

# JOB APPLICATION PACK

## KS2 TEACHER VACANCY



*ensuring all pupils  
achieve their full potential*

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Email : lothersdale@ycatschools.co.uk  
Website : [www.lothersdaleschool.org.uk](http://www.lothersdaleschool.org.uk)  
Tel : 01535 632510

Headteacher : Mr Colum Grogan  
Chair of Governors : Mr Andrew Twigg  
Status : Multi Academy Trust



# The Recruitment Process at Lothersdale Primary School

Dear Applicant

## Year 3/4 Class Teacher Vacancy

Thank you for your interest in the above post at Lothersdale Primary School. This Job Application Pack will provide you with additional information about the school and the position.

In addition, please note that the following essential documents are accessible on the North Yorkshire job vacancy section alongside the corresponding job advert.

- Job Application Form
- Guidance Notes for Job Applicants

If you wish to apply for this post please complete the application form and return as follows.

By Email:      lothersdale@ycatschools.co.uk

By Post:      Lothersdale Primary School, Lothersdale, Keighley, BD20 8HB

Please supplement your application with a letter of **no longer than two sides of A4 paper**. Your letter of application should outline your reasons for applying for the post and give an indication of what you can offer the school.

We would also request that you provide daytime and evening contact numbers or an email address for use, should you be called for an interview. Please also ensure that email addresses are available for your nominated referees.

**Visits are actively encouraged.** Please see below for dates and times.

Available dates	Available times
Monday 17 January 2022	2.00pm
Tuesday 18 January 2022	4.00pm
Monday 24 January 2022	4.00pm
Tuesday 25 January 2022	2.00pm

Other dates/times may be available - to book a visit please telephone on 01535 632510 or email [lothersdale@ycatschools.co.uk](mailto:lothersdale@ycatschools.co.uk)

**Closing Date** : Noon, Monday 7 February 2022

**Interview** : Monday 14 February 2022

If you have not been contacted by the close of business on Friday 11 February 2022, you should assume that your application has been unsuccessful at this time; however we thank you for your interest in this post.

I look forward to receiving your application and meeting you when you visit.

Yours sincerely

A handwritten signature in blue ink that reads "Colum Croon". The signature is fluid and cursive, with the first name "Colum" and the last name "Croon" clearly distinguishable.

**Mr C Grogan**  
**Headteacher**

## School Information

Lothersdale Primary School is situated in the village of Lothersdale which is close to the market town of Skipton and 7 miles from Keighley. The school was built in 1891. An extra classroom was added in 1991, a further classroom and offices in June 2001 and more recently an additional classroom and entrance area. We were judged Outstanding by Ofsted in January 2006, October 2008 and July 2014.

### ACADEMY STATUS

**On 1 August 2015 the school converted to an Academy, forming a Multi Academy Trust (MAT) with Bilton Grange Primary School, Harrogate and Askwith Primary School known as Yorkshire Collaborative Academy Trust.**

The MAT has now grown to five schools who all believe in the principles of collaborative practice in the school led system as the most effective way to raise achievement and foster life-long learning for children and adults. Our working relationships are built on professional integrity and honesty with all staff continually striving to improve their teaching to achieve the best for all children. There are high expectations for all staff to challenge and support each other in the continuous improvement of teaching and learning. Our ethos is based on the principle:

*“By working and learning together we will make a difference to children’s lives.”*

At present there are 110 children on roll with four full time teachers. The non-teaching staff comprise of one Administrator, two Higher Level Teaching Assistants, one Advanced Teaching Assistant and three General Teaching Assistants, one caretaker/cleaner, one mid-day supervisor and one cook.

This post commences on 25 April 2022. The successful candidate will be responsible for teaching Years 3 and 4 for either four or five days per week and will be responsible for planning, assessment, classroom organisation and record keeping. They will be enthusiastic, effective and able to plan for the delivery of an exciting and engaging curriculum.

The successful candidate will be expected to undertake a full and active role as a member of a dedicated staff team, with the opportunity to lead staff in the development of at least one curriculum area. They will also contribute to extended schools activities after school.

At Lothersdale School, we aim for a happy relaxed atmosphere, in an environment in which high standards of behaviour are positively reinforced.

The four classes are grouped according to age and current organisation is:

- Class 1: Reception
- Class 2: Years 1 and 2
- Class 3: Years 3 and 4
- Class 4: Years 5 and 6

The school has very supportive parents and enjoys a good relationship with the local community.

For further information please refer to our website,  
<https://www.lothersdaleschool.org.uk/>

## Child Protection Statement

This school is committed to safeguarding and promoting the welfare of our pupils and young people.

We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School.

In relation to this appointment process you should be aware that your referees will be asked the following question:-

“Are you aware of any Child Protection allegations or issues of a similar nature in relation to this person? If so please provide details.”

At interview all candidates will be asked if there have been any allegations, or issues, raised against them by pupils or young people and if so, the outcome of them.

If you would like to discuss any of the above before making an application please contact the Chair of Governors.

## Job Description

**RESPONSIBLE FOR:** Deployment of support staff allocated (where relevant)

**JOB PURPOSE:** promote effective learning, appropriate achievement and educational, social and personal progress of all pupils for whom the teacher is designated as being responsible, consistent with the aims of the school and the unique needs of each individual.

**KEY RESPONSIBILITIES:**

- 1. Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and pupil support for which post-holder is responsible**
- 2. Plan work to meet the learning needs of allocated pupils in a consistent and effective way**
- 3. Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress**
- 4. Monitor the progress of pupils for whom the postholder is responsible to set expectations and give constructive feedback**
- 5. Maintain appropriate records to demonstrate progress made by pupils**
- 6. Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate**
- 7. Make an active contribution to the policies and aspirations of the school**

To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers.

To fulfil all of the responsibilities and duties required by the School's policies on teaching and learning.

To achieve any performance criteria or targets arising from the School's Performance Management arrangements



## Teaching Duties

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| <ul style="list-style-type: none"> <li>• To teach pupils in Years 3 and 4.</li> <li>• To demonstrate high expectations, respect and commitment to children.</li> <li>• To communicate sensitively and effectively with parents and carers.</li> <li>• To contribute to, and share responsibility in the corporate life of the school beyond the classroom including whole school development.</li> <li>• To have a secure knowledge of the National Curriculum and work within the curriculum policies of the school.</li> <li>• To work with the Headteacher and other staff on the development of school policies and be subject to monitoring and internal reviews of how these policies are carried out.</li> <li>• To be aware of statutory frameworks i.e. a class teacher's responsibilities under the SEN Code of Practice, Safeguarding and Child Protection.</li> <li>• To be responsible to the Headteacher through the management structure of the school.</li> <li>• To demonstrate an understanding of the work of support staff in and beyond the school and to work collaboratively with these agencies.</li> <li>• To demonstrate high motivation and responsibility for professional development and attend all staff meetings and INSET days.</li> <li>• To treat as confidential all that is discussed in staff meetings, INSET sessions or personal interviews with the Headteacher.</li> </ul> | <ul style="list-style-type: none"> <li>• To be responsible for and to supervise the work of support staff and parent volunteers.</li> <li>• To provide a well-managed, stimulating and effective learning environment for pupils.</li> <li>• To demonstrate effective use of ICT both as a subject and to support their professional role.</li> <li>• To demonstrate an understanding of and ability to implement a range of strategies to promote good behaviour and establish a purposeful learning environment.</li> <li>• To differentiate teaching to meet the needs of all pupils and be able to set challenging teaching and learning objectives for them. To plan, deliver and assess clearly structured lessons to ensure progress for all.</li> <li>• To assess and record the progress of each pupil's development and report to colleagues and parents.</li> <li>• To take account of the varying interests, experiences and achievements of boys and girls and pupils from different cultural and ethnic groups.</li> <li>• To demonstrate the effective use of teaching and learning time.</li> <li>• To ensure good quality resources are used effectively and safely.</li> <li>• Participate in arrangements for Performance management.</li> <li>• To participate when necessary in the induction of newly qualified teachers or trainee teachers.</li> </ul> |
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## Person Specification

Attributes	Essential	Desirable
<b>PHYSICAL</b>	<ul style="list-style-type: none"> <li>▪ Good health, stamina, energy</li> <li>▪ Articulate</li> </ul>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Qualified teacher status</li> <li>▪ Certificate or degree in education</li> </ul>	<ul style="list-style-type: none"> <li>▪ Further qualifications/study/courses/INSET</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Use of Assessment for Learning</li> <li>▪ Ability to plan for the use of a teaching assistant</li> <li>▪ Experience of working effectively with parents and the community.</li> <li>▪ Planning and delivering the National Curriculum with evidence of raising pupil achievement.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Varied teaching experience</li> <li>▪ Recent Year 3/4 teaching experience</li> <li>▪ Experience of mixed age classes</li> <li>▪ Contributing to Extended Schools activities</li> <li>▪ Subject leadership</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▪ Recent experience of professional or INSET training in current educational developments</li> <li>▪ Commitment to attend appropriate INSET</li> <li>▪ Recent Child Protection/safeguarding training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of the New Curriculum and creative curriculum planning</li> </ul>
<b>CIRCUMSTANCES - PERSONAL</b>	<ul style="list-style-type: none"> <li>▪ Flexibility of circumstances should allow weekly staff meetings and some out-of-school-hours working including parent evenings and INSET days</li> </ul>	
<b>DISPOSITION ADJUSTMENT ATTITUDE</b>	<ul style="list-style-type: none"> <li>▪ Dependable and committed to high quality teaching, learning and improvement.</li> <li>▪ Flexible and creative</li> <li>▪ Open-minded, energetic, enthusiastic and ability to inspire confidence</li> <li>▪ Team player and good sense of humour</li> <li>▪ Positive attitude towards pupils and parents</li> <li>▪ Commitment to education beyond the classroom</li> <li>▪ Commitment to safeguarding the welfare of all pupils</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of outside interests</li> </ul>
<b>PRACTICAL /INTELLECTUAL SKILLS</b>	<ul style="list-style-type: none"> <li>▪ Outstanding KS2 practitioner</li> <li>▪ Excellent personal organisational skills</li> <li>▪ Excellent interpersonal skills</li> <li>▪ Committed to equal opportunities for all</li> <li>▪ Commitment to positive code of behaviour</li> <li>▪ Self-reliant and motivated</li> <li>▪ Computer literate</li> <li>▪ Knowledge and understanding of how children learn to fulfil their full potential</li> <li>▪ Knowledge and understanding of how to secure and sustain effective teaching and learning within KS2</li> </ul>	

## How to find us

Lothersdale is a small village and civil parish in the Craven district of North Yorkshire.

The village is situated near Skipton and located within the triangle formed by Skipton, Cross Hills and Colne.

The school is centrally located on the main road through the village.

For more detailed instructions on how to locate us please use the following website or use BD20 8HB in your SatNav.

[www.maps.google.co.uk](http://www.maps.google.co.uk)