



# Recruitment Pack

## Teacher



**Full time permanent post**

**Main Pay Scale**

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# Welcome from Andrew Knight, Headteacher

Welcome to St John's CE Primary School where you will find a welcoming, inclusive and committed community of learners.

Our school serves its community by providing an education of the highest quality within the context of Christian belief and practice. Our school offers a community where everyone is a person known and loved by God, supported to know their own unique character. At St John's, we believe that all children are made in the image of God and are unconditionally loved by God. As a school community, we shape our work around our core Christian Values of endurance, wisdom, compassion and interior posture.

***"I came that they might have life, and have it abundantly." John 10:10***

At St John's we pride ourselves on our knowledge of our children: the children come first in all that we do. We work hard to know every child, to know their strengths and interests, so that their learning is always challenging and interesting. We work closely with families to ensure that our families are empowered to support their children within and beyond school.

We are a popular two-form entry primary school with a nursery. The school is situated in exceptional grounds and draws children primarily from Bierley and the Holmewood estate. The team at St John's work hard to ensure our curriculum is inspiring for our children, responding to their needs both academically and personally, building individual, independent children as they leave our school.

**We help our children to truly 'Believe and Succeed'.**

During their time at our school, our children develop their own beliefs and values, learning that these underpin their own character and behaviour. In turn, our children learn that their own character will indeed determine how and what they will succeed in.

We are proud to be part of the Bradford Diocesan Academies Trust (BDAT) family of schools. If you would like more information about our school or BDAT, you can browse our website [www.stjohnsceprimary.co.uk](http://www.stjohnsceprimary.co.uk) or visit the <http://www.bdat-academies.org> website.

## The School's Vision and Values

Working within the context of Christian beliefs and practice:

At St John's our children and their families always come first.

We value our children's feelings, creativeness and success in their learning equally, helping each child's love of learning grow, whilst also developing their interior posture.

At St John's our Core Christian Values are

Compassion Interior Posture

Wisdom Courage and Endurance

Life in all its fullness at its heart

John 10:10

## Application Process

If you think you can give our children the love and support they need, please email our People Team at St John's CE Primary on [stj-people@stj.bdat-academies.org](mailto:stj-people@stj.bdat-academies.org) to arrange a visit with our Headteacher.

The closing date for applications is 12 noon on Wednesday 26<sup>th</sup> April 2023.

Please visit the Careers Opportunities tab on our website [www.stjohnscephprimary.co.uk](http://www.stjohnscephprimary.co.uk) and click 'Apply Now' where you will be able to create a candidate login and be taken through the application process online.

Interviews will be held the week commencing 1<sup>st</sup> May 2023. Start date September 2023.

All applications will be acknowledged within 48 hours. Should you fail to receive a confirmation, please call 01274 681959.

An email will be sent to all applicants informing them if they have been shortlisted or not shortly after the closing date.

Due to safer recruitment guidelines, applications will only be considered on our official application forms. Completed applications must be returned directly to the school by email as instructed above. CVs will not be considered.

***St John's Church of England Primary School 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.***

### Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation, or disability. The person specification sets out the criteria used to assess candidates through the selection process.

## **Bradford Diocesan Academies Trust (BDAT)**

St John's CE Primary School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

### **General Information and Background**

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at [www.bdat-academies.org](http://www.bdat-academies.org).

### **Our mission statement**

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

### **Our Christian ethos**

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

### **ICARE**

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

## **BDAT People: Our Faculty of Professional and Career Development**

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice.

By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>



**JOB DESCRIPTION:**            **Class Teacher**  
**REPORTING TO:**                **Phase Leader**

### **PRIME OBJECTIVES OF THE POST**

To undertake the duties outlined in the conditions of employment as described in the current School Teachers Pay and Conditions document and Teachers' Standards [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550286/S\\_TPCD\\_2016\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550286/S_TPCD_2016_guidance.pdf). These duties will be undertaken in the specific context of a Primary School. As a primary school teacher you will be an excellent classroom practitioner who consistently demonstrates the highest standards of delivery. You should be fully committed to raising attainment across the Early Years Reception Class and across all subjects that you are required to teach. You will be acutely aware of the strategies required to achieve the highest standards within Early Years.

### **SUPERVISORY/MANAGERIAL RESPONSIBILITIES**

To be responsible for the work of support staff, children, parent helpers and work experience personnel, ensuring that they are well briefed and fully prepared to undertake their respective duties. Provide feedback to colleagues.

### **SUPERVISION AND GUIDANCE**

Directly responsible to the Headteacher through the school management structure. The Headteacher will set overall objectives and priorities. The post-holder is expected to exercise considerable initiative and professional judgement in the performance of their duties.

### **PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITIES**

#### **Planning and Preparation**

- Work within the curriculum policies of the school, following the National Curriculum, bearing in mind the cultural, religious and social backgrounds of the children.
- Develop and implement teaching programmes to meet the learning needs of all pupils in accordance with National Curriculum and the overall aim and curriculum policies of the school.

#### **Teaching**

- Teach children within the Primary age range in the role of class teacher.
- To teach children according to their individual educational needs, including the

- appropriate setting and marking of work to be carried out by the children.
- Carry out teaching of allocated class to achieve specific curriculum objectives, consistent with the aptitudes and abilities of the pupils.
  - Promote the development of language and mathematical skills.
  - Aim to achieve to the highest possible teaching standards.
  - Liaise with parents and encourage their involvement in line with school's Parental Involvement policy.

### **Assessment and Record Keeping**

Carry out recording and monitoring of pupils' achievement and the maintenance of records as required. Assess pupils' performance by discussion and observation and ensure that progress is monitored.

Set challenging but achievable targets on a regular basis.

- Record pupils' achievements and progress.
- As ongoing formative records of achievement
- As records at each year end or upon transfer to another school
- Provide at each year end a written report to parents summarising achievement in all areas of learning.

### **Classroom Learning Environment**

- Maintain a good educational ethos including the control of storage and use of teaching materials/resources/books relating to the outdoors and curriculum responsibilities.
- Maintain a stimulating and inspiring classroom which promotes learning through practical approaches and interactive displays.

## **ADDITIONAL RESPONSIBILITIES AND ACCOUNTABILITIES**

### **School Development**

- Be involved in the ongoing development of the school and its curriculum.
- As a member of the teaching team, contribute effectively to the development of school policy and the identification of priorities for school improvement.
- Participate in staff meetings so as to make an effective contribution to school policies.
- Cooperate with colleagues in the preparation and development of materials to ensure consistency, continuity and progression.

### **Curriculum Leadership (Post NQT year)**

- Lead an area of the curriculum.
- Ensure the development of agreed area(s) of the curriculum to meet National Curriculum requirements and the aims of the school.
- Identify targets to raise standards of achievement across school.
- Monitor and review on a regular basis.
- Provide support/advice for colleagues as required.
- Identify development priorities for incorporation into the school plan.
- Report to the leadership team on a regular basis and to the governing body when required.

### **Public Relations**

- Share responsibility for promoting the school to parents and the community.
- Liaise with parents to involve them in supporting their child's learning.
- Foster relationships with individuals, groups and organisations in the community as appropriate.

### **Pastoral Care**

- Promote the general progress and welfare of the pupils to ensure that their educational and social needs are being met.
- Maintain class and school ethos and discipline among pupils.
- Safeguard their health and safety in accordance with agreed policies, standards and procedures.

### **School Learning Environment**

- Take an appropriate share of the responsibility for the school's learning environment.
- Cooperate with colleagues in establishing and maintaining an organised, attractive and stimulating school learning environment.
- Ensure the school's learning environment reflects the community and the wider world.
- Organise and contribute to displays as required by key leaders.

### **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.

### **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, articulacy and the correct use of Standard English in School.

## Personnel Specification: Class Teacher

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching experience within specified Key Stage</li> <li>• Experience of working in co-operation with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children from a wide variety of ethnic, cultural and social backgrounds</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Teaching qualifications recognised by the DfE</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Evidence of CPD related to current issues in Education</li> <li>• Willingness to undertake training for personal and professional development</li> </ul>	
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the Primary Curriculum</li> <li>• Awareness of child development and equal opportunities legislation</li> <li>• Ability to address the needs of all children in all areas of learning</li> <li>• Knowledge of positive behaviour strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring and recording pupils' progress</li> <li>• Ability to lead an area of school life</li> <li>• Ruth Miskin <i>Read, Write Inc.</i></li> </ul>
<b>Disposition/ Adjustment/ Attitude</b>	<ul style="list-style-type: none"> <li>• Ability to forge positive professional relationships</li> <li>• Work with parents in the best interests of children</li> <li>• Self-critical</li> <li>• Ability to self-evaluate</li> <li>• Awareness of personal strengths and weaknesses</li> <li>• Ability to take responsibility</li> <li>• Dedicated, enthusiastic and sensitive to social cohesion and equal opportunity issues</li> <li>• Ability to provide support and guidance to non-teaching staff</li> <li>• Sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of outside interests</li> </ul>
<b>Personal Circumstances</b>	<ul style="list-style-type: none"> <li>• Willingness to become involved in all aspects of school life</li> </ul>	

<b>Practical and Intellectual Skills</b>	<ul style="list-style-type: none"> <li>• Ability to promote and maintain high standards of achievement for all children</li> <li>• Ability to keep up-to-date with new initiatives</li> <li>• Well-developed interpersonal skills</li> <li>• High level of literacy, numeracy, ICT and communication skills</li> <li>• Be accountable for pupils' attainment, progress and outcomes</li> <li>• Adapt teaching to respond to strengths and needs of all pupils</li> <li>• Make accurate and productive use of assessment</li> <li>• Manage behaviour effectively to ensure a good and safe learning environment</li> <li>• Ability to demonstrate leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to manage time and stress effectively</li> </ul>
<b>Physical and Sensory</b>	<ul style="list-style-type: none"> <li>• Physically and mentally equipped to withstand the pressure and stresses of the job</li> </ul>	<ul style="list-style-type: none"> <li>• Good health and attendance record</li> </ul>
<b>Application Form and Letter</b>	<ul style="list-style-type: none"> <li>• The letter must be clear and concise with organised views</li> <li>• Free from error and in black ink to facilitate duplication</li> </ul>	
<b>Confidential References</b>	<ul style="list-style-type: none"> <li>• Strong level of professional support and positive recommendation from the current headteacher or employer</li> </ul>	



## **CLASS TEACHER**

### **Main Pay Scale**

St John's is a very special place and we need a very special teacher to join our family. We are a supportive school renowned for its development of teachers with an exceptional induction programme which is further enhanced by excellent support from our Trust BDAT.

As a valued member of our team, you will play a vital role in the delivery of our curriculum with a commitment to raising standards. You will work closely with the Phase Leader and the Senior Leadership Team to secure outstanding provision and to engage our children in a love of learning.

Our ideal candidate will be a team player. You should have the ability to build positive relationships with pupils to support them to be successful, happy learners. You should also be committed to developing your own teaching practice and share the school's high expectations for all pupils. For most of the teaching week, you will be working with your own class supported by an experienced Teaching Assistant.

*"St John's is a special place and we need a special sort of person;  
someone with sparkle in their eyes."*

*School Councillor, Year 4*

You will:

- Deliver interesting and inspiring lessons for your children, fostering a love of learning
- Have the capacity to bring innovative ideas to the classroom
- Play a fundamental role in shaping the direction and future of our children
- Be part of a highly successful network of schools both locally and nationally
- Receive bespoke training and support to be the very best teacher you can be
- Be part of a Trust wide collaborative network

*"Here at St John's, within the context of Christian beliefs and practice, our children and their families always come first. We value our children's feelings, creativeness and success in their learning equally, helping each child's love of learning grow, whilst also developing their interior posture."*

*Andrew Knight, Headteacher*

You must:

- Have a warm smile that makes every child feel special
- Be able to make every child feel safe when their world outside school might not always feel that way
- Have the fire in your belly that fuels your desire to help children to learn and grow
- Be prepared to deal with the lump in your throat when the children make progress
- Be able to laugh at some of the jokes our children share even though you don't understand them or find them funny
- Be prepared to feel loved, special and important to our children and their families

*"From the moment I walked in the door on my visit,  
I knew this was the place I wanted to work."*

*NQT*

If you would like to know more about our school, feel free to email [lesley.allen@stj.bdat-academies.org](mailto:lesley.allen@stj.bdat-academies.org) and Lesley will be able to arrange for you to have a chat with our Headteacher Andrew Knight.

St John's CE Primary School is an Academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

Application Instructions:

Due to safer recruitment guidelines, applications will only be considered through the Careers Opportunities tab on our website [www.stjohnscephprimary.co.uk](http://www.stjohnscephprimary.co.uk) and click 'Apply Now' where you will be able to create a candidate login and be taken through the application process online.

Trust details can be obtained from [www.bdat-academies.org](http://www.bdat-academies.org)

**All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.**

***St John's Church of England Primary School 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.***

*St John's*

*Life in all its fullness at its heart*

*John 10:10*

## **A message from our children**

There is a Teacher job up for grabs at St John's but what kind of person are we looking for?

We are looking for someone who is equally kind, compassionate and considerate. They must be able to teach children good habits and qualities such as sharing, waiting and making new friends. Obviously, we want someone who likes children!

Why St John's? Both children and adults are very welcoming, supportive and respectful. We have three overall rules – ready, respectful and safe. We have four core values – interior posture, kindness, wisdom and endurance. We are well equipped, safe and have the best school dinners in Bradford! We keep each other safe and show kindness and compassion to everyone. We are very considerate as well. Big, small, short, tall - we at St John's accept them all. The children at our school are all different. They are shining examples of our school values and enjoy learning.

You know you need to apply – why wait? Remember this: St John's is a very special place so it needs a very special person!

