



THE CHURCH
OF ENGLAND
Diocese of Leeds

bdot
Bradford Diocesan
Academies Trust

The Academy at St James

Class Teacher Application Pack

Full time, to commence January 2025

Fixed term until 31.08.25 MPR



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A message from our Headteacher

Dear Candidate,

Post: Teaching positions

I would like to thank you for showing an interest in the teaching opportunity at our school. We are looking for a teacher who is inspired by working with children, and is confident to lead a class at the very start of their time at school. We offer a fantastic and supportive environment for you to learn and grow your career, whether you are an Early Careers Teacher or have more experience in teaching. We are looking for candidates who share our ethos and would relish the opportunity to shine in a progressive and exciting school.

As a Headteacher, I firmly believe that every moment matters! Our job is to provide an engaging and exciting curriculum for all our children; it is to develop their literacy and numeracy skills so they can be successful in later life and it is to work hard with parents and our local community to raise aspirations for all. I am very excited about the opportunity to develop and strengthen our existing team, to give people opportunities to grow and develop valuable experience which will benefit you and our setting. If you want to see more of our day to day life in school, you can see us on our website, our Facebook page <https://www.facebook.com/academystjames> or @church_prim on Twitter. We are also very proud of our latest Ofsted report which rated the Academy as Good, with Outstanding Leadership and Management.

Our Academy is a member of Bradford Diocesan Academies Trust (BDAT), which means all our schools and employees can access great support from an experienced and caring Trust. There is more information about BDAT later in this pack.

Everyone can achieve at the Academy St James and through working in partnership we can create many magical memories. I have been at St James for over seven years and we have seen so many positive changes that I believe this is an amazing time to join our team as we aim to get better and better. By joining our team, you will have the opportunity to get valuable experience and work with an amazing team.

Please contact our office team on 01274 777095 to make an appointment to see our school at work.

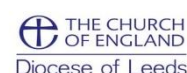
The closing date for applications is midnight on Wednesday 27th November 2024.

Interviews will be held on Tuesday 3rd December.

Yours sincerely

Chris Tolson

Executive Head



About the Academy at St James

The Academy at St James is a 1 ½ form entry school serving the community of Allerton. We are lucky to have a large and well-equipped school building with extensive grounds and opportunities for learning, including dedicated cooking, music, DT and Art rooms, a Forest School and much more. We also run a popular nursery for children aged from 2 years old and onward.

We are dedicated to providing a bespoke and exciting curriculum for our children, and our recent visit from Ofsted in May 2022 graded the school as Good, with Outstanding Leadership and Management. Ofsted recognised that our school is a happy place, where the school community cares for each other and praised the breadth of our curriculum and high standards of behaviour across the school.



At the Academy at St James, we strive to provide our children with the very best to ensure they can be successful in whatever they choose to do. We encourage everybody to work hard, accept challenges and take risks in order to be the best person you can be. We have high expectations for our children and ask them to persevere, collaborate and use their imagination to fulfil their dreams. At St James nothing is impossible and our slogan is: **Aspire, Achieve, Believe!**

Our 5 ways of being are:

1. Show you care
2. Always be yourself
3. Contribute to your community
4. Confident communicator
5. Knowledgeable and expert learners

These five ways of being complement our ethos and encourage our children to do their very best.

We ask our children, parents and local community to aspire to the very highest standards possible in all that they do. We do this to provide a platform for the children to achieve their very best and develop into responsible and thoughtful citizens. Our aim is to provide the children with the knowledge, skills and attributes to be successful lifelong learners. We really believe that giving our children as many experiences as possible is a key driver in improving pupil outcomes and allowing our children to achieve. From the ice bucket challenge to opening our school for a Christmas Extravaganza with visiting reindeer, we aim to give the children memories they will never forget. Have a look at our twitter account (@church_prim), our Facebook page <https://www.facebook.com/academystjames> and our website for more details. Come and join us- it is a great place to work and learn!



In and around Bradford



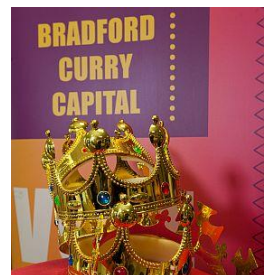
Bradford has a rich and fascinating history from Roman remains to Victorian grandeur. With a long industrial heritage, Bradford is proud to have once been the wool capital of the world which led to pioneers such as Sir Titus Salt to build businesses in the area. You don't have to go far to find out more, simply walk the streets and look up at the architecture or learn more about Bradford's history at [Bradford Cathedral](#) and [Bradford Industrial Museum](#) or visit the magnificent [Bolling Hall](#) a 17th century mansion house.



Nearby Saltaire, a model Victorian village and a UNESCO World Heritage site is a joy to visit and make sure you join a guided walk to learn more about the village's past. Mill owner Sir Titus Salt built the village for his workers and today Saltaire attracts millions of visitors to its magnificent architecture. Bradford was awarded the title of the world's first [UNESCO City of Film](#) due to the city's rich film heritage and its inspirational movie locations. Bradford has been a film location since the beginning of cinema, with its indigenous film industry being traced back to the years around the First World War. To this day Bradford district is still chosen and featured in top films and TV series. Bradford was also the birthplace of the famous artist David Hockney, and you can be enthralled by his works at [Salts Mill](#) and [Cartwright Hall](#).

Bradford is home to over 200 Asian restaurants and is proud to be Britain's Curry Capital for the last six years. There are a number of award winning restaurants which serve authentic Asian cuisine, so you will definitely find something that will tickle your taste buds, why not use our [Curry Guide](#) for inspiration.

Although we have a reputation for serving fantastic Asian food we also have an amazing selection of other cuisines. The Michelin starred [Box Tree](#) is one of Yorkshire's top restaurants, serving sophisticated British cuisine, served in even more sophisticated surroundings. If you are on a smaller budget Shipley and Saltaire have a great selection of restaurants. From [Yo Yo's](#) serving Chinese, Japanese and Thai to the [Tapas Tree](#) and the [The Terrace](#) a French style Cafe bar and bistro.



The Alhambra Theatre is regarded as the North's premier touring venue and regular visits are made from prestigious companies such as the Royal Shakespeare Company, Northern Ballet, Disney Theatrical, the National Theatre, Matthew Bourne's New Adventures and David Ian Productions.

Class Teacher

Required for January 2025

Join the Academy at St James at an exciting time and become part of our journey!

We have a position available for a class teacher who would like to learn and enhance their skills in our dynamic school.

Following our recent successful Ofsted inspection, we are looking for new colleagues who can help our children grow and succeed and be part of our journey as we go from strength to strength.

At the Academy at St James we value partnership and teamwork and are looking for someone who can model high expectations and has a commitment to learning and continuous improvement, who loves building positive relationships with our children, and has energy and enthusiasm.

If you have the desire and passion to support our children to Aspire, Achieve and Believe, we would love you to join our team.

In return, we can offer you a creative, exciting and supportive setting within a strong community which is committed to change and the best outcomes for our pupils. We pride ourselves on our busy, active and innovative school, and can offer you an unforgettable experience working with our amazing children and staff team.

The Academy at St James is an academy within Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT although their main place of work will be at the Academy at St James. To find out more about BDAT visit www.bdat-academies.org

BDAT strives to be a diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone.

Closing date: Wednesday 27th November 2024

Interviews: Tuesday 3rd December 2024

To apply, please read the job pack and complete the application form on mynewterm.com, or access the vacancy through our vacancies page at <https://academystjames.com/about-us/vacancies/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS) and an online check.



Working with BDAT

The Academy at St James is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The Faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

Class Teacher

Job Description

MAIN PURPOSE

To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.

The postholder will carry out the duties of a class teacher as outlined in the School Teacher's Pay and Conditions Document (2021) and any subsequent updates.

KEY ACCOUNTABILITIES/TASKS

KNOWLEDGE AND UNDERSTANDING

- To have an up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which you work.
- To take responsibility for implementing school policies and practice, including those relating to equality of opportunity.

PLANNING, TEACHING AND CLASS MANAGEMENT

- Promote and support the Church of England ethos of the school;
- Attend assemblies, school Masses and other religious observances and events, and contributing to the preparation of these throughout the year;
- Work to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Improvement Plan;
- To plan effectively to ensure pupils have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of pupils who are under achieving, very able, or not yet fluent in English.
- To plan effectively to meet the needs of pupils with Special Educational Needs and in collaboration with the SENCO, prepare, implement, monitor and review Individual Educational Plans.
- To monitor pupil's class and home activities, providing constructive, oral and written feedback.
- To use teaching strategies that keep pupils engaged through effective questioning, lively presentation and good use of resources.
- To create a safe and stimulating learning environment that supports learning and in which pupils feel secure and confident.
- To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline based on mutual respect and personal responsibility. To deal with inappropriate behaviour in the context of the school Mission Statement, Positive Behaviour Policy and Anti-Bullying Policy.
- To set a good example to the pupils taught through one's presentation and one's personal conduct.

WIDER PROFESSIONAL EFFECTIVENESS

- To take responsibility for one's own professional development including Performance Management procedures.
- To attend training in and out of school, as directed by the Leadership Team.
- To work effectively as a member of the school team, establishing and maintaining good relationships with colleagues, parents and pupils.
- To manage support staff and other adults effectively, involving them where appropriate with the planning and management of pupil's learning.

Accountable for:

- The education and welfare of the children in accordance with national conditions of service and the religious ethos of the school.
- The quality of learning and the achievements of all pupils in the class.

Authority to:

- Implement rewards and sanctions within the school policies and procedures.
- Liaise with parents or other responsible adults and with external professional staff in accordance with school policies and procedures.

Child Protection:

- The school takes the safety of children seriously. All staff are expected to follow the school's Child Protection Procedures.

Entitlements:

- Training and development within the school's INSET programme and in accordance with School Development Priorities.
- Appropriate professional support from the Headteacher and other colleagues.
- Performance Management
- Supportive Governing Body.

Class Teacher Personnel Specification

To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.

The postholder will carry out the duties of a class teacher as set out in the current edition of the School Teachers' Pay and Conditions Document issued by the Department for Education.

| | Essential | Desirable | Evidence |
|---|---|--|---|
| Qualifications and CPD Record | <ul style="list-style-type: none"> • Qualified Teacher Status and First Degree • Record of CPD relevant to the post | <ul style="list-style-type: none"> • Higher degree relevant to the role • NPQs • CPD record includes substantial relevant achievement in the last two years • Relevant safeguarding training | Application form |
| Successful experience of delivery of Teaching and Learning | <ul style="list-style-type: none"> • Knowledge of assessment systems for KS1 and KS2 • Good working knowledge of the National Curriculum • Ability to work closely as part of a team • Commitment to continuing professional development | <ul style="list-style-type: none"> • Proven experience/ examples of leading innovative work in a school • Experience in supporting colleagues to develop practice through coaching for example • Commitment to develop knowledge in other curriculum areas and key stages. • Knowledge of the whole primary curriculum | Application form Interview |
| Developing and working with others | <ul style="list-style-type: none"> • Demonstrate high standards of personal integrity, loyalty, • discretion and professionalism • Has a DfE recognised teaching qualification. • Is an active learner and can show evidence of own continuing professional development and is committed to learning, listening and reflecting. | <ul style="list-style-type: none"> • Have further relevant qualifications. • Able to balance work and personal life and is considerate of the well-being of others • Has experience of leadership in rigorous Performance Management. | Application Form, Interview, References and Selection testing |

| | Essential | Desirable | Evidence |
|--|---|------------------|---|
| | <ul style="list-style-type: none"> • Has a good knowledge and understanding of relevant legislation and current educational developments, including the safeguarding of children. • Treats all people fairly, equitably and with dignity to create and maintain a positive school culture. • Able to develop a rapport with the children. | | |
| Undertaking the role of the Class Teacher | <ul style="list-style-type: none"> • Experience of teaching a class, including planning, recording, assessing and meeting the social and learning needs of pupils • Knowledge and experience of quality first teaching, ensuring that all pupils make good progress to fulfil their targets; • Evidence of maintaining the positive ethos and core values of the school • Demonstrate all core teaching standards in everyday duties. • Knowledge and experience of strategies to maintain good order and discipline | | Application form, selection task, interview, references |

In line with the Immigration Act 2016 the Government has created a duty to ensure all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard; for this role the post holder is required to meet the Advanced Threshold Level.

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

Class Teacher Selection Process Guidance

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, marital status, sexual orientation or gender identification. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact office@stjames.bdat-academies.org to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application form are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

Interview Day

The interview day will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Key Dates

Closing date: Wednesday 27th November 2024

Interviews: Tuesday 3rd December 2024

How to contact us:

The Academy at St James'

Chelwood Drive

Bradford

BD15 7YD

Tel: 01274 777095

Email: office@stjames.bdat-academies.com