



**Silsden Primary  
School**

*No Excuses, Every Child, High Expectations, No Islands,  
Leaders of Learning*

Dear Applicant

Thank you for your interest in the post of full-time class teacher at Silsden Primary School.

This is a fantastic time to join our school. We have a new school building which is located on a stunning site on the edge of Silsden. Perhaps the best location of a three-form entry school in the country! Staff and pupils are proud to work and learn here. Our new school gives the successful candidate the opportunity of being a part of our team as we work to establish exciting and engaging educational experiences for our children which make the most of the fantastic opportunities presented to us by our new facilities.

As the Headteacher, I am looking for a dynamic and inspirational teacher who is committed to ensuring that all children in their class love learning and therefore make great progress.

I want someone who;

- is full of new ideas to capture children's imagination and motivate them
- is energetic and takes a real interest in children – someone who likes children!
- has high expectations of behaviour and presentation and an attitude of servitude.
- can bring something extra to our school, and yes, has a sense of humour.

Most of our children live in Silsden or the surrounding area; a small yet distinctive community. Our school has 640 children on roll with three classes in each year group and a nursery. As such, teachers work very much as part of a team to deliver learning for each cohort. An ability to work effectively with others for the benefit of children's progress is therefore a key requirement of this post.

This post is suitable for a high quality ECT or proven good/outstanding teacher with an interest in teaching in KS2, who is looking to make the first or next step on their teaching journey by joining our school.

I would urge you to come and meet us and look around the school prior to your application to see whether Silsden is something that you wish to become a part of. Please contact the school office to arrange a visit. The visit times are set out on the advert however we can be flexible.

I thank you again for your interest in this post, and look forward to meeting you.

Yours sincerely,

Mr K.S. Russell  
Headteacher

**Silsden Primary School:  
Class Teacher Personnel Specification**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS and EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience across the full primary age range</li> </ul>	Application form
<b>PROFESSIONAL PRACTICE and OUTCOMES</b>	<ul style="list-style-type: none"> <li>• Evidence that, with appropriate support, all groups of pupils have progressed at least in line with age-related expectations and some have exceeded expectations</li> <li>• Evidence that many aspects of teaching over time have been good or outstanding</li> </ul> <p>Can demonstrate highly effective teaching by:</p> <ul style="list-style-type: none"> <li>• Setting high expectations which inspire, motivate and challenge</li> <li>• Ensuring good progress and outcomes by pupils</li> <li>• Demonstrating good subject and curriculum knowledge</li> <li>• Demonstrating a good working knowledge of the 2014 National Curriculum</li> <li>• Planning and teaching well-structured, exciting and stimulating lessons</li> <li>• Adapting teaching to respond to the strengths and needs of all pupils</li> <li>• Making accurate and productive use of assessment</li> <li>• Managing behaviour effectively</li> <li>• Showing awareness of national trends in pedagogy and practice</li> <li>• Commitment to personal welfare and safeguarding of</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence that pupils have progressed in line with age-related expectations and that many have exceeded expectations</li> <li>• Clear evidence that all aspects of teaching over time have been good or outstanding.</li> <li>• Evidence of exceptional practice recognised by external and internal sources</li> </ul>	Letter of application, interview, selection day

	children		
<b>PROFESSIONAL AND PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Can demonstrate a commitment to the wider life of the school beyond the classroom.</li> <li>• Believes in the potential of all children to achieve and the key role of the teacher in ensuring all children make good progress</li> <li>• Demonstrates positive working relationships with pupils, colleagues and parents</li> <li>• A creative team-player with strong interpersonal skills to work within a cohort team</li> <li>• An enthusiasm, optimism and love for school life and learning.</li> <li>• Passionate; Professional at all times; Collaborative member; Open and reflective about own classroom practice; Self-motivated to develop and improve practice</li> <li>• Able to manage own workload and allow for an appropriate work/life balance.</li> <li>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).</li> </ul>	<ul style="list-style-type: none"> <li>• Working relationships have resulted in good or outstanding progress by all groups of pupils and productive sharing of professional practice with others</li> <li>• Demonstrated ability to motivate colleagues by example</li> </ul>	Letter of application, selection process. Sight of appropriate documentation as specified in interview letter

This personnel specification describes the job requirements on which the short listing and selection decisions will be based. To be selected for appointment, you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are also likely to meet some or all of the 'desirable' criteria. To ensure the short listing panel can make a proper assessment of your suitability for the post, please ensure that your application shows how you meet the requirements.

Bradford is an equal rights employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities, both in terms of equal opportunity for employment and access to the Council's services.



# Silsden Primary School

## Privacy Notice for Job Applicants

The school is registered with the information Commissioners Office (ICO) under the provisions of the UK General Data Protection Regulation (GDPR) and Data Protection Act. The school takes its responsibilities under the GDPR very seriously. This notice provides details of how we collect and uses information about you.

### What is this information?

We may collect some or all of the following information about you as part of our recruitment process:

- Name, address and contact details
- Application data and application history
- Education and employment details
- Gender, ethnicity, disability, sexual orientation and religion/belief
- Date of birth and national insurance number, Identification, Immigration and Asylum details, i.e. right to work in the UK
- References if you are invited to interview
- Right to work in the UK and supporting documentation if you are invited to interview
- Copies of qualifications if you are invited to interview

### Who uses this information?

People involved in the recruitment process for example, School Business Leader, Headteacher and Governors.

### What authority do we have to collect and use this information?

Under the GDPR we collect and use this information under powers given to schools for the legitimate interests of the controller or third party, where applicable.

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity

In rare circumstances where no legal authority exists to use your information, we will obtain your express consent first.

### What is 'personally identifiable data' (PII)?

The term PII relates to any data that could potentially identify a living person. The following fields in Human Resources are classified as PII: name, age, address, place of birth, date of

birth, gender, national insurance number, any application data and any information about an individual that can be used directly, or in connection with other data, to identify, contact or locate that person.

### **Why do we use this information?**

We use this information in the course of recruiting members of staff.

### **Who are we likely to share this information with?**

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

With the local authority and our HR services provider to allow managers to manage recruitment processes.

### **How do we keep this information secure?**

Your information is stored securely on database and document management systems with stringent limited access. All access to documents is limited to only those staff involved within the recruitment process.

### **How long do we keep this information?**

Documents are kept for a period of 6 months following the end of the recruitment process. If you are successfully appointed into a post, your data will be held in line with school policies. A copy of the staff privacy notice will be provided to you upon appointment with full details.

### **What are your rights?**

You have the right to request that we stop processing your personal data. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of the school's legal functions.

If you have any questions about our use of this data, or you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact our **Data Protection Officer, Richard Lewis-Ogden** who can be contacted by email at [DPO@bywaterkent.co.uk](mailto:DPO@bywaterkent.co.uk)