding of and commitment to the school policies, in particular: • Participation and implementation of the School Child Protection Policy • Awareness of Health and Safety implementation in the workplace • Implementation of the school Equal Opportunities Policy	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils including those for whom the school receives pupil premium	✓	
Familiarity with writing and delivering effective Individual Education Plans for pupils with SEND		✓
Professional Skills and Abilities		
A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance learning and teaching	✓	
Experience of using Tapestry or other online recording and communication platforms.		✓
Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks, including within areas of provision	✓	
Skilled in using both formative and summative assessment to plan the next steps in learning for each individual	✓	
Able to use next steps in learning to plan an engaging environment and lessons that accelerate progress and attainment across all subjects	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Able to plan and work collaboratively with colleagues	✓	
Personal Qualities		
Enthusiastic and willing to engage parents appropriately in order to encourage their close involvement in the education of their children	✓	
A flexible approach to work and a teacher who enjoys being a team member	✓	
Good communication skills both orally and in writing	✓	
Able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships in a team and across school.	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Teach allocated pupils by planning teaching to achieve progression of learning through:

- Working with support staff and the wider school staff to facilitate progress and attainment for all children
- Set appropriate and demanding expectations
- Set clear targets, building on prior attainment
- Support in the identification of SEND and gifted and talented pupils
- Provide clear structures for the school day and sessions, in both indoor and outdoor provision
- Ensure effective teaching and the best use of the time available during the school day
- Maintain excellent discipline in accordance with school procedures
- Set, and encourage the completion of, homework and homework tasks
- Set, and encourage the completion of, home learning during periods of isolation and lockdown
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to their age and stage of development
- Evaluate own teaching critically to improve effectiveness
- Take account of pupils' needs by providing appropriately structured learning. Use effective interactions with pupils, listen carefully to pupils, give attention to errors and misconceptions
- Encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively
- Use a variety of teaching strategies, including Talk for Writing and Maths Mastery, which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning
- Promote the key principles of 'growth mindset' so that pupils become keen, resilient learners

Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use this knowledge to improve specific aspects of teaching
- Monitor pupils' work and set targets for progress as necessary and in line with school policy
- Assess and record pupils' progress systematically, including using Tapestry, and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the stage at which the pupil is achieving
- Prepare and present informative reports to parents, including orally throughout the year

Curriculum Development

- Take responsibility for a subject or aspect of the school's work (if not a Y1 ECT) and develop plans which identify clear targets and success criteria for its development
- Contribute to planning activities across the whole school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Whilst the position is for a teacher of early years in the first instance, the postholder may be required to teach in any of the year groups as pupil needs demand.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status and Teachers and other current legislation.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.