



St. Mary's C of E Primary Academy
COLLABORATIVE LEARNING TRUST

INFORMATION FOR APPLICANTS

PRIMARY TEACHER – YEAR 3

MPS

Fixed term for one year to cover maternity leave

Required from September 2021 to August 2022

Thank you for your enquiry regarding this post.

Please look on the school's website www.hunsletstmarys.co.uk for more information about the school and for relevant policies e.g Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the Headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the school.

The closing date for applications is Monday 28 June 2021 at noon. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately and interviews will be held on Friday 2 July 2021.

Following the closing date, a recruitment panel will read the information provided and ensure it matches our person specification, shortlisted candidates will then be invited in for interview and references taken. On the interview day, as well as teaching a lesson, a number of sessions may be organised which may include completing a data or written task, producing a presentation, meeting with students or, dependent on the role, a combination of the above. The results of these sessions will inform the panel in their decision to take candidates through to a formal interview.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure & Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

St Mary's C of E Primary School is a non-smoking/vaping site.

Please note it is the school's policy that reimbursement will not be made with regard to candidates' expenses.



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INFORMATION ABOUT THIS POST

We are wishing to appoint a committed and highly motivated Year 3 teacher to cover maternity leave for one year. Applications from recently qualified or experienced teachers are welcome.

INFORMATION FROM LINDA WRIGHT, HEADTEACHER

Thank you for expressing an interest in the Year 3 teacher vacancy at St Mary's C of E Primary Academy.

The Governing Body of Hunslet St Mary's C of E Primary Academy are committed to developing all people in the school, whether children or staff, to their full potential within the context of a caring, Christian community and seeks to provide education, in accordance with the provisions of the National Curriculum, for all local children

The school caters for students between the ages of 4 and 11. We currently have 259 pupils on roll across the 7 primary years and currently have no mixed age classes. Each class has its own teacher who is responsible for teaching the class for most of the week. However, there will be times when the pupils are taught by other members of staff.

Classes are currently organised into one or two classes per year group but over the coming years the school is due to expand and consequently, the class organisation may change as larger numbers pass through the school.

St Mary's C of E Primary Academy is a forward thinking school with a strong and supportive team. We are looking for like-minded candidates who are committed to meeting the needs of our children and being part of our journey to provide our children with a positive learning experience and help them to be the best that they can be. The school has recently joined the Collaborative Learning Trust, a newly formed multi-academy trust, and is already benefiting from their expertise and the opportunities to share good practice.

I hope that after reading the information about our school and the vacancy you will want to submit an application. Please clearly describe your relevant skills & abilities, knowledge and experience (see Person Specification) in the appropriate sections of the application form and explain why these make you an ideal candidate for this post.



JOB DESCRIPTION

CLASSROOM TEACHER : YEAR 3

Name:	
Responsible to:	Headteacher
Contract:	Fixed term – Full time
Review Date:	1 September 2020 to 31 August 2021 to cover maternity leave

As with all Job Descriptions, the role is discussed between the post-holder and the Headteacher, to whom all teachers are directly responsible. The job description does not remove the teacher's obligation to undertake his or her professional duties under the reasonable direction of the Headteacher; rather it indicates how these duties are expected to apply to the teacher's work in the school.

The Job Description should be read alongside the range of professional duties of Teachers as set out in Part XII of the Teachers' Pay and Conditions Document, sections 48 to 50. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

Each class teacher is responsible for carrying out the duties of a teacher as set out in the current copy of The School Teachers' Pay and Conditions Document and to meet the Professional Standards for Teachers. Specific duties of a teacher at St Mary's C of E Primary Academy are detailed below.

1.	To promote the whole school vision and values and to positively promote and contribute to the team ethos of the school
2.	To plan, prepare and teach an appropriate programme of work for the children which: • engages the children in learning • takes account of each child's individual needs through differentiation of expectation/task • considers the needs of the child in all aspects of development • has a commitment to a knowledge based curriculum and the celebration of children's contributions • enables the children to develop independence • ensures the child makes progress • fulfils the National Curriculum requirements • is in line with whole school policies • demonstrates an awareness of decisions made by the Government, LA, Governing Body and Support Agencies

3.	To assess and evaluate the children's work and provide school data which is: • in line with the National Curriculum requirements • uses formative and summative assessments • enables the tracking and monitoring of progress and informs the setting of targets • forms the basis of professional dialogue with colleagues, parents, support Agencies and partner Schools etc • available to parents and used to report on the child's progress
4.	To ensure that all the children within the class have equal access to the experiences and opportunities provided
5.	To take an active part in all meetings
6.	To have high expectations of the children in work, attitude, behaviour and learning behaviours
7.	To have pastoral care of the teaching group, supporting the whole school ethos, by: • being a good role model for the children in all personal qualities • fostering the positive self-image of each child through praise and encouragement • respecting each child and ensuring that the children know they are valued
8.	To alert the Designated Safeguarding Lead with any cause for concern regarding welfare and safeguarding of children
9.	To ensure that Teaching Assistants are appropriately directed when supporting learning
10.	To continue to develop both personal and professional, keeping up to date with research and developments in pedagogy and the curriculum
11.	To undertake any other reasonable duties as commensurate with the post as determined by the headteacher

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment.

All job descriptions may change and/or be amended, following negotiation

PERSON SPECIFICATION

TITLE OF POST		YEAR 3 TEACHER	
SPECIFICATION PREPARED BY		LW	
DATE		June 2021	
Skills & Abilities		Essential/ Desirable (E/D)	How identified
1.	Ability to effectively teach Year 3 students	E	Application and Selection process
	Ability to promote the school's aims positively		
2.	Ability to develop and sustain good working relationships with colleagues, making an effective contribution to high morale	E	
3.	Ability to establish and develop close working relationships with parents, governors and the community	E	
4.	Ability to communicate effectively (both orally and in writing) to a variety of audiences	E	
5.	Ability to create a happy, challenging and effective learning environment	E	
6.	Ability and keenness to promote the school's positive culture and ethos	E	
7.	Good organisational skills	E	
Knowledge		Essential/ Desirable (E/D)	How identified
1.	Understanding of equality of opportunity issues and how they can be effectively addressed in schools	E	Application and Selection process
2.	Knowledge and understanding of current theory and best practice in learning and teaching, particularly relating to high achievement and attainment	E	
3.	Understanding a diverse range of teaching and learning styles and techniques	E	
4.	Good understanding of the importance of culture and ethos and how this impacts on morale, high expectation and high standards	E	
5.	Good understanding of effective procedures for managing and promoting positive behaviour among students	E	
6.	Good understanding of the role of parents and the community in school improvement and how this can be practised and developed	E	
7.	Clear understanding of data analysis and the important impact this can have on achievement and attainment	E	
Experience		Essential/ Desirable (E/D)	How identified
1.	Successful teaching and ITT record or successful and productive teaching practice	E	Application and Selection process
Qualifications & Training		Essential/ Desirable (E/D)	How identified
1.	Qualified Teacher Status, or moving towards	E	Application and Selection process
2.	Evidence of continuing and recent professional development relevant to the post	E	

Other Requirements		Essential/ Desirable (E/D)	How identified
1.	Professional demeanour and appearance with the ability to maintain confidentiality	E	Application and Selection process
2.	Commitment to upholding the school's aims, procedures and policies	E	
3.	Commitment to continued professional development	E	
4.	Boundless enthusiasm, determination and drive to inspire others to achieve high standards	E	
5.	An appetite and stamina for challenging work	E	
6.	A solution-focused mindset and determined "no excuses" approach to raising standards	E	
7.	A personable nature to build effective relationships with parents and members of the school community	E	
8.	A lively, creative and good-humoured approach to all aspects of teaching, management and leadership	E	
Equal Opportunities		Essential/ Desirable (E/D)	How identified
1.	Acceptance of, and a commitment to, the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding		Essential/ Desirable (E/D)	How identified
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff, and the action to take if necessary	E	
Circumstances - Personal		Essential/ Desirable (E/D)	How identified
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration



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GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

References

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees. If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required. Safer Recruitment procedures require that we contact at least one referee before interview.

Employment History

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g.. Teacher of Science M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

Education History

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:1. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

Other Courses or Professional Development

Please include any professional development that may be relevant including dates and grades obtained.

Information to address the Person Specification

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.