



Clayton St John CE Primary

Key Stage 2 Class Teacher Application Pack – 3 Posts Starting September 2020

1 x KS2 Permanent with SENDCo for KS1/2

1 x KS2 Permanent

1 x KS2 1 Year Maternity Cover

Closing date: 12.00pm Thursday 14th May 2020

**Interviews and Tasks via Microsoft Teams: Monday/Tuesday
18th/19th May 2020**



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Additional Documents – please access on the website www.claytonce.co.uk



Clayton St John CofE Primary School
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Telephone: 01274 815862, Fax: 01274 884856
Email: office@claytonce.bradford.sch.uk, Website: www.claytonce.co.uk

Executive Headteacher: Miss M Hargreaves & Head of School: Mrs G Emsley

Dear Candidate,

Thank you for requesting our Key Stage 2 Class Teacher application pack. Within this pack you will find an application form which can also be accessed electronically on our website, a job description and a job specification. In addition, for those candidates wishing to apply for the SENDCo post, there is a specific job description and personal specification for that aspect of the role. Alongside your application, please submit a personal statement no longer than two sides of A4.

This is an exciting time for Clayton St John. Although the school was placed into the Ofsted category of Special Measures in January 2017, we are very much on our journey of improvement to move the school out of category and on the trajectory towards being a good school once again.

In October 2017, we converted to an academy, joining the Bradford Diocesan Academy Trust (BDAT) and I was appointed as Executive Headteacher across both Clayton St John and St Philip's CE Primary Academies in the November of that year. Our MAT is well established within the city, and offers us a great deal of support from the central staff as well as through the network of Primary and Secondary Academies within BDAT. As a Church of England Primary School, we ensure that our pupils are given every opportunity to achieve their potential within an environment where they feel confident to express their faith – whether our pupils are Christian, of another faith or follow no particular religion.

Here at Clayton St John we are passionate about ensuring that our pupils get every opportunity to do their best. To enable this to happen, we offer our staff a supportive network and great CPD opportunities. Whether you are an established class teacher looking for a new challenge, or an NQT looking for your first position, joining our school and our Trust will open up many opportunities for you.

Please look at our website to find out more about us – www.claytonce.co.uk

We look forward to seeing you and hope to receive an application from you.

Yours sincerely,
Michelle Hargreaves
Executive Headteacher

In and Around Bradford



Bradford truly is a diverse place to live and work, and has so much to offer. The city has great rail and road links to Leeds and Manchester as well as Ilkley, the Yorkshire Dales and even the Lake District. In case you are seeking warmer climates during the school holidays Leeds Bradford airport, home of the low cost airline Jet2, provides links to the rest of the world.

Closer to home, Bradford city centre is home to The Broadway, a brand new shopping centre where you'll find all your favourite high street stores and much more. If you're a fan of the theatre, the Alhambra Theatre, which is widely regarded as one of the North's premier touring venues, will be on your list of places to visit, along with the West Yorkshire Playhouse in Leeds. For football fans, a match day ticket will cost you just £15 and entry to the National Media Museum is absolutely free!

The social scene in Bradford is growing with the revival of North Parade and the Independent Quarter. This vibrant new leisure area is being led by the emergence of new high-end bars and eateries, key ingredients to a great night out.

For the music lovers amongst you, Bradford hosts the increasingly popular Bingley Music Live where bands such as Example, The Pet Shop Boys and Jess Glynne have played.

The city is full of history and culture. Home of the Bronte sisters, Haworth is just a short train journey away or visit Saltaire Village home to Salts Mill, Saltaire Brewery and the annual Saltaire Food Festival. Known as the curry capital of Britain, the city has plenty of award winning restaurants to tease your taste buds. The annual Mela, one of the largest celebrations of Asian Arts and Culture in Europe, is an event not to be missed.





Key Stage 2 Class Teachers

1 x KS2 Full Time Permanent with SENDCo for KS1/2 (MP/UP)

1 x KS2 Full Time Permanent (NQT/MP/UP)

1 x KS2 1 Year Full Time Maternity Cover (NQT/MP)

Required for September 2020

Our school is situated at the heart of Clayton and is a two-form entry primary school. Our vision is to provide an outstanding education for the children of Clayton St John to raise expectations, aspirations and promote achievement for all in our community. We are looking for an excellent teacher with a proven track-record of high standards in teaching and learning.

<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Be an excellent teacher with a proven track-record of securing good and better outcomes for pupils and the ability to model high standards in their own teaching. • Have a positive impact on standards of teaching and learning - and for those with more experience, across the school through modelling, coaching and quality CPD. • Have knowledge and understanding of assessment and how to use it and communicate effectively to raise standards. • Be committed to maintaining and developing the Christian character of the school. • Be committed to the safeguarding and welfare of children. 	<p>We can offer:</p> <ul style="list-style-type: none"> • Career development opportunities for the successful candidate to shape the role according to interests and skills • Opportunities to have a positive impact on the lives of our enthusiastic learners • The opportunity to be part of a dedicated staff team • The opportunity to play a pivotal role in shaping the future of our school
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Applications can be made via email to: office@claytonce.bradford.sch.uk

Applications forms and all documents are available on our school website at: www.claytonce.co.uk

Closing Date and Shortlisting: 12.00pm Thursday 14th May 2020

Interviews and Tasks via Microsoft Teams: Monday/Tuesday 18th/19th May 2020

Clayton St John is committed to safeguarding and promoting the welfare of our pupils, expecting all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check.



How to find us.....





Person Specification: Class Teacher

	Essential	Desirable
Qualifications	Qualified Teacher Status	Evidence of continuous INSET and commitment to further professional development
Experience	The Class Teacher should have experience of: teaching across the Primary age range; Specific experience of working in Key Stage 2	In addition, the Class Teacher might have experience of: working in partnership with parents; teaching within a Church of England setting.
Knowledge and Understanding	The Class Teacher should have knowledge and understanding of: the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); statutory National Curriculum requirements at the appropriate key stage, the monitoring, assessment, recording and reporting of pupils' progress; the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection; effective teaching and learning styles.	In addition, the Class Teacher might also have knowledge and understanding of: the links between schools, especially partner schools. The importance of links with the church and local community for a Church of England setting.
Skills	The Class Teacher will be able to: promote the school's aims and Christian ethos positively, and use effective strategies to monitor motivate and develop positive morale;	In addition, the Class Teacher might also be able to: develop strategies for creating community links.

	<p>develop good personal relationships within a team; establish and develop close relationships with parents, governors and the community; communicate effectively (both orally and in writing) to a variety of audiences; create a happy, challenging and effective learning environment.</p>	
<p>Personal Characteristics</p>	<p>To be able to emulate our 7 Key Principles:</p> <p>Resilience- Trying our best to work hard, we never give up when things get difficult. We show the determination and strength to learn from our mistakes, showing our courage and self-belief.</p> <p>Enjoyment- We are motivated by our family, friends and teachers and rejoice in God's love; we are fulfilled by all that this brings. Our love of learning is inspired through fun, creativity, curiosity and excitement.</p> <p>Security- The love, care and responsibility we are given make us feel safe at school. We value honesty and trust and achieve more when we feel protected.</p> <p>Pride-When we achieve success we feel fulfilled and satisfied. We are happy for each other and confident in all we believe.</p> <p>Excellence- We challenge ourselves and one another</p>	

	<p>with high expectations and aspirations. Together with God’s greatness, we achieve brilliance through our efforts and dedication.</p> <p>Collaboration- Working together, sharing and helping, we respect our differences and listen to each other. We are a team built on trust and co-operation, celebrating diversity and acceptance.</p> <p>Trust- With faith in God’s love and each other, we show kindness, loyalty and patience. We are a strong community, helping each other by showing forgiveness and honesty.</p>	
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Person Specification: SENDCo (Additional to Class Teacher PS)

	Essential	Desirable
Qualifications	<p>Evidence of regular and appropriate professional development particularly that relates to school leadership and management</p> <p>Willingness to work towards relevant SEND qualifications if not already held</p>	<p>National Award for SEND Co-ordination</p> <p>NPQML</p>
Experience	<p>Leading a subject or management area</p> <p>Leading or contributing towards the co-ordination of SEND in a primary setting</p> <p>Outstanding teaching practice in the primary age range</p> <p>Working effectively as part of a team</p>	<p>Teaching in more than one key stage in the primary age range</p> <p>Working in a church school and understanding the importance of this</p>
Knowledge and Understanding	<p>Strategies to develop partnerships with families and the wider community</p> <p>The importance of high expectation of pupils' learning, attainment and behaviour</p>	<p>Experience of SEND Co-ordination in a primary setting</p>
Skills	<p>Communicate effectively at all levels and to a range of audiences</p> <p>Self-manage workload and time</p> <p>Delegate effectively whilst maintaining a strategic overview</p>	<p>Lead SEND across the school</p>



Job Description: Class Teacher

Job Title: Class Teacher

Scale: Main Pay Spine 1-6

Hours/week: Full Time

Job Purpose:

The Class Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- ensure that the current national conditions of employment for schoolteachers are met.

Duties:

The Class Teacher will:

- lead, organise and direct support staff within the classroom;
- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialists from outside agencies;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers.



Job Description

Job Title: Special Educational Needs & Disabilities Co-ordinator (SENDCO)

General duties

- Have overall responsibility for determining the strategic development of SEND policy and provision in the school.
- Have day-to-day responsibility for the coordination of SEND provision to support individual pupils.
- Where a LAC has SEND, ensure effective communication with the relevant designated teacher.
- Advise on the graduated approach to providing SEND support.
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Liaise with the parents of pupils with SEND.
- Liaise with early years providers (where required), other schools, educational psychologists, health and social care professionals and other bodies with regards to SEND provision.
- Be the key point of contact with external agencies, particularly the LA and its support services, and ensure that these links are actively promoted.
- Liaise with potential next providers of education to ensure pupils and their parents are informed about their options, and that a smooth transition is planned.
- Work with the Executive Headteacher, Head of School and the governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regards to reasonable adjustments and access arrangements.
- Ensure the school keeps an accurate record of all pupils with SEND and that this remains up-to-date.
- Undertake training and CPD to improve and maintain a well-rounded knowledge of SEND provision to ensure duties can be effectively performed.
- Ensure the specific requirements of pupils with SEND are understood and support measures are implemented effectively.
- Have a sound knowledge of how relevant legislation, including the '[SEND Code of Practice](#)', impacts the school's SEND provision.



- Understand how the needs of pupils with SEND change as they get older.
- Participate in the implementation of EHC plans with parents of pupils with SEND, monitoring their impact and making any necessary adjustments to ensure pupils make progress.



Equal Rights

Our school is an equal rights employer. We require our governors and employees to follow our equality policies and to follow all statutory requirements concerning age, race, religious, sex, sexual orientation and disability discrimination. We respect and protect the rights of people with disabilities both in terms of equal opportunity for employment and access to the school's services.

Job Sharing

Job Share applicants are welcome to apply for all full-time posts unless otherwise stated in the advertisement.

Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.



Key Stage 2 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, sex, marital status, or sexual orientation. 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

In the current national state of emergency, the school is not open to visitors. However, we strongly recommend that you visit our school website to get to know Clayton St John CE Primary. You are also invited to request a phone call from myself or the Head of School to help us to get to know you and to ask any questions you may have. Please make these requests by contacting our school office via email or telephoning 01274 815862.

Applications

Please ensure that all parts of the application 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.

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 3 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 three 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 a presentation and formal interview. For the SENDCo post



there will be an additional 30 minute task. The process is designed to allow you to demonstrate your skills and abilities.

Final Selection

Following the formal interviews and task, we will use the person specification as a guide to select the most suitable candidates 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 after all of the interviews have taken place 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

Clayton St John C of E Primary is an academy within Bradford Diocesan Academies Trust (BDAT). The successful candidate will be employed by BDAT although their main place of work will be at Clayton St John C of E Primary School.

Time line

Closing Date and Shortlisting: 12.00pm Thursday 14th May 2020

Interviews and Tasks via Microsoft Teams: Monday/Tuesday 18th/19th May 2020

All posts are subject to an Enhanced DBS check. We are committed to the safeguarding of children.