



Parbold Douglas  
CHURCH OF ENGLAND ACADEMY

## Applicant Pack

Temporary Teacher (Maternity Cover)  
September 2024



# Welcome

Thank you for your interest in this temporary teacher vacancy at Parbold Douglas Church of England Academy. We are a happy, inclusive school, driven by our vision for a society transformed by a generation of young people who are passionate about justice and love.

Parbold Douglas provides primary education, serving the community of Parbold (West Lancashire) and its surrounding area. Located in a beautiful, expansive setting to the west of Parbold Hill, we are delighted to admit 30 children each year. We are also home to Parbold Douglas Nursery – a popular, well-resourced Early Years setting for children between 1 and 4 years old. We recently retained our Outstanding Ofsted judgement in November 2023. The school was recognised for its continued pursuit of excellence, evolving with intent and keeping the children at the heart of what we do.

Our school pursues a deeply Christian vision. **We seek to nurture children, equipping them with the vision, passion and skills needed to transform society.** We want children to be ‘fired up’ about building God’s Kingdom here on Earth enacting positive change and going one step further in the service of others. This is a Kingdom of peace, love, joy, unity, equality, respect, forgiveness and compassion. It is a Kingdom where all can flourish, finding belonging and fulfilment.

To fulfil this ambition, we rely on our culture of togetherness. As a team and school family, we actively seek to serve one another. We learn together through a broad, challenging curriculum. We grow together in faith, wisdom and character. We struggle and face challenge together. We celebrate and succeed together. **We flourish together**, enacting positive change at a local, national and global level.

All this, we do joyfully. **Parbold Douglas is an exceptionally happy place to be.**

Primary education spans seven years, but its impact lasts a lifetime. We intend to make these seven years some of the very best. If you share our vision and want to join a forward-thinking team, we would be delighted to hear from you.

Chris Lawson  
Headteacher





## Vacancy details

Parbold Douglas Church of England Academy is looking for a nurturing, forward-thinking, ambitious teacher to join our team on a temporary basis (to cover a maternity leave).

<b>Job role:</b>	Teacher (Maternity Cover)
<b>Year group / Key Stage:</b>	To be confirmed upon appointment
<b>Number of posts:</b>	1
<b>Working pattern:</b>	Full-time
<b>Contract type:</b>	Temporary
<b>Salary:</b>	Main pay range (within the range M1 to M3, based on experience)
<b>Start of employment:</b>	Monday 2 <sup>nd</sup> September 2024
<b>End of employment:</b>	Friday 23 <sup>rd</sup> May 2025 (or earlier, if the post holder returns prior to this date)
*There is possibility of the successful candidate continuing after 23 <sup>rd</sup> May 2025 (or earlier, if the post holder returns prior to this date)for 2.5 days until the Summer Holidays.	
<b>Application closing date:</b>	Tuesday 14 <sup>th</sup> May @ 3pm
<b>Shortlisting:</b>	Thursday 16 <sup>th</sup> May
<b>Interviews:</b>	Tuesday 21 <sup>st</sup> May 2024
<b>Suitable for ECTs?</b>	Yes

This temporary position is offered within the pay range M1 to M3, based on experience. For further information about the position, please refer to the Person Specification and Job Description within this applicant pack.

## School details

<b>School type:</b>	Academy, ages 4 to 11
<b>Phase:</b>	Primary Academy
<b>School website:</b>	<a href="https://www.pda.lancs.sch.uk/">https://www.pda.lancs.sch.uk/</a>
<b>Contact email:</b>	<a href="mailto:admin@pda.lancs.sch.uk">admin@pda.lancs.sch.uk</a>
<b>Contact number:</b>	01257 462007





# Arranging a visit

We welcome visits to the school from potential applicants on the dates shown below:

Tuesday 7<sup>th</sup> May @ 2pm | Tuesday 7<sup>th</sup> May @ 4pm

Thursday 9<sup>th</sup> May @ 1pm | Thursday 9<sup>th</sup> May @ 5pm

Visits can be booked by contacting Miss Lavinia Arnold on [admin@pda.lancs.sch.uk](mailto:admin@pda.lancs.sch.uk) or 01257 462007.

For an informal conversation about the position with the Headteacher, Mr Chris Lawson, please contact Miss Lavinia Arnold in the school office on [admin@pda.lancs.sch.uk](mailto:admin@pda.lancs.sch.uk) (or 01257 462007) to arrange a phone call.

# Applications

All applications **must be submitted online** via the Department for Education's [Teacher Vacancies](#) website. Applications submitted by email or post will not be considered.

Your application includes a **personal statement**. Please explain your suitability for the role (as set out in the Person Specification) and include any relevant personal qualities or experiences.

**Your statement should be no longer than 1200 words.**

If you have questions about how to complete your application using the online form, please contact Miss Lavinia Arnold on [admin@pda.lancs.sch.uk](mailto:admin@pda.lancs.sch.uk) (or 01257 462007).



# Interviews

Lesson observations will be part of the interview process. These will be at Parbold Douglas CE Academy on the day of the interview. Class will be confirmed after shortlisting.

Interviews will take place at Parbold Douglas CE Academy on Tuesday 21<sup>st</sup> May 2024.





# Person specification

Items marked **PS** will be assessed via your personal statement. Please ensure these are addressed.

Items marked **AF** will be assessed via the other parts of your online application form.

Items marked **I** will be assessed at interview.

Please note: Many items are assessed at both the application stage and interview stage. Applicants who do not meet the essential criteria (marked **E**) will not be shortlisted.

Requirements	Essential (E) or Desirable (D)	Assessed via
<b>Working in a Church of England school</b>		
An unwavering commitment to the Christian vision of the school.	<b>E</b>	PS, I
Understanding of the distinctive character of a Church school.	<b>D</b>	PS, I
<b>Qualifications</b>		
Qualified teacher status.	<b>E</b>	AF
Degree.	<b>E</b>	AF
<b>Experience</b>		
Recent experience of teaching within the primary phase.	<b>E</b>	AF
Experience of working or volunteering with children or young people outside of a primary school setting.	<b>D</b>	AF
<b>Knowledge, skills, abilities and personal qualities</b>		
Ability to quickly form excellent relationships with parents.	<b>E</b>	PS, I
A commitment to regular, clear, friendly, positive and professional communication with parents.	<b>E</b>	PS, I
A strong understanding of excellent planning and provision within a primary school classroom.	<b>E</b>	PS, I
An understanding of effective phonics teaching and the ability to teach spelling to a high standard.	<b>E</b>	PS, I
Understanding of the use of purposeful, manageable assessment to inform planning and provision.	<b>E</b>	PS, I
Ability to ensure excellent behaviour for learning in the classroom.	<b>E</b>	PS, I
Ability to model, promote and encourage positive peer relationships that are kind and considerate.	<b>E</b>	PS, I
Familiar with the National Curriculum.	<b>E</b>	I
Able to demonstrate a significant commitment to wider school life in previous school placements or positions, including leading extra-curricular activities, and attending staff meetings and events.	<b>D</b>	PS, I
<b>Professional qualities</b>		
Holds the belief that they can always be better.	<b>E</b>	I
Excellent written and verbal communication skills.	<b>E</b>	PS, I
Maintains a healthy work-life balance.	<b>E</b>	I
Committed to working with a high level of integrity and professionalism.	<b>E</b>	I
Works well with others as part of a team.	<b>E</b>	I
Excellent organisational skills and the ability to prioritise tasks, make decisions and manage time effectively.	<b>E</b>	PS, I
Committed to safeguarding and protecting the welfare of children and young people.	<b>E</b>	I
Committed to equality and diversity.	<b>E</b>	I
Committed to health and safety.	<b>E</b>	I
Committed to excellent attendance at work.	<b>E</b>	I
Positive recommendation from all referees, including current employer or placement school. <b>Please note: References will be considered before confirming a job offer in writing.</b>	<b>E</b>	N/A



## Job description

The appointment is subject to current conditions of employment of school teachers, contained in the School Teacher's Pay and Conditions Document and other current educational and employment legislation. **Note:** This job description is not part of a contract of employment. It has been prepared only for the purpose of school organisation and may change. Nothing will be changed without consultation.

### Key Responsibilities:

- To take responsibility for the class and its curriculum.
- To maintain, promote and contribute to the Christian ethos of the school in accordance with the school's mission statement, aims and objectives.
- To perform, in accordance with directions which may reasonably be given by the headteacher, such particular duties as may be assigned.
- To lead an area of the whole school curriculum, as agreed with the headteacher (not applicable to Early Career Teachers).
- To 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 the Teachers' Standards (2012).
- To take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### Duties and Responsibilities

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

Teaching and Learning:

- Plan and prepare learning opportunities for children appropriate to their needs and the policies of the school.
- Establish a safe, supportive and stimulating learning environment both indoors and outside.
- Assess children's attainment and progress and to use this knowledge to inform planning to effectively develop children's learning.
- Review programmes of work, teaching materials and methods in liaison with subject leaders and other colleagues.
- Provide feedback to children to allow them to be involved in identifying their next steps for learning.
- Set realistic and challenging expectations for all children to ensure high standards of learning and achievement.
- Support the identification of, and provision for, children with additional needs.
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.

#### Behaviour and Safety:

- Set high expectations and manage children's behaviour in line with the school's positive behaviour policy.
- 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-regulation and the 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.
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*.

#### Professional development:

- Contribute to meetings, discussions and management systems which facilitate and develop the effective work of the school.
- Be committed to personal professional development and to proactively participate in professional development.
- Keep up to date with current educational developments.
- Uphold the school policies with respect to race equality and equal opportunities.
- Establish and maintain effective working relationships with professional colleagues and parents.

#### Fulfil wider professional responsibilities:

- Establish good working relationships with all staff, parents and outside agency workers.
- Manage and encourage the work of support staff, students and volunteers within the class.
- Ensure close, ongoing liaison with parents and carers as partners in their child's education.
- Work closely with colleagues to ensure effective transition of children through the school.
- 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*





## Working at Parbold Douglas

**We believe that, in a school, the children flourish when the adults flourish.** As such, we seek to unlock the potential in each member of our team, supporting them to flourish and thrive.

**We are intentional about how we work, not just what we do.** This means that how we work and operate as professionals really matters to us. We have principles that we live by as a team. These guide us every day.

**We recognise that work and rest are two sides of the same coin.** To work well, you need to rest well. Whilst we have high standards and high expectations, we want each member of our team to be at their best. This means maintaining a healthy, positive work-life balance that does not compromise personal wellbeing.

**We develop leaders.** Leaders are influencers. They make change happen. We seek to actively support the development of future leaders who will transform education and society. As such, we challenge our team, encouraging all to take up opportunities to lead.

**We are blessed with a happy, thriving staff team.** Our school is an exceptionally happy place to be. If you would like to join us on our mission, please get in touch and submit an application.

Find out more about Parbold Douglas via our [website](#) and [Twitter pages](#).

# Safeguarding statement

At Parbold Douglas, the welfare of children is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for this position. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

## Disclosure and Barring Service (DBS) guidance

An individual is disqualified from working with children/vulnerable adults if he/she is included on one of the lists of those disqualified from working with children and/or vulnerable adults.

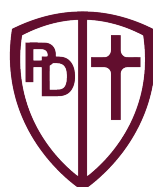
This post involves working with either children or vulnerable adults. It is therefore a post covered by the Rehabilitation of Offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service. If you are successful, you will be required to apply to the Disclosure and Barring Service for a 'disclosure', to confirm any records held, prior to any final appointment decision being made by Parbold Douglas CE Academy.

Once your disclosure application has been completed it will be forwarded to the Disclosure and Barring Service, who will undertake a check which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc and (where appropriate) whether you are included on one of the barred lists preventing you from working with children and/or vulnerable adults
- Where appropriate, information taken from police records that a chief officer of a police force considers relevant to the application.

Note: A conviction is not necessarily a bar to recruitment, unless Parbold Douglas CE Academy considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position.



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