

 

**Class teacher**

September 2021



Green Lane Primary

Atlas Community Primary

Lilycroft Primary

Margaret McMillan Primary

Westbourne Primary

**Priestley Academy Trust**



# RECRUITMENT PACK CONTENTS

[Recruitment Pack Contents](#_Toc378352462)………………………………………………1

[Letter from the Chief Executive of the Priestley Academy Trust…….](#_Toc378352463) 2

[About the Priestley Academy Trust……………………………………...3](#_Toc378352464)

[Job Description](#JOBDESC)……………………………………………………………[.](#_Toc378352465)5

[Person Specification………………………………………………………8](#PERSSPEC)

[Job advertisement](#JOB)…………………………………………………………12

[Application for Employment (Confidential)……………………………..](#_Toc378352466) 13

1





#

# Dear Applicant,

We are looking to appoint a teacher who is a highly motivated person with successful teaching experience and who is committed to delivering high quality teaching at Lilycroft Primary

At Lilycroft Primary we believe in educating the whole child ensuring that we consider the child’s family and environment. We develop our children so they have the skills, knowledge and attitude to contribute to the future development of our city as responsible citizens who will inspire the next generation.

 We are looking for someone with enthusiasm for all aspects of school life and who is solution focused. In return we offer you the opportunity to help shape the future of children at Lilycroft Primary.

The right candidate will:

* Be passionate about teaching and learning;
* Have high expectations;
* Enjoy working as part of a team;
* Be keen to get 'stuck in';
* Have a growth mindset, keen to learn themselves.

We promise to offer:

* A dedicated and friendly team of professionals who are keen to develop and learn.
* Excellent CPD opportunities to grow within the school and the Priestly Academy Trust.
* A secure, happy and positive environment.

**If you feel you have the qualities we are looking for please contact** **office@lilycroftprimary.bradford.sch.uk** **for an application pack.**

**The interviews will be held in compliance with current Social distancing guidance**

**All posts are subject to vetting and recruitment checks, including a satisfactory enhanced disclosure from the DBS.**

# About the Priestley Academy Trust

# Vision

The Priestley Academy Trust’s vision is to offer an outstanding, transformational learning experience for each student with a strong emphasis on academic excellence, character development and public service.

# Mission

Our mission is to develop all our students as both academic and well rounded, characterful young people, equipped with the understanding, attitudes, skills and behaviours necessary to succeed in life. We will strive to ensure they are prepared to succeed in higher education, employment, entrepreneurship and their family and community life.

# Values

Our ethos is defined by a values based approach to education where respect for human dignity is paramount. Values are important principles that drive behaviour. They influence our attitudes and actions and become our framework for living. They affect our sense of self and our relationships with others. Students need to learn about values and how people react to them, so that they are equipped with invaluable social skills and emotional intelligence.

Our five core values are:

* Respect
* Responsibility
* Excellence
* Compassion
* Collaboration

…..based on having respect for all, achieving academic excellence within a disciplined learning environment, where high expectations are the norm and students are supported to reach their potential.

# Our Academies

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academy Name** | **Headteacher** | **Pupil Numbers** | **Ofsted Rating** | **% eligible for FSM** |
| Green Lane Primary | Jane Townend  | 687 | Good | 35.5 |
| Atlas Community Primary | Lisa Simpson  | 233 | Good | 42.7 |
| Lilycroft Primary | Nicola Roth | 448 | Good | 39.1 |
| Margaret McMillan Primary | Lorraine Martin | 633 | Good | 30.1 |
| Westbourne Primary | Matthew Atkinson | 451 | Good | 37.8 |

***We aim to provide the highest quality teaching for all young people regardless of their social, emotional or behavioural needs.***





**Class Teacher
 – Job Description**

|  |  |
| --- | --- |
| **Post title** |  Class teacher |
| **Salary:** |  MPS / UPS |
| **Reporting to:** |  Phase Leader |
| **Location:** |  KS2 |

**Main purpose of the job:**

* Take responsibility for the achievement, welfare and discipline a class of children determined on an annual basis by the Head Teacher and in accordance with the duties listed below.

#### Key Activities / Responsibilities:

#### Strategic

* Lead, organise and direct support staff within the classroom;
* Participate in the performance management system for the appraisal of their own performance, or that of other teachers:
* Communicate and co-operate with specialists from outside agencies;
* Participate in meetings which relate to the school’s management, curriculum, administration or organisation;
* Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
* Be able to set clear targets, based on prior attainment, for pupils’ learning;
* To assist in the development of a scheme of work, policy statement and / or subject handbook for a curriculum area (post NQT) in co-operation with colleagues and in accordance with the school policy.

#### Operational

* Keep appropriate and efficient records, integrating formative and summative assessment into planning;
* Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
* Report to parents on the development, progress and attainment of pupils;
* Plan appropriately to need the needs of all pupils, through scaffolding and differentiation of tasks;

**Organisational**

* Make effective use of ICT to enhance learning and teaching;
* Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
* To contribute to/to be responsible for the organisation of educational visits/visitors, as necessary.

**General**

* To carry out the professional duties covered by the latest School Teachers’ Pay and Conditions Document. The post holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England;
* Promote the school’s code of conduct amongst pupils, in accordance with the school’s behaviour policy;
* Implement agreed school policies and guidelines;
* Support initiatives decided by the Head Teacher and staff;
* Maintain the positive ethos and core values of the school, both inside and outside the classroom.
* Effectively communicate and co-operate with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisers and other Professionals.
* To continue with own professional development and to participate fully in all school meetings and INSET.

**This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.**



**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Qualifications and Training** | **Essential** | **Desirable** |
| * Educated to degree level
 | **✓** |  |
| * Qualified Teacher Status (QTS)
 | **✓** |  |
| * Other qualification related to a particular curriculum area
 |  | **✓** |
| **Knowledge** |  |  |
| * Ability to use AfL to promote good progress for all children
 | **✓** |  |
| * Ability to differentiate using a range of strategies to secure good outcome for all groups
 | **✓** |  |
| * Excellent subject knowledge in Literacy & Numeracy
 | **✓** |  |
| * Specialist knowledge in a curriculum area
 |  | **✓** |
| * Ability to use data to inform next steps and target support
 | **✓** |  |
| * Understanding of the needs of bi-lingual learners and/or for whom English is an additional language
 |  | **✓** |
| * Understanding of the process for child protection
 | **✓** |  |
| **Experience** |  |  |
| * Of working in the primary age either as an appointed teacher or on school based attachment
 | **✓** |  |
| * Of delivering the National Curriculum
 | **✓** |  |
| * Of successful planning & assessment
 | **✓** |  |
| * Of the transition between KS1 & 2
 | **✓** |  |
| * Of deploying support staff
 | **✓** |  |
| **Skills and Attributes** |  |  |
| Ability to create a classroom ethos that develops children as independent learners | **✓** |  |
| A teacher with sound ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching | **✓** |  |
| Must be able to keep records of pupil progress in line with school policy | **✓** |  |
| Must be able to use assessments of pupils learning to inform future planning | **✓** |  |
| Ability to plan and work collaboratively with colleagues | **✓** |  |
| An excellent standard of written & spoken English | **✓** |  |
| A commitment to collaborative working practices | **✓** |  |
| The ability to speak a South Asian/Eastern European community language |  | **✓** |
| **Other** |  |  |
| * Believe that ALL children can achieve and be passionate about making this happen
 | **✓** |  |
| * Be able to engage parents in order to encourage their close involvement in the education of their children
 | **✓** |  |
| * A teacher with a flexible approach to work who enjoys being a good team member
 | **✓** |  |
| * Must have good communication skills both orally and in writing
 | **✓** |  |
| * Must be able to manage own work load effectively
 | **✓** |  |
| * Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships
 | **✓** |  |
| * Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit
 | **✓** |  |
| * To practice equal opportunities in all aspects of the role and around the work place in line with policy
 | **✓** |  |
| * An ability to adapt to the changing demands and priorities of working in a school
 | **✓** |  |
| * An energetic and enthusiastic outlook
 | **✓** |  |

**This post is subject to satisfactory vetting, including a satisfactory enhanced disclosure from DBS**

#

|  |  |
| --- | --- |
| APPLICATION FOR EMPLOYMENT (CONFIDENTIAL) | Priestley Academy Trust_Final_300 |

Please read the application form, job description and person specification carefully, so that you understand what the position involves.  You will only be shortlisted if you meet the essential requirements of the employee specification. The decision to shortlist you for interview will be solely based on the information you provide in this application form. Check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process your application may be disqualified.

**Safeguarding Policy Statement**

We are committed to the rights of the child, the child’s safety and emotional wellbeing, and the protection of the child from all forms of abuse.

**Post details**

|  |  |
| --- | --- |
| **Job Title class teacher** | **Your application should be returned to:****Lilycroft Primary** **Lilycroft Road****Bradford****BD9 5AD****Email – office@lilycroftpriamry.bradford.sch.uk** |
| **Advert Reference Number:**  |
| **Closing Date: 9am3rd May 2019** |

**Personal details**

|  |  |
| --- | --- |
| **Surname:**  | **Forename(s):**  |
|  **Ms**  **Mrs** **Miss**  **Mr**  **Other (Please state):** Previous surnames (s) : |
| **Home Address:****Post Code:**  | **Address to which correspondence should be sent if not home address:** |
| **Daytime Telephone Number:**  | **Evening Telephone Number:**  |
| **Email address** |
| **Do you hold a current clean driving licence? Yes No** |
| **National Insurance Number:**  |

**LANGUAGE SKILLS**

|  |  |  |
| --- | --- | --- |
| **Do you speak or write any languages other than English?** | **Speak** | **Write** |
| **Language:** **Language:**  | **[ ]** **[ ]**  | **[ ]** **[ ]**  |

**EMPLOYMENT HISTORY**

|  |
| --- |
| **CURRENT OR MOST RECENT EMPLOYMENT:**  |
| **Post Title:** | **EMPLOYER’S NAME AND ADDRESS AND TELEPHONE NUMBER:** |
| **Dates from/to:**  |
| **Current salary:**  |
| **Allowances, or additional salary points:** |
| **If part time please state weekly hours:** | **Length of notice or date able to commence:**  |

|  |
| --- |
| **Brief description of duties**Leading PEP/CAF meetings.Teaching pupil support groups.Liasing with external agencies to ensure information is shared effectively.Attending review meetings with pupils/parents.Leading a 'Dyslexia Friendly' team.Part-time Class Teacher for Year 5 pupils, teaching all curriculum subjects |

|  |
| --- |
| **Reason for wishing to leave (please indicate if you do not intend to resign from your current post):** |

|  |
| --- |
| **PREVIOUS EMPLOYMENT** |
| **EMPLOYER’S NAME AND ADDRESS** | **POSITION HELD****(if part time, show weekly hours)** | **SALARY** | **DATES****From To** | **REASON FOR LEAVING** |
|  |  |  |  |  |  |

**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).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCHOOL, COLLEGE OR UNIVERSITY** | **QUALIFICATIONS****Examination subjects, if applicable, indicate main/subsidiary subjects** | **RESULT GRADE OR CLASSIFICATION** | **HOW OBTAINED****(Full time, part time or correspondence)** | **PERIOD OF STUDY****From To** |
|  |  |  |  |  |  |
| **Applicants for teaching posts only must provide the following information:****Newly Qualified Teachers (NQTs)****If you qualified as a teacher after 7th May 1999, please complete the following section:****Date when qualified: Have you served an induction period? Yes No**  **Were the 3 assessments: SATISFACTORY? FAILURE? Or subject to an EXTENSION? You may wish to provide brief details****1.** **2.****3.****In which LEA(s)? Please give details:** **Please state class and division of your degree: Honours: Yes [ ]  No [ ]** **What age ranges have you been trained to teach?****Your DfE number: Name used when registered:**  |

**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**

**All applicants.** Use the space below to show you have the skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification. Please include details of home based work, work in the community or with voluntary groups and your leisure interests to support your application. You may use separate sheets if necessary.

**Applicants for teaching posts.** You are strongly advised to submit a separate 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 and experience which may be useful in schools.

|  |
| --- |
|  |

**References**

It is our policy to take up references for shortlisted candidates. Give names and addresses of two referees, one of which should be your present or most recent employer. If you are known to your referee/s by a former name please supply the name by which you were known. If you have not previously been employed, give the name of someone who knows you well. Please do not give the name of a relative as a referee.

If you are applying for a teaching post or working with children and are employed by another LEA or an independent school your employer will be asked to provide a reference, in which the following will be required. Any reference, must include any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired and whether the applicant has been the subject of any child protection concerns and any outcomes. Please name at least one other referee if you are not currently employed by an LEA or independent school. Please name two referees, one of which should be your present or most recent employer. Referees should have direct knowledge of your professional capacities and performance.

|  |  |  |
| --- | --- | --- |
| **NAME OF REFEREE** | **STATUS OR JOB** | **ADDRESS FOR CONTACT****Including telephone and e-mail address** |
| 1.2.3. |  |  |
|  |  |  |
| **May we approach your present employer before the interview?** **Yes** [ ]   **No** [ ]  |

**Important Notes**

**Declaration**

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

In accordance with the Immigration, Asylum and Nationality Act 2006, the Priestley Academy Trust 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 Priestley Academy Trust 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 DBS from working with or applying to work with, or included on the DBS Children’s Barred List.

[ ]  I confirm that I am not subject to a prohibition order and / or interim prohibition order.

**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 DBS 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 DBS or successor body.

**Data Protection Act (1998)**

Information from this application form may be held securely by the Priestley Academy Trust and we 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 Trust must state below any known relationship to any member of the Trust or existing employees of the Trust 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 any member of the Trust or existing employees of the Trust?**  **Yes** [ ]  **No** [ ]

**If YES, give details:**

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

***The Priestley Academy Trust is strongly committed to safeguarding and promoting the welfare of children. All posts are subject to satisfactory vetting, including a satisfactory enhanced disclosure from the DBS.***

**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.

**How would you describe yourself?**

|  |  |  |  |
| --- | --- | --- | --- |
| White | English [ ] Scottish [ ] Welsh [ ] Irish [ ] Any other white [ ]   |  |  |
| Mixed Heritage | White & Black Caribbean [ ] White & Black African [ ] White & Asian [ ] Any other mixed background [ ]  |  | **Would you describe yourself as:**Female [ ]  Male [ ]  Prefer not to say [ ]  |
| Asian or Asian British | Indian [ ] Pakistani [ ] Bangladeshi [ ] Kashmiri [ ] Any other Asian background [ ]  |  | **What is your age group?**[ ]  20-24 [ ]  40-44 [ ]  25-29 [ ]  45-49 [ ]  30-34 [ ]  50-54 [ ]  35-39 [ ]  55 and over [ ]  Prefer not to say |
| Black or Black British | Caribbean [ ] African [ ] Any other black background [ ]  |  | **What is your sexual orientation?**[ ]  Bisexual [ ]  Gay man [ ]  Lesbian[ ]  Heterosexual [ ]  Other [ ]  Transgender[ ]  Prefer not to say  |
| Chinese and other ethnic groups | Chinese [ ] Any other ethnic group [ ] Prefer not to say [ ]  |  | **Please tick the box that best describes you:**[ ]  Buddhist [ ]  Muslim[ ]  Christian [ ]  Sikh[ ]  Hindu [ ]  Other Religion or belief[ ]  Jew [ ]  No Religion [ ]  Prefer not to say  |

**Disability**

|  |
| --- |
| We are committed to providing access to employment opportunities for disabled people. Many people who do not consider themselves to be disabled may be covered by the Equality Act 2010 because they have a health condition that has an impact on their lives. You may be disabled under the Equality Act 2010 if you suffer from a long term (ie 12 months or more) physical or mental impairment which has an adverse impact on your ability to carry out day to day activities. Do you consider yourself to have a disability or a long-term health condition?[ ]   **No** [ ]  **Yes** [ ]  **Prefer not to say** **What is the effect or impact of your disability or health condition?** **(Details):**      If so, do you have any specific requirements to enable you to attend an interview? Please tick. If you answer YES please give brief details:[ ]   **No** [ ]  **Yes** [ ]  **Prefer not to say** **(Details):**      The Priestley Academy Trust is committed to creating an environment where barriers are removed from disabled people and they can give their best to succeed in our organisation. If you would like to discuss your response, or are unsure of the types of reasonable adjustments that might be possible, please contact us. |