

Miriam Lord Primary School

Applicant Information Pack



Thank you for showing an interest in our advertised post. The following information is provided to give you a greater understanding and feel for our school. We hope that it supports you in making a decision as to whether or not you would like to apply. We feel very proud of what we have achieved at Miriam Lord Primary and would welcome the chance to show you round and talk to you in greater detail if you are interested in applying.

Miriam Lord Primary School

The school was established in 1987 and is named after a pioneer of education in Manningham. Miriam Lord was born in 1885 and became the Headteacher of Lilycroft Nursery. She was passionate that young children get the very best start in life and to achieve this she opened what is believed to be one of the first nurseries in the country. She believed strongly in promoting children's welfare as well as their educational needs. If you visited our school today we believe that you would continue to see her vision in action.



Miriam Lord Primary is a large two-form entry school located in the heart of Manningham in Bradford. We are proud of our school and our many achievements, but we recognise that our journey is never at end and we continue to work hard every day to make the improvements needed to be the best that we can be. At Miriam Lord we have a dedicated team of staff and governors who show commitment and desire in ensuring that the pupils at the school achieve the highest outcomes.



One of the features of our school is that our pupils demonstrate excellent attitudes to learning and their learning behaviours contribute to their educational achievement. Our school is a proud believer in 'Building Learning Power' and uses this ethos to support pupils to become independent learners who show high levels of resilience in the face of challenge. They are supported by a rich curriculum that promotes the development of core skills and provides enrichment, breadth and balance. We provide our pupils with a strong foundation, so that they are able to tackle the next stage in their education or employment with confidence.



We recognise that to succeed in providing the highest standard of education, we must work in close partnership with our parents and carers. The relationship between home and school is important to us and we value highly the feedback we get from our families, as well as the contributions that parents and carers make to school life. Without these contributions, Miriam Lord Primary School would not be the success it is.

We were delighted with our most recent Ofsted inspection outcomes in March 2018 when we maintained our rating of 'good' overall. The inspector recognised that *'You and your team are resolved that your school will welcome all pupils and you celebrate the rich heritage and experiences that they arrive with. Staff and pupils work in harmony throughout school. As a result, pupils are content and secure in their learning'*.

How To Apply

We hope you have found this information useful and that it has helped you decide whether or not you would like to apply for a post at our school. If you wish to be part of our team then please complete the Application Form which is available at www.prospectsonline.co.uk

Visit to the school are welcomed. Please speak to Miss Hudson (School Business Manager) on 01274 496611 if you would like to arrange a visit or need more information.



Yours sincerely,

Mr Bryan P. Harrison
Headteacher

Miriam Lord Primary School

Class Teacher Job Description



Post Title: Class Teacher

Salary: Main Professional Grade

Hours: Full time, Permanent

The following information is provided to assist staff joining Miriam Lord Primary School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

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 below, in which case all the usual associated routines are naturally included in the job profile.
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. Miriam Lord Primary is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. We are 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 a strong classroom practitioner who consistently demonstrates the highest standards of delivery. You should be fully committed to raising and maintaining high levels of achievement 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.

Professional Duties

Teaching

Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events.

Planning, preparing and teaching lessons according to the individual needs of pupils, having high expectations and setting challenging targets.

Promote the inclusion and acceptance of all children from a range of different backgrounds within the classroom ensuring equal access to lessons and their content.

Providing feedback (including homework) to pupils in line with the Miriam Lord Feedback Policy.

To maintain good behaviour among pupils throughout the school, in line with the Behaviour Policy.

Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school assessment procedures.

Administering assessment tasks and tests in line with school policy.

Management

To plan, organise and manage the work of support staff assigned to the class, in order to have a positive impact on pupil progress and well-being.

To liaise with the SENDCo to contribute to the planning and organising of the work of support staff in order to have a positive impact on pupil progress and well-being.

To ensure that the support staff of the class meets all of the responsibilities as set out in their job description in a timely and effective manner.

Training and Development

Review and evaluate the teaching methods and schemes of work.

Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge.

To participate in appraisal reviews in line with school policy.

To keep up to date with current trends and research and to debate as appropriate.

Other Activities

To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.

Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher.

Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop.

To promote the general progress and well being of individual pupils throughout the school.

To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Headteacher.

Keep records and make reports on the personal and social needs of pupils through CPOMs.

Communicate and co-operate with other agencies to support the educational development and well-being of individual pupils and to participate in meetings arranged for any purposes described above.

To act upon and inform the Headteacher immediately of any concerns regarding pupil welfare.

To communicate and consult with parents and provide an accurate written annual report for parents.

To safeguard every pupil's health, safety and well being in line with school policies.

To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.

To lead assemblies and to attend assemblies at all times.

To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher.

To work with other staff to formulate and review policy documentation.

To arrange for the display of pupils' work in central areas as requested by the Headteacher.

To carry out any other duties reasonably requested by the Headteacher or Deputy Headteacher.

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher.

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

Miriam Lord Primary School

Personnel Specification

Post Title: Class Teacher

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Proven track record of successful teaching across the curriculum.</p> <p>ICT competent.</p> <p>Experience of working with parents and the community.</p>	<p>Experience of working with pupils who have English as an additional language.</p> <p>Leading and coordinating at least one area of the curriculum.</p> <p>Leading initiatives across school.</p> <p>Recent experience of monitoring and evaluation of curriculum provision.</p>	<p>Application form.</p> <p>References.</p> <p>Interview.</p>
QUALIFICATIONS	<p>Recognise DfE teaching qualifications.</p> <p>Qualified Teacher status.</p>	<p>Specialist qualifications relevant to the advertised job.</p>	<p>Application form.</p> <p>References.</p> <p>Interview.</p>
FURTHER IN-SERVICE TRAINING	<p>Evidence of further appropriate in-service training relevant to the job.</p> <p>Commitment to continued professional development.</p>	<p>In-service training in leadership and management.</p> <p>Eagerness and willingness to develop own professionalism and experience through training.</p>	<p>Application form.</p> <p>References.</p> <p>Interview.</p>
PHYSICAL	<p>Good health enabling appropriate attendance.</p> <p>Ability to with stand reasonable amounts of pressure.</p>		<p>Application form.</p> <p>References.</p> <p>Interview.</p>

<p>SPECIAL KNOWLEDGE</p>	<p>Up to date knowledge of national curriculum and assessment procedures.</p> <p>Awareness of needs of young children, including those with SEND.</p> <p>Knowledge and understanding of principles underpinning inclusion and equality of opportunity.</p>	<p>Knowledge and understanding of statutory assessment.</p> <p>Knowledge of one or more relative community languages.</p> <p>Specialist command of at least one subject area.</p>	<p>Application form.</p> <p>Letter of application.</p> <p>References.</p> <p>Interview.</p>
<p>PRACTICAL/INTELLECTUAL SKILLS</p>	<p>Effective classroom teacher.</p> <p>Ability to communicate effectively both orally and in written form.</p> <p>Diplomatic and tactful.</p> <p>Good organisational skills.</p>		<p>Reference.</p> <p>Letter of application.</p> <p>Interview.</p>
<p>PERSONAL CIRCUMSTANCES</p>	<p>Personal circumstances should allow some out of school hours working, including evening and weekend meetings, plus other in-service commitments.</p> <p>No contrary indicators in personal or criminal record to indicate unsuitable for the post applied for.</p>		<p>Application form.</p> <p>Letter of application.</p> <p>References.</p> <p>Interview.</p>