



# **Clayton Village Primary School**

**Part of Pennine Academies Yorkshire**

## **Recruitment Pack**

# **Teacher**

**To start September 2023**

# **Contents**

1. Job Advert
2. Class Teacher Job Description
3. Personnel Specification



**Headteacher: Mrs H Rahim**

**OUR SCHOOL IS PART OF THE PENNINE ACADEMIES YORKSHIRE**



## **We are looking for a permanent, full time class teacher To start September 2023 Main Pay Scale**

- Are you keen to teach in a vibrant and energetic primary school?
- Are you passionate about inclusion and equality of opportunity for all pupils?
- Are you an outstanding teacher with a real passion for exciting teaching and learning?

We are looking for an inspirational teacher who will make a valuable contribution to our school community.

**The successful candidate will have met the requirements of the person specification and will be subject to an enhanced DBS check.**

We welcome applications regardless of age, gender, ethnicity or religion. Shortlisted applicants will need to provide evidence of their eligibility to work in the UK. This role is customer facing and therefore in line with the Immigration Act 2016; all applicants must be able to demonstrate fluency of the English Language to the level defined in the job description.

**As a teacher at Clayton Village Primary School, we will offer you:**

- ✓ Tailored CPD and opportunities to support career progression
- ✓ Enthusiastic, well-behaved children who are keen to learn
- ✓ A range of resources to further enhance your teaching and learning
- ✓ A supportive leadership team, with a great sense of humour!

Visits to school are highly recommended; please ring the school office to make an appointment. Interested candidates are requested to apply on-line for this post. For further information, interested candidates are requested to contact the Operations Manager Mrs Styles at [l.styles@cvps.paymat.org](mailto:l.styles@cvps.paymat.org) or ring the school office on 01274 414 115

***Closing date: 26th May 2023 @ 12 noon, Interview date: w/c 12<sup>th</sup> June 2023***

# JOB DESCRIPTION – CLASS TEACHER

**Job Title/Post:** Teacher

**Date:** September 2023

**Salary:** Main Pay Scale

**Responsible to:** Headteacher/SLT

## GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- Pennine Academies Yorkshire is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Pennine Academies Yorkshire is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## PRIME OBJECTIVES OF THE POST:

As a Primary school teacher you will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery. You should be fully committed to raising attainment across the whole school and across all subjects that you are required to teach. You will be acutely aware of the strategies required to achieve the highest standards within your specialist subject and across the curriculum.

You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

As a Classroom teacher you will, at ALL times, be mindful of, and adhere to, the Professional Standards for Teachers and the Career Stage expectations negotiated and adopted by the school at any time.

In addition, for Teachers paid on the Upper Pay Range (UPR), your achievements and contribution to an educational setting should be substantial and sustained.

## RANGE OF DUTIES INCLUDE:

- Plan and prepare in order to teach, according to educational needs, children assigned to them
- Assess, record and report on the development, (intellectual, social, emotional and behavioural), progress and attainment of children
- To provide a stimulating and challenging learning environment for children
- Promote the general progress and wellbeing of all individual children within school
- Participate in performance management
- Participate in professional development
- To have knowledge of and implement all school policies
- Maintain good order and discipline and safeguard children's health and safety when concerned with both in and out of school activities

- Participate in all team planning meetings where appropriate
- Participate in national and school-based assessment procedures
- Ensure the teaching areas are tidy, with drawers clearly labelled, equipment neatly arranged and accessible
- Ensure care and replacement of both classroom and central equipment
- To encourage parental interest and involvement within school guidelines
- To abide by the internet acceptable use policy

## **KNOWLEDGE, SKILLS AND APTITUDES:** *(See Personnel Specification)*

### **SUBJECT SPECIFIC KNOWLEDGE AND SKILLS:**

- To monitor and evaluate the planning and delivery of a subject curriculum area throughout school, with high expectations to raise standards and actively looking for ways to extend learning and provide enriching experiences and be responsible to the Headteacher
- To be responsible for monitoring standards in the curriculum area across school taking appropriate action where necessary, particularly tackling underperformance in pupils for their subject area and identifying and addressing barriers to achievement of all pupils
- To model the school's values and ethos and be responsible for writing an action plan detailing the development of their subject area and monitors and evaluates closely the specific targets set for the subject area in line with the school priorities
- To be responsible for ordering resources for the above named subject working within the agreed action plan and a specified budget delegated by the Headteacher ensuring resources are effectively and efficiently utilised to maximise pupils' learning

### **EFFORT DEMANDS:**

- Will contribute to the overall ethos/work/aims of the school
- Will appreciate and support the role of other professionals
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the Designated Safeguarding Leads in line with school policy and procedure
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child

### **RESPONSIBILITIES:**

#### **TEACHING:**

- To teach students according to their individual educational needs, including the appropriate setting and marking of work to be carried out by the students
- Identifying effective intervention and mentoring strategies for students
- To mark and grade pupils' work in a way which enables you to give written/verbal and diagnostic feedback and maintain records of pupils' progress and development
- To use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus, for example, podcasts, interactive whiteboards etc
- Prepare pupils for internal and external assessments and examinations
- To undertake pastoral duties and supporting pupils on an individual basis through academic or personal difficulties

#### **HEALTH, SAFETY AND DISCIPLINE:**

- To ensure a safe, secure and healthy environment for pupils
- To manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour

- To actively encourage good practice with regard to punctuality, behaviour, standards of work and independent learning

#### **WHOLE SCHOOL ORGANISATION AND STRATEGY:**

- To participate in and organise extracurricular activities, such as outings, social activities and sporting events; including participation in occasional overnight visits
- To contribute to the development, implementation and evaluation of school's policies, practices and procedures in such a way as to support the school's values and vision
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes
- Subject to the guidance relating to Cover, supervise and teach any pupils where the person timetabled to take the class is not available to do so

#### **MANAGEMENT OF STAFF AND RESOURCES:**

- To prepare and regularly update subject materials including researching new topic areas and writing new curriculum materials
- To supervise and support the work of classroom support, teaching assistants, trainee teachers and early career teachers (ECTs)
- To efficiently deploy such resources as are allocated/delegated to you
- Contribute to the recruitment, selection appointment and professional development of other teachers and support staff

#### **PROFESSIONAL DEVELOPMENT:**

- To under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)
- Where appropriate, to participate in arrangements for the appraisal and review of other teachers and support staff
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff

#### **COMMUNICATION:**

- To communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events

#### **WORKING WITH COLLEAGUES AND OTHER RELEVANT PROFESSIONALS:**

- To liaise with other professionals, such as learning mentors, careers advisers, educational psychologists, education welfare officers etc

#### **ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:**

- Will have long periods of sitting or standing
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you
- Report all concerns to an appropriate person

## **FLUENCY DUTY**

In line with the Immigration Act 2016; the Government has created a duty to ensure that 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

### 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

## **SPECIAL CONDITIONS OF SERVICE:**

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required)

## **OTHER CONSIDERATIONS**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act
- Must be legally entitled to work in the UK

## PERSONNEL SPECIFICATION

	ESSENTIAL (E)/DESIRABLE (D)
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Proven record of success as a classroom teacher (E)</li> <li>• An understanding and demonstration of barriers to learning and how those may be overcome(E)</li> <li>• Experience of managing student performance and intervention strategies to raise performance (E)</li> <li>• Previous teaching within primary education(E)</li> <li>• Experience of safeguarding and additional educational needs (E)</li> <li>• Meet Advanced Threshold Level (E)</li> <li>• Effective knowledge of both statutory and non-statutory current educational practice (E)</li> <li>• Willingness to participate in development and training opportunities (E)</li> <li>• Proven ability of working with parents and the community (E)</li> <li>• Experience of pastoral care with both pupils and staff (E)</li> <li>• Experience of assessment procedures (E)</li> <li>• Experience of working alongside employer partners to achieve learning objectives (D)</li> <li>• Awareness of child development (D)</li> <li>• Knowledge of child care (D)</li> <li>• An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs (D)</li> <li>• An understanding of the needs of a multi-cultural society (D)</li> <li>• Experience of working with a team delivering staff development initiatives (D)</li> </ul>
<b>QUALIFICATIONS/ TRAINING</b>	<ul style="list-style-type: none"> <li>• Honours degree or equivalent in relevant subject (E)</li> <li>• Qualified Teacher Status (E)</li> <li>• Professional qualification or relevant experience (E)</li> <li>• Evidence of Continuing Professional Development (E)</li> </ul>
<b>KNOWLEDGE/ APTITUDES/ SKILLS:</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with a range of internal and external stakeholders(E)</li> <li>• Ability to relate well to pupils and staff (E)</li> <li>• Excellent English, Maths and IT skills (E)</li> <li>• Work constructively as part of a team (E)</li> <li>• Ability to remain calm under pressure (E)</li> <li>• Demonstrate good co-operative, interpersonal and effective listening skills (E)</li> <li>• Demonstrate a commitment to working with children of the relevant age (E)</li> <li>• Good sense of humour (E)</li> <li>• Flexible and willingness to accept change (E)</li> <li>• Approachable, courteous and able to present a positive image of the school (E)</li> <li>• Maintain confidentiality in matters relating to the school, its pupils, parents and carers.</li> <li>• Ability to use relevant technology including keyboard/computer skills (after training) if required (E)</li> <li>• Ability to understand classroom roles and responsibilities and your own position within these (D)</li> <li>• Ability to motivate commitment among all staff groups and to lead staff meetings (D)</li> </ul>



	<ul style="list-style-type: none"> <li>• Ability to understand classroom roles and responsibilities and your own position within these (D)</li> <li>• Ability to motivate commitment among all staff groups and to lead staff meetings (D)</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level. (E)</li> <li>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) (E)</li> <li>• Will not require holiday leave during term time (E)</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required) (E)</li> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2012.</li> <li>• Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties.</li> <li>• For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the post holder to be capable of lifting and carrying pupils, within school policies and practices and training</li> </ul>