



## RECRUITMENT PACK

### CLASSROOM TEACHER (MAT LEAVE)

## FARFIELD PRIMARY AND NURSERY SCHOOL



**Reevy Crescent, Buttershaw, Bradford, BD6 2BS**

Telephone: 01274 678545 / Fax: 01274 694022

email: [office@farfield.bradford.sch.uk](mailto:office@farfield.bradford.sch.uk)

[www.farfieldprimary.co.uk](http://www.farfieldprimary.co.uk)





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Dear Applicant

I would like to thank you for your interest in the Reception Class Teacher (mat leave) vacancy at Farfield Primary and Nursery School.

Farfield is a friendly, vibrant and lively school where our children are enthusiastic learners, well-motivated and encouraged to think for themselves. Visitors to our school always comment about the friendly and polite welcome from both staff and pupils.

We require an enthusiastic, talented and inspiring teacher to join our Early Years Team. The vacancy is to cover a maternity leave and we anticipate it to last 2 terms.

Our areas for improvement this academic year are: Improve attainment in Reading and Writing across the school; with particular emphasis on boys and those in receipt of Pupil Premium Grant. In addition, we are also targeting increasing the number of children working at Greater Depth across all areas of the curriculum.

These are exciting times where we can really shape our school into what we know our children need, deserve and are capable of.

In order to get a flavour of life here at Farfield, I warmly and strongly invite you to come along and meet our staff team and pupils to see what an inspiring place this is to work.

If you would like further information or to discuss the position, please don't hesitate in contacting us on 01274 678545 or e-mail [farfieldadmin@farfield.bradford.sch.uk](mailto:farfieldadmin@farfield.bradford.sch.uk)

I look forward to hearing from you in the near future.

***Farfield Primary and Nursery School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

Yours sincerely

Susan Convery  
Headteacher

## ABOUT OUR SCHOOL

At Farfield Primary and Nursery School we educate both boys and girls who live on the outskirts of Bradford. As a school, we firmly believe that the child is at the heart of their learning and to this end, we work extremely hard to ensure that all pupils have equal opportunities to do the very best they can.

We have an enthusiastic, highly motivated staff committed to a caring, child-centred ethos. We offer skilled teaching, a creative curriculum and high academic standards, as well as concentrating on the education of the whole child. We cater for each child's needs within a family context of firm, yet sensitive guidance. We know that EVERY child can achieve, and through good teaching and learning and the partnerships we build with parents and the wider community, our children leave school as confident, able learners equipped with the skills and knowledge to continue their lifelong learning journey.

Education is a partnership between home and school and we place a great deal of emphasis on our partnership with parents. We believe that children learn best when home and school work together for their benefit.

Children coming into the school bring a wealth of knowledge and understanding about the world around them. It is our aim to build on these skills and promote a willingness and enthusiasm to learn more.



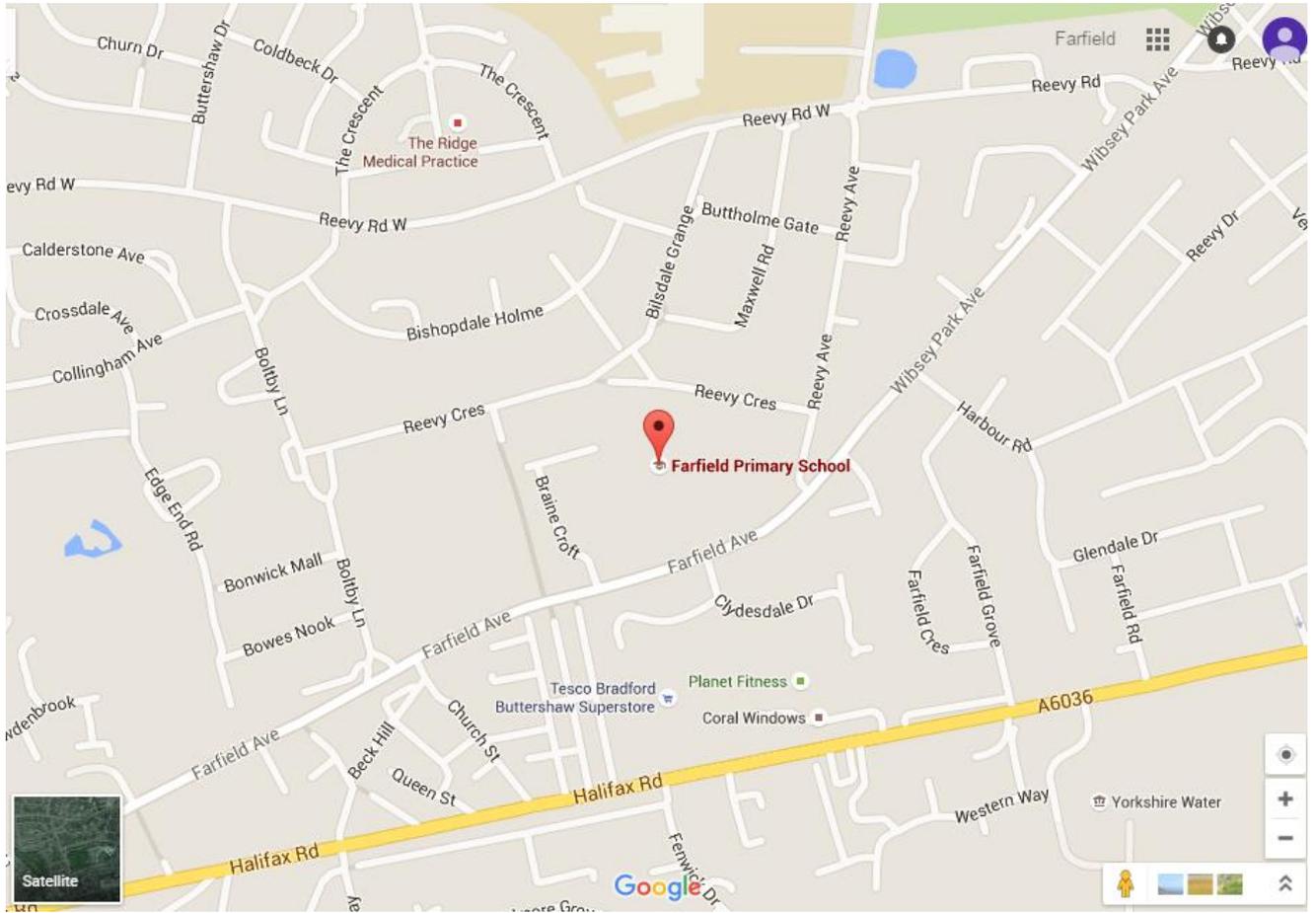
## Mission statement



We share the **B**elief that all children will achieve,  
 If they learn **R**esilience they never give up,  
 If they learn **I**ndependence they will love learning,  
 If they set **G**oals they will have achievable steps to take,  
 If they have high **H**opes they will become what they aspire to be,  
 If they learn **T**olerance they will share with, learn from and respect others.



## HOW TO FIND US



**Farfield Primary School and Nursery**

**Reevy Crescent**

**Buttershaw**

**Bradford**

**BD6 2BS**

***(For staff carpark please use satnav postcode BD6 2JF)***

**Tel : 01274 678545**

**Fax: 01274 694022**

**E-mail: [office@farfield.bradford.sch.uk](mailto:office@farfield.bradford.sch.uk)**

## Outline Job Description for Teachers

**Post Title: Class teacher**

**Pay Spine: MPS or UPS**

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

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 any additional duties that the Headteacher may reasonably direct.

The details set out below describe the main duties and responsibilities relating 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 so 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 Policy.

### **Core Purpose of Class Teacher:**

***Provide high quality teaching, learning and achievement for all pupils, making effective use of resources. Ensure that assessment outcomes are used to inform planning and target setting, in order to raise standards of attainment for all pupils.***

### **Principal responsibilities as a class teacher:**

1. Teach children within the primary age range as directed by the Headteacher, keeping up to date with developments relating to the primary curriculum.
2. Plan lessons following agreed schemes of work and curriculum policies to meet pupil's individual learning needs.
3. Use a range of appropriate teaching strategies to secure effective classroom management.
4. Make use of information about prior attainment to set challenging but realistic expectations and learning targets for pupils.
5. Assess and monitor pupils' progress, maintain records and give clear and constructive feedback.
6. Ensure that pupils make good progress and achieve well relative to prior attainment.
7. Maintain a stimulating learning environment and supportive educational ethos including use of teaching materials and resources.
8. Make an active contribution to school policies and strategies for school improvement.
9. Take responsibility for continuing professional development and use the outcomes to improve teaching and learning.
10. Supervise, guide and direct the work of support staff as required.

11. To support the school's philosophy regarding parental involvement- forming good relationships with parents, encouraging them to discuss their children freely, explaining classroom practice and routines and building up a relationship of trust.
12. To have shared responsibility for the learning environment other than the classroom. E.g. Display areas, library, corridor areas.
13. To take an active part in the school's training programme for the teacher's own continuing professional development.

### **Responsibility for a Curriculum area (where applicable)**

Responsibility for a curriculum area or aspect of school organisation will be negotiated with the post holder to meet the needs of the school and to support the teacher's own professional development

The post holder would be expected to work as part of a team to:

1. Develop and implement policies and practices for the subject that reflects the school's commitment to high achievement, effective teaching and learning.
2. Prepare, review and evaluate long and medium term plans to ensure full curriculum coverage, continuity and progression for all pupils.
3. Establish and implement clear policies for assessment, recording and reporting on pupil achievement.
4. Evaluate the quality of teaching and use this information to identify areas for improvement and development.
5. Monitor and evaluate the implementation of schemes of work, standards attained and pupil progress.
6. Audit the training needs of staff annually and co-operate as required with arrangements for performance management.
7. Ensure the effective management of resources, audit subject resource needs and prepare prioritised spending plans annually.
8. Manage the subject budget allocation effectively and produce an annual financial report.
9. Prepare an annual subject evaluation for governors using the agreed school format
10. Be a role model for teaching and learning, with specific strength in area of coordination.

#### **Please note:**

The provisions of the School Teachers Pay and Conditions Document regarding working time will be the subject of separate statements issued by the LEA and/or Headteacher as appropriate.

This job description is subject to amendment in line with the provisions of the School Teachers Pay and Conditions Document. Reviews will normally take place at the end of an academic year or earlier where necessary; and following consultation with the post holder.

Should there be a disagreement under either paragraph above the post holder has the right to appeal under paragraph 6, Grievance Procedures of the Personnel Manual "General Scheme of Conditions of Service for Teachers".

# Person Specification: Classroom Teacher

## Personnel Specification

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	Qualified Teacher Status	Evidence of additional study	Application form Letter of application References Interview
<b>Experience</b>	Have a proven record of raising standards.  Experience of effective use of assessment information  Experience of teaching within the 5 – 11 age range.	Experience of leading or being involved in curriculum development  At least one years teaching experience	Application form Letter of application References Interview
<b>Training</b>	Willingness to be involved in training for personal and professional development.	Evidence of training in Curriculum development and classroom organisation  Courses relating to Primary Practice.	Application form Letter of application References Interview
<b>Special Knowledge</b>	Knowledge and understanding of the role of a Primary School in preparing children for adult life and transition to secondary school.  Knowledge and understanding of how to incorporate ICT into learning.  An informed awareness of current developments within National Curriculum.  Flexible to adapt the curriculum to meet the needs of a range of pupils	Knowledge of one or more areas of the Primary School Curriculum.  Creative and inspirational  An additional area of interest that would support or extend the Primary Curriculum.	Application form Letter of application References Interview
<b>Circumstances - Personal</b>	To be in a position to fulfil the requirements of the post.	To be able to devote time out of school to extra curricular activities.	Application form Letter of application



## COPY OF ADVERT



**Farfield Primary and Nursery School**  
Reevy Crescent, Bradford,  
West Yorkshire, BD6 2BS  
Tel: 01274 678545

office@farfield.bradford.sch.uk  
www.farfieldprimary.co.uk

### **Reception Class Teacher (mat leave) MPS or UPS Starting in January 2020**

**Could this be the perfect role for you? Are you hard-working, conscientious and loyal? Do you enjoy making learning fun and do you have what it takes to make an impact on our children's future?  
If this sounds like you then apply now!**

- We are seeking to employ a self-motivated Individual who gains pleasure in the achievements of the children in their class.
- A teacher who has the passion and drive to do whatever it takes for the children they teach to make consistently good progress.
- A teacher who enjoys working as part of a highly skilled Early Years Team where teaching is good and children thrive in their development.

Our Early Years is very well resourced. Our staff plan together and adjust learning skilfully in response to the children. Staff use questioning well and make detailed assessments, continually identifying next steps. We prioritise our work with parents, who are frequently invited in to share in their child's learning.

**If you think you can contribute to our hard-working team, please get in touch.**

You are warmly invited to visit the school, please contact Ewan Clark, the Business Manager, on 01274 678545 or email [farfieldadmin@farfield.bradford.sch.uk](mailto:farfieldadmin@farfield.bradford.sch.uk)

**Closing Date: 18.11.2019 at 9am.**

For an application pack please go to [www.prospectsonline.co.uk](http://www.prospectsonline.co.uk)

**Observations & Interviews: 21 & 22.11.2019**

***This post is subject to an enhanced DBS check***



## HOW TO APPLY

If you wish to apply for the post of Classroom Teacher (mat leave) at Farfield Primary and Nursery School, please log onto the prospects online website at [www.prospectsonline.co.uk](http://www.prospectsonline.co.uk).

Upload your completed application form onto the website outlining how you meet the criteria on the job description and attributes required. A continuation sheet may be used if necessary.

We would request that you provide details of daytime and evening contact numbers and email addresses for use should you be called for interview.

**The closing date for applications is 9am on 18.11.19.**

You will be informed at the earliest opportunity if your application has been unsuccessful.

**Observations and interviews will be 21 and 22.11.19**

Thank you for your interest in our post. We look forward to receiving your completed application.

# Application for Employment (Confidential)

## Teachers and Support Staff

Please complete in black or dark blue ink. Electronic applications are preferred

### Post details

<b>Job title:</b> Classroom Teacher (mat leave)	<b>Your application should be uploaded to:</b>  <a href="http://www.prospectsonline.co.uk">www.prospectsonline.co.uk</a>  <b>unless otherwise specified by the school</b>
<b>Advert reference number:</b>	
<b>School or unit:</b> Farfield Primary and Nursery	
<b>Closing date:</b> 18/11/2019 9am	

### Personal details

<b>Surname:</b>	<b>Forename(s):</b>
<b>Previous Surname(s):</b> <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Other (please state):	
<b>Home Address (including postcode):</b>	<b>Address to which correspondence should be sent if not home address (including postcode):</b>
<b>Daytime telephone number:</b>	<b>Evening telephone number:</b>
<b>Email address:</b>	
<b>Do you hold a current driving licence?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>National Insurance Number:</b>	
<b>Religious Denomination/Faith*</b> <b>* For vacancies in schools with a religious character only.</b> The Governing Body may take religious denomination or faith into account for this post in accordance with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003	
<b>How did you learn of this vacancy?</b>	

### Policy Statement

We are committed to the rights of the child, the child's safety and emotional well being, and the protection of the child from all forms of abuse.

## Language skills

Do you speak or write any languages other than English?	<b>Speak</b>	<b>Write</b>
Language:	<input type="checkbox"/>	<input type="checkbox"/>
Language:	<input type="checkbox"/>	<input type="checkbox"/>

## Employment history

<b>Current or most recent employment:</b>	
<b>Post title:</b>	<b>Employer's name, address and telephone number:</b> <i>(including Local Authority, Diocese, school name, type and group number, if applicable)</i>
<b>Dates from / to:</b>	
<b>Salary or wage:</b>	
<b>Allowances, or additional salary points:</b>	
<b>If part time please show weekly hours:</b>	<b>Length of notice or date able to commence:</b>

<b>Brief description of duties:</b>
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<b>Reason for wishing to leave (please indicate if you do not intend to resign from your current post):</b>
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<b>Previous employment:</b>					
Employer's name and address (inc LA, Diocese and type of school if applicable)	Position held (if part time, show weekly hours)	Salary / wage	Dates		Reason for leaving
			From	To	

## Education and qualifications

Please give details of your education and qualifications. Make sure you include professional qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you may be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

Qualifications Examination subjects, if applicable, indicate main/subsidiary subjects	Results Grade or classification	School, College or University	How obtained (Full time, part time or correspondence)	Period of study	
				From	To

**Applicants for teaching posts must provide the following information:**

**Newly Qualified Teachers (NQTs)**

If you qualified as a teacher after 7<sup>th</sup> May 1999, please complete the following section:

Date when qualified:

Date when completed induction:

Please state class and division of your degree:

Honours: Yes  No

What age ranges have you been trained to teach?

Your GTC number:

Name used when registered:

Are you GTC registered? Yes:  No:

Have you paid this years subscription: Yes:  No:

**For teaching posts in Catholic schools only:**

Do you have the Catholic Certificate in Religious Studies ('CCRS') or equivalent? Yes  No

If applicable, where and when did you obtain the CCRS (formerly Catholic Teachers' Certificate and Certificate in Religious Education)?

CCRS Registration number (if known):

Please provide details of any other specialist Catholic postgraduate qualification (eg Certificate in Subject Leadership in Catholic Schools, MA in Catholic School Leadership):

## Other training

List all training undertaken including in-service courses. Please include membership and grade of professional organisations.

Course and training details	Results	Where obtained	Full time, part time, residential	Dates	
				From	To

## **Additional information / personal statement**

**Please ensure that you use the space below to submit a personal statement in support of your application. This should give any additional relevant information, including details of your professional, subject and leisure interests, and any skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification.**



## Important Notes

### Declaration

#### **Immigration, Asylum and Nationality Act (2006)**

In accordance with the Immigration, Asylum and Nationality Act 2006, the employer will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

I confirm that I am legally entitled to work in the UK.

#### **Safeguarding Vulnerable Groups Act (2006)**

The employer is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not barred by the ISA from working with or applying to work with children (and/or vulnerable adults if appropriate), or included on the ISA Children's Barred List (or the ISA Adults Barred List if appropriate).

#### **Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended)**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered 'spent' under the terms of the Act. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any previous criminal background.

If you are the successful applicant you will be provided with an Enhanced Criminal Records Bureau disclosure, application and consent form. Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

I agree that the appropriate enquiry may be made to the Criminal Records Bureau.

#### **Data Protection Act (1998)**

Information from this application form may be held securely by Education Bradford or the employing school. The employers are registered under the Data Protection Act (1998); individuals have the right of access to personal data concerning them.

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

#### **Disclosure**

A candidate for any appointment with the Council / Governing Body must state below any known relationship to a Councillor, Co-opted Member, Director or Assistant Director of the Council, any member of the Governing Body or existing employees of the Governing Body when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

**Are you related to a Councillor or Senior Officer of the Council or any member of the Governing Body or existing employees of the Governing Body?**      Yes       No

If YES, give details:

**You are reminded that where the Governing Body are the employers the post will be subject to the terms and conditions of the appropriate model contract (eg CES, Church of England, Foundation Schools etc)**

**I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL.**

**Signed:**

**Date:**

**ALL CANDIDATES APPLYING FOR EMPLOYMENT ONLINE OR VIA EMAIL WILL BE REQUIRED TO SIGN AND DATE THIS FORM IF INVITED TO ATTEND AN INTERVIEW.**

**How did you learn of this vacancy?**

## Equal opportunity and employment

We seek a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff. Applicants for jobs are judged on their skills and suitability for the vacancy.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

### Ethnic classification

White	English	1	<input type="checkbox"/>
	Scottish	2	<input type="checkbox"/>
	Welsh	3	<input type="checkbox"/>
	Irish	4	<input type="checkbox"/>
	Any other white	5	<input type="checkbox"/>
Mixed	White & Black Caribbean	6	<input type="checkbox"/>
	White & Black African	7	<input type="checkbox"/>
	White & Asian	8	<input type="checkbox"/>
	Any other mixed	9	<input type="checkbox"/>
Asian or Asian British	Indian	10	<input type="checkbox"/>
	Pakistani	11	<input type="checkbox"/>
	Bangladeshi	12	<input type="checkbox"/>
	Kashmiri	13	<input type="checkbox"/>
	Any other Asian	14	<input type="checkbox"/>
Black or Black British	Caribbean	15	<input type="checkbox"/>
	African	16	<input type="checkbox"/>
	Any other black	17	<input type="checkbox"/>
Other Ethnic Groups	Chinese	18	<input type="checkbox"/>
	Any other ethnic group	19	<input type="checkbox"/>

I am: Female  Male

Date of birth:

#### Job Sharing

If this post is full time and it has been advertised as being suitable for job sharing, please tell us whether you are applying for a full time post or willing to job share, or whether you would consider either:

Full time

Job share

Either

If you would like to job share this post but are unsure as to whether this is possible please contact the school or department concerned.

**Please Note:** These categories have been recommended to the employers by the Commission for Racial Equality and are being collected to assist us to monitor the effects of its equal rights policy and to meet the requirements of the Race Relations (Amendment) Act 2000.

### Disability

We are committed to providing access to employment opportunities for disabled people. To assist us in carrying out this policy please provide any relevant information which has a substantial and long term adverse effect on your ability to carry out day to day activities. This information will be treated as confidential and will only be used to enable selectors to make a fair assessment of your capabilities, taking into account any adjustments that may be required.

Do you consider you have any medical condition or disability which may be covered by the provisions of the Disability Discrimination Act (1995)?

No  Yes

If YES, give details:

Do you have any specific requirements to enable you to attend an interview?

No  Yes

If YES, give details:

### Health

Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination for certain posts.