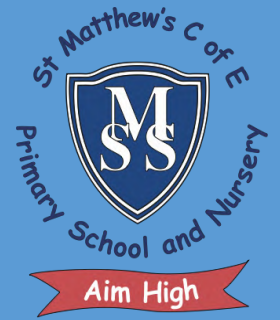


# St Matthew's C of E Primary School & Nursery

## Teacher Information Pack





*Providing equal opportunities for all in a safe environment where everyone can be happy and develop to their full potential*

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- About St Matthew's
- Teaching at St Matthew's
- Job description/personal specification
- How to find us
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## WELCOME TO ST MATTHEW'S

### Dear Candidate

Thank you for showing an interest in working at St Matthew's CE Primary School. At St Matthew's we want every child to be the best that they can be, to live life to the fullest. As a teacher at St Matthew's we would give you every opportunity to do just that, so that you in turn can ensure the children do the same.

The children are what makes our school special. They are keen to learn and enjoy hands on practical learning experiences. Our children are well behaved, enthusiastic and love to learn.

We believe that every child can succeed and that any barriers to learning are there to be broken down.

To achieve this we need an enthusiastic, dedicated staff team who will put our children at the heart of everything they do.

We believe in valuing our staff and in providing support and ongoing professional development opportunities. To support this we work closely with a group of local schools all within the BD5 area of Bradford.

Safeguarding is a priority and this includes both children and staff.

If this sounds like the school you would like to work in then please fill in the application form.

Mrs Deborah Evans  
Headteacher





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## JOB DESCRIPTION

<b>POST TITLE:</b>	<b>TEACHER – PRIMARY - FULL TIME</b>
<b>GRADE:</b>	<b>MAIN SCALE / UPPER PAY SCALE</b>

Please note:

1. 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.
2. 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.
3. Bradford Council is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. The Council and this school 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 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.

## KNOWLEDGE AND SKILLS:

*(See Personnel Specification)*



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

- Teachers should have and develop a core subject and a foundation subject expertise, or extended knowledge of special needs
- All teachers need to be sufficiently literate, numerate and skilled in IT to be able to teach able children in the core subjects and to be able to carry out all planning, preparation and assessment duties associated with their role.

## **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 officer 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 pupils according to their individual educational needs, including the appropriate setting and marking of work to be carried out by the pupils.
- Identifying effective intervention and mentoring strategies for pupils.
- To mark and assess 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 pupil needs and demands of the curriculum, for example, podcasts, interactive whiteboards etc.
- Prepare pupils for internal and external assessments and SATs.
- To undertake pastoral duties, and support 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



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- 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 newly qualified teachers (NQTs).
- 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.



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### **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

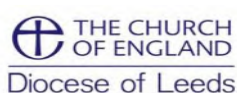
#### Advanced Threshold Level

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, articulation 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).





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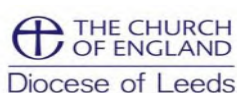
## OTHER CONSIDERATIONS

- 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 an outstanding Teacher (relevant to experience) <b>(D)</b></li> <li>• An understanding and demonstration of barriers to learning and how those may be overcome <b>(E)</b></li> <li>• Experience of managing student performance and intervention strategies to raise performance (relevant to experience) <b>(E)</b></li> <li>• Previous teaching within primary education <b>(E)</b></li> <li>• Experience of safeguarding and additional educational needs <b>(E)</b></li> <li>• Experience of working alongside employer partners to achieve learning objectives <b>(D)</b></li> <li>• Provide evidence of having previously spoken fluently at an Advanced Threshold Level <b>(E)</b></li> </ul>
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Honours degree or equivalent in relevant subject <b>(E)</b></li> <li>• Qualified Teacher Status <b>(E)</b></li> <li>• Evidence of progression through CPD <b>(D)</b></li> </ul>
<b>KNOWLEDGE/ SKILLS:</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with all school users <b>(E)</b></li> <li>• Excellent literacy, numeracy and IT skills <b>(E)</b></li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level <b>(E)</b></li> </ul>

**E - Essential D - Desirable**



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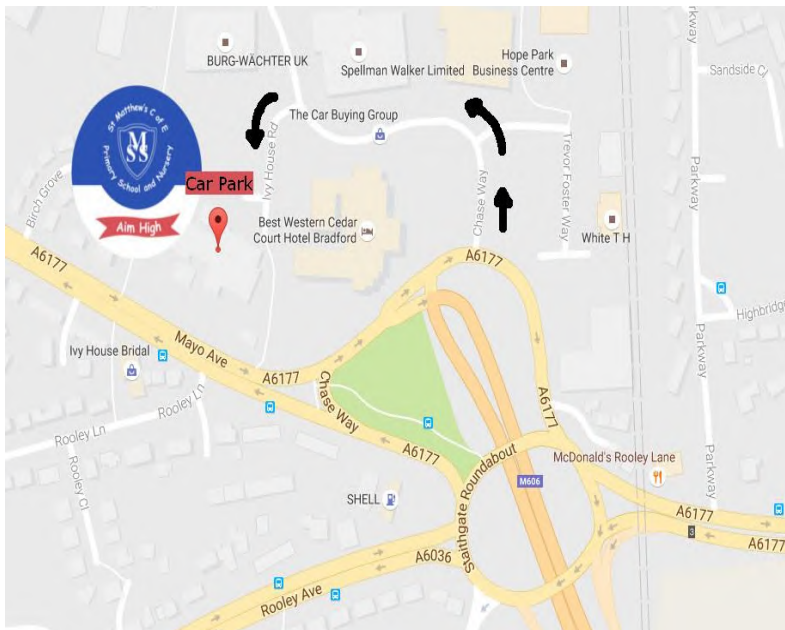






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## HOW TO FIND US



### Driving instructions

Please note there is no access, by car, to the school from Mayo Avenue. If you are visiting the school by car, please approach the school using Chase Way and Ivy House Road.

St Matthew's C of E Primary School & Nursery

Ivy House Road  
Bradford  
BD5 8FG

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

Telephone: 01274 731693



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## HOW TO APPLY

If you would like to visit our school please contact Cara Dyer, our Business Manager on 01274 731693 to arrange an appointment. We will be delighted to show you around our school and answer any questions that you may have.

If you wish to apply for this post please complete the online application form outlining how you meet the criteria on the job description & personal specification.

Completed applications to be returned to Cara Dyer our Business Manager at [cara.dyer@stmatthewsce.bradford.sch.uk](mailto:cara.dyer@stmatthewsce.bradford.sch.uk)

References will be sought for shortlisted candidates prior to the interview date. Successful candidates are subject to an enhance disclosure check from the Disclosure and Barring Service.

## KEY DATES

Closing date: 12 noon, 6 December 2021

Interviews: Week commencing 6 November 2021

Complete applications should be sent to [office@stmatthewsce.bradford.sch.uk](mailto:office@stmatthewsce.bradford.sch.uk) for the attention of Cara Dyer.



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**St Matthew's C of E Primary School & Nursery seeks to appoint 2 x excellent experienced Teachers. With the prospect of a TLR for EYFS Lead the right candidate.**

St Matthew's is a lively, creative, friendly, two form entry multi-cultural primary school with a 52 place nursery, catering for children aged 3 - 11 years old. The school is in West Bowling at the top of the M606, giving you easy access to the M62.

If you believe that children should experience a superb education that allows them to be challenged yet have fun, that encourages them to be confident as an individual yet understand how to play their part in a team, and if you are committed to developing curiosity, flexible thinking, resilience, initiative, perseverance and respect, please apply to join our team at St Matthew's.

For full details, please see the attached documents or contact the Business Manager, Cara Dyer on 01274 731693 or at [office@stmatthewsce.bradford.sch.uk](mailto:office@stmatthewsce.bradford.sch.uk) to discuss further.

Visits to the school are warmly welcomed.

Closing date - 12 noon, 6 December 2021

Interviews - Week commencing 6 December 2021

We are committed to safeguarding and promoting the welfare of children within our care at all times.

Applicants undergo enhanced child protection screening relevant to the post including checks with past employers, the DFE and the DBS.

The School is an equal opportunities employer.



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