Ley Top Primary School

Recruitment Information Pack

Required January 2024

Key Stage 2 Teacher

Full time, Permanent

Dear Prospective Applicant,

I am delighted that you are considering applying for the post of Class Teacher at Ley Top Primary School.

Ley Top has been serving our local community since 1965. We are situated right at the heart of our community in the heart of Allerton in West Bradford. We are a two form-entry school and provide our children and families with the very best opportunities and experiences we can. Ley Top Primary is an aspirational and inclusive school and believe in the potential of every individual to make exceptional progress from their starting points and to thoroughly enjoy their time at our school.

We believe that the wellbeing and happiness of every child is essential and the needs of our children are at the heart of everything we do. Our journey is focused on having very high expectations. It means ensuring our children are successful and strive to achieve their best, know they are valued, believe in themselves and have respect for others.

At Ley Top Primary School and Nursery, we offer a curriculum and learning environment that promotes interest, excitement, motivation, achievement and success. Our classrooms are bright, cheerful and welcoming and we work very closely with our families and community to ensure that our children achieve their goals of good attendance, punctuality, behaviour and a positive learning outcome.

We aim to consistently promote fundamental British values and pupils’ spiritual, moral, social and cultural development. You will hear the word ‘family’ mentioned a lot and we operate very much in this way.

We are very proud of our school grounds and have 4 playgrounds, one of which we have developed as a multi-use games areas complete with a soft play surface. Being situated on a hill, part of our land is outside our school fence and it is available for our community to use for sports which includes a football and rugby pitch, as well as park benches to enjoy the scenery and relax looking over Allerton and its surrounding areas.

Governors are passionate about teaching and learning and believe that every child should have the very best possible education and opportunities within their primary years.

We believe that all our pupils, regardless of starting point, can achieve great things, we never give up on any child.

To ensure this happens we wish to recruit positive, forward-looking and committed individuals who will work effectively with myself, the Senior Leadership Team and colleagues across the school.

We feel very proud of what we achieve at Ley Top, if you share our values and think you have what it takes to help drive forward our agenda for excellence and continuous improvement, then we would welcome the chance to show you round and talk to you in greater detail if you are interested in applying.

I look forward to meeting and interviewing motivated candidates interested in joining our successful school.

A sincere thank you for your interest.

Mrs Lisa Hammond

Acting Headteacher



Teacher

Full Time, Permanent

Ley Top Primary School is seeking to appoint an ambitious and enthusiastic Year 5 teacher to join our highly motivated and supportive key stage 2 team.

The successful candidate will have the ability to deliver quality teaching that drives achievement and inspires a love of learning. You will be able to demonstrate experience of achieving positive outcomes for pupils, as well as being passionate about making a difference to the lives of young people. As a committed team player, you will have excellent organisational skills and the natural ability to motivate both pupils and peers.

**We are looking for.**

* A commitment to raising standards
* Enthusiasm for working with a range of pupils with differing needs and abilities
* Initiative and a keenness to be involved in all aspects of school life
* A teacher who can enthuse and inspire pupils
* An ability to be creative, understand how children learn and be able to form excellent relationships with pupils, parents, and colleagues
* A teacher who has a good sense of humour and is an excellent team player

If you have the desire and passion to support our children to reach their full potential, we would love you to join our team. We believe strongly in developing our own staff team and can offer support, advice and opportunities to develop and progress during your time with us.

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.

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

Closing date: Friday 13/10/2023

Interviews: Week commencing 16/10/2023.

To apply, please follow the link <https://www.leytopprimary.co.uk/Vacancies/> on our school website. Completed applications should be sent to Kathryn.murphy@leytop.bradford.sch.uk

Teacher

Job Description

**Areas of Responsibility:**

The following information is provided to assist teaching staff to understand and appreciate the content of their post and the role they play in the school. However, the following points should be noted.

1. The post holder is required to carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions document and such particular duties which the Headteacher may reasonably direct from time to time.
2. The details set out below describe the main duties related to the post, however, a document such as this does not permit every item to be specified in detail, nor does it direct the particular amount of time to be spent on carrying them out, and no part of it can be construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school’s published time budget and have regard to a teacher’s conditions of employment.

**Principal Responsibilities**

* To teach children within the school either as a class teacher or as a support teacher as directed by the Head teacher.
* To make themselves familiar with and follow all school policies and procedures.
* To work within the curriculum policies of the school and work within the national curriculum and/or early years documents, making use of other documents as determined by the school.
* To be responsible to the Headteacher through the school leadership team and curriculum co-ordinator structure.
* To direct, supervise and evaluate the work of ancillary/support staff as required I order that they impact positively on pupil progress.
* To implement the policy for the teaching of Religious Education using the agreed framework.
* To prepare materials, plan work and set up teaching and learning situations which are appropriate to the needs of the children.
* To set targets and plan in order for every child to achieve their maximum potential.
* To work to the medium term plans for each term.
* To keep regular, detailed records of pupil achievements in accordance with school policy.
* To prepare, implement and evaluate the teaching/learning of all curriculum.
* To administer, mark and analyse tests and work, both statutory and non-statutory as appropriate-identifying as accurately as possible children’s achievements.
* To continually make formative assessments of children to ensure progress.
* To analyse pupil progress and evaluate own practice in preparation for half termly pupil progress reports.
* To prepare for and take part in Pupil Progress Meetings on a half termly basis as directed by the Headteacher.
* To be accountable for every child’s progress.
* To identify pupils with Special Educational Needs, inform the SEN co-ordinator, and in liaison with him/her create, implement and monitor appropriate individual educational plans (IEP) for children.
* To provide a stimulating, motivating, orderly and tidy learning environment, including control of storage, high standards of display and of teaching/resource books.
* To provide a balance of support, guidance and celebration of pupil achievements through displays.
* To be responsible for the pastoral care, discipline and guidance of the pupils within the aims and policies of the school, and appropriate to the age of the children.
* To meet with parents and discuss the educational needs and progress of the children, including the preparation of a written report towards the end of each academic year.
* To organise, risk assess, manage and take part in local educational visits for pupils.
* To attend residential trips as required.

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 Kathryn.murphy@leytop.bradford.sch.uk 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

We do not accept CVs or incomplete application forms as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position and fill in all parts of the form.

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. 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.

Offer of Employment

We will make a verbal offer of employment by telephone usually 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

Right to work in the UK check

Satisfactory online checks

Provision of proof of identity and qualifications

Key Dates

Closing date: Friday 13/10/2023

Interviews: Week commencing 16/10/2023

How to contact us:

Ley Top Primary School

Avenel Road

Allerton

Tel: 01274 541554

Email: office@leytop.bradford.sch.uk