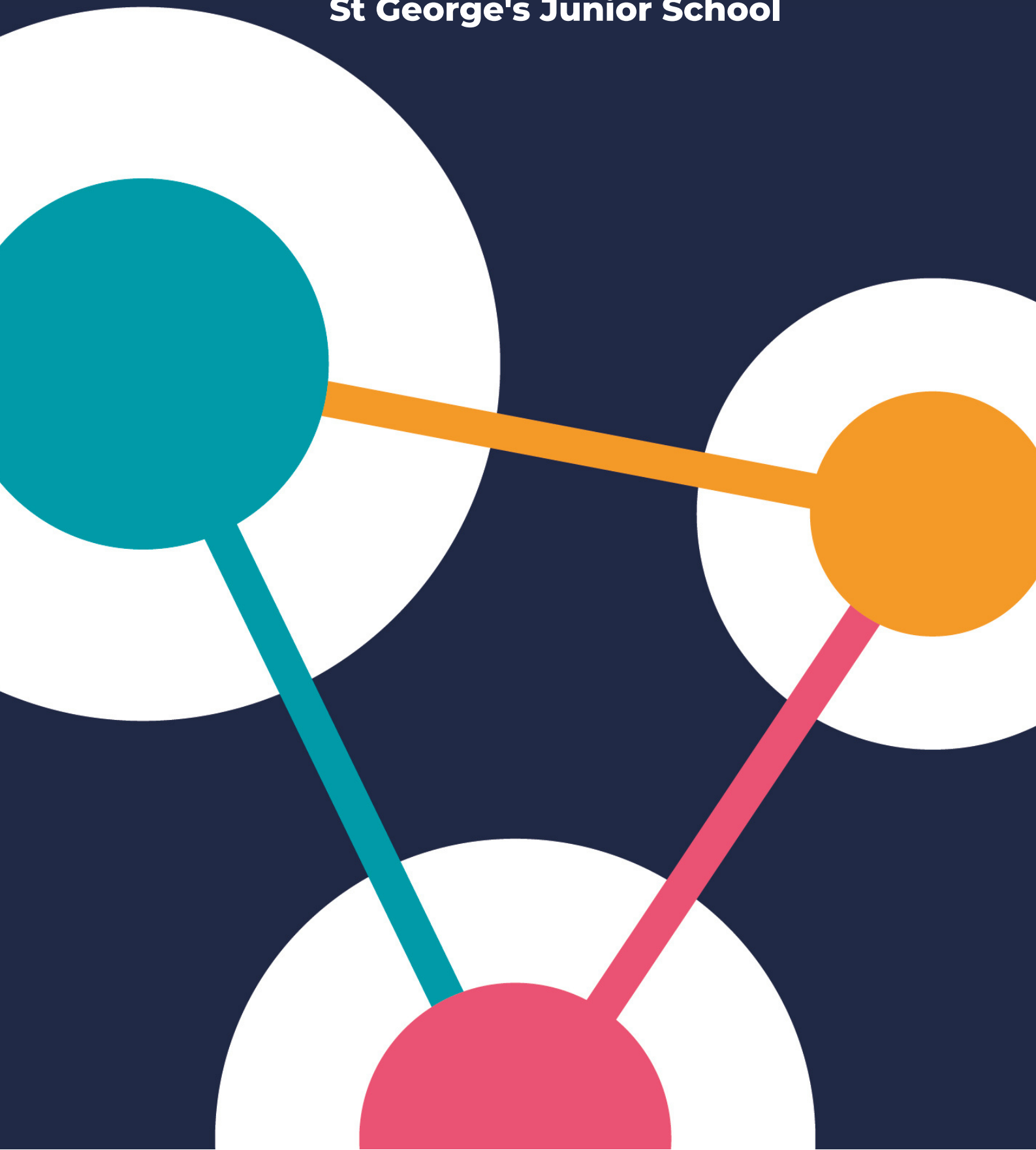




# **Recruitment Information Pack**

## **Year 6 Class Teacher (Maternity Cover)**

### **St George's Junior School**



**Year 6 class teacher (Maternity Cover)**  
**3 Days Per Week - Monday, Tuesday and Wednesday.**

**St Georges Junior School, Shrewsbury, Shropshire**

**Closing Date - Monday 5th October 2022**  
**Interview Date - TBC**

**We are seeking to appoint an enthusiastic and highly motivated year 6 class teacher, with high expectations of pupils' achievement and behaviour, to join our dedicated team. This post is not applicable to ECT's.**

**For further information on the role please click on the links below to view the Job Description & Person Specification.**

**The successful candidate will:**

- have experience in teaching in a Key Stage 2 Class
- be an excellent and reflective practitioner
- have high expectations for all pupils
- be committed to providing a stimulating, creative curriculum
- be able to work well as part of a dedicated team
- have excellent interpersonal and communication skills
- have the ability to motivate and engage pupils with their learning

**In return we offer:**

- engaging learners who are proud of their school
- supportive colleagues who work as part of a team
- A well-resourced and highly regarded work environment

**We are fully committed to the safeguarding and wellbeing of all pupils.**

**All applicants will undertake an enhanced DBS check prior to commencing this position.**

**To Apply**

**Application forms and further details are available directly from the school. Sorry but CV's will not be accepted.**

**All completed application forms should be emailed to the school ([admin@st-georges-jun.shropshire.sch.uk](mailto:admin@st-georges-jun.shropshire.sch.uk)).**

**We are committed to equality and diversity.**

**Closing Date - Wednesday 5th October 2022**  
**Interview Date - TBC**

**Visits to the school will be strongly encouraged and can be arranged by contacting the School's Admin Team on 01743 357133**



## St Georges Junior School's Vision and Values

### Our Mission

To achieve outstanding outcomes for the children in our community by providing an innovative, challenging and linear learning experience that equips them to live content and successful lives.

### Our Vision

“Excellence & Enjoyment Are Achievable”



**Our school values are embedded throughout the curriculum and within all areas of school life. As a school we aim to:**

- Foster a safe, calm and happy atmosphere which results in the highest standards of behaviour, courtesy and consideration for others
- Encourage children to develop a positive growth mindset which enables them to tackle new challenges
- Celebrate differences and value cultural diversity
- Provide an interesting and stimulating curriculum which helps to develop lively enquiring minds and independent learners
- Promote environmental and ecological awareness within the school and the wider community
- Nurture and celebrate individual ability and talent through the provision of a wide range of opportunities and enrichment activities

**We explore a focus each half term, building a whole school approach, an ethical vocabulary and a skill set to help us make the best of all opportunities in life.**

Our 6 core values are:

- Honesty and trust
- Resilience and determination
- Tolerance and mutual respect
- Excellence
- Responsibility
- Appreciation

Our St. George's Way encompasses our vision and values to encourage children to be self-regulated learners.

**The above are specific to St. George's and fit with the Vision and Values of Empower Trust.**



[www.stgeorgesjunior.org.uk](http://www.stgeorgesjunior.org.uk)

## Mission and Vision

### Mission Statement:

**‘Inspire, Empower and Achieve – a commitment to excellence’**

### Vision Statement:

**‘To create a home for world class learning that improves the lives of each child in our family of schools.’**

The Vision statement is exemplified by a set of strategic objectives:

- To facilitate and promote the development of happy, confident and enthusiastic life-long learners
- To guide, support and inspire every child and adult to fulfil their potential
- To develop a culture of inclusion and diversity
- To adopt a values-led approach to all aspects of school life
- To deliver an exciting and engaging curriculum
- To promote high aspirations and ambitions for future success
- To maintain a focus on maintaining the mental health and well-being of children and adults

The vision and mission statements are underpinned by the Empower Trust Values:

- Empowerment – ‘We actively promote opportunities for every child, adult and school to influence their own practice and future.’
- Ambition – ‘We encourage and support every child, adult and school to aim high and achieve their aspirations.’
- Collaboration – ‘We work together to support **everyone to achieve their aims.**’
- Positivity– ‘We adopt a ‘can do’ attitude and an optimistic approach.’
- Respect – ‘We are thoughtful and considerate to ourselves, others and the environment.’
- Integrity – ‘We are honest, transparent and fair in everything we do.’

## KS2 Class Teacher Job Description

Year 6 Class teacher (Maternity Cover)

**RESPONSIBLE TO :** Head teacher

**HOURS OF WORK:** 3 days per week - Monday, Tuesday and Wednesday

### Purpose of the Post

#### The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

### Professional Duties & Responsibilities

#### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

#### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

#### Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

#### Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

## KS2 Class Teacher Job Description

### Communication

- Communicate effectively with pupils, parents and carers

### Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### Other areas of responsibility

To be agreed following period of induction

**The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.**

**Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.**

### Code of Conduct

**The School expects all staff to ensure that their standards of conduct are, at all times, compliant with Empower Trust's Code of Conduct for Employees and the school's Code of Conduct.**

### Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.
- Maintain confidentiality and trust at all times- adhering to the school's code of conduct

### Review and Signatures

**This job description is subject to review by the Headteacher/CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.**



## KS2 Class Teacher Person Specification

Criteria	Qualities
<b>Qualifications and experience</b>	<p>Qualified teacher status</p> <p>Degree</p> <p>Successful primary teaching experience or evidence of successful ITT placements</p>
<b>Skills and knowledge</b>	<p>Knowledge of the National Curriculum and EYFS statutory framework</p> <p>Knowledge of effective teaching and learning strategies</p> <p>A good understanding of how children learn</p> <p>Ability to adapt teaching to meet pupils' needs</p> <p>Ability to build effective working relationships with pupils</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Knowledge of effective behaviour management strategies</p> <p>Good ICT skills, particularly using ICT to support learning</p>
<b>Personal qualities</b>	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>High expectations for children's attainment and progress</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p>

## Application & Selection Process

Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes reflect the vision, ethos and values of the school and how they align with the person specifications provided.

All completed application forms should be emailed to the school:  
([admin@st-georges-jun.shropshire.sch.uk](mailto:admin@st-georges-jun.shropshire.sch.uk))

### Selection Procedure

More detailed information about the interview process will be provided to shortlisted candidates.

### Safer Recruitment

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

### On the day of interview

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring in their qualification certificates.

Appointments are subject to the receipt of satisfactory references. References will be sought from the current employer and gaps in employment history followed up.

### Data Protection

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.



## PRIVACY NOTICE – JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

### What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

### Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.

## What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address.
- Email address and telephone number.
- Date of birth.
- Equal opportunities monitoring information.
- Your nationality and entitlement to work in the UK.
- National insurance number.
- Information about your current salary and benefits.
- Qualifications and skills.
- Work experience and employment history.
- Information about your criminal record.
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation.

## Who has access to your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

## How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, we ensure that we use encrypted devices, use passwords, virus protection and have appropriate firewalls.

## What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
  - The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.

- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
  - \* Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
  - \* Direct marketing.
  - \* Processing for scientific/historical research and statistics.
  - \* Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on [admin@empowertrust.co.uk](mailto:admin@empowertrust.co.uk) Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.