



Beech Hill School



Job Application Pack

Teachers

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Headteacher's Welcome

Dear Applicant

Thank you for expressing an interest in teaching at Beech Hill School. I hope that you find the information pack helpful and that you will consider applying for the role of Teacher at our exceptional school.

Beech Hill School has been rated as "Good" with some outstanding areas during the latest OFSTED inspection carried out in June 2019. It is an exciting and inspiration place. Our success stems from a relentless drive to put memorable learning experiences at the heart of all we do.

At Beech Hill we believe that every child matters. There is driving determination to ensure that pupils and adults in the school reach their full potential. Our ethos is a simple one '**Learning without Limits**'.

The Arts play a key role in giving every child at our school a vital channel for self expression, and we provide a wealth of opportunities for children to discover, explore and extend their natural talents. Within our extensive grounds, our forest school offers a magical world of discovery. Here children learn first-hand about the riches of the natural environment whilst developing important life skills such as team work, problem solving and resilience.

Children have just one childhood; our intention is to provide them with inspirational and unforgettable learning experiences.

We place a high value on establishing close links between home and school so that we can work effectively together enabling each child to achieve their full potential. Therefore we require a highly motivated and very enthusiastic teacher for our friendly and very successful primary school.

We need someone who is an outstanding teacher and is passionate about children's learning. You will play a vital role in school improvement and be able to take an active role in our innovative school.

We want the very best person to work with our school community in raising achievement through provision of a vibrant, exciting and creative curriculum.

I look forward to hearing from you.

Mrs Shameem Hussain
Headteacher

The Vacancy

At Beech Hill, our commitment to our pupils is that we will attract, retain and develop excellent staff. The personal welfare and professional development of staff is therefore imperative. We put our team at the heart of our vision and use their talents to achieve it. We are looking for equally committed staff to join our team.

We have the following posts available:

Year 1 Teacher – maternity cover to start September 2021

Salary: MPR/UPR - Assessed in accordance with school pay policy

Contract Term: Fixed term one year, maternity cover

Recent experience of teaching in Year 1 would be advantageous, but not necessary for this maternity cover role. You will be a committed class teacher and ensure that the class experiences consistency. The ability to be flexible, use your own initiative to deliver the curriculum creatively are essential.

Teachers – to start September 2021

Salary: MPR/UPR - Assessed in accordance with school pay policy

Contract Term: Fixed Term for one year.

We are looking for excellent classroom practitioners and candidates who are able to teach across the primary age range from KS1 to KS2. Candidates may be newly qualified and starting on the early career framework or an experienced teacher. What is important is that you have the desire to put children's needs at the heart of your teaching and learning. You need to be able to adapt your teaching to inspire, enthuse and motivate all the children. You will need to be flexible and understand that inclusion in the classroom is key to success for all our children.

Benefit package includes:

- An Employee Assistance Programme, offering support and access to resources to help you maintain a healthy work life balance
- Membership of Teachers' Pension with employer contribution of approximately 23%
- Excellent team support and resources to assist with planning and assessment
- Commitment to professional development for all staff recognised through our Investors in People Gold award (February 2018)

We offer:

- A friendly, caring and inclusive community where everyone is valued.
- Enthusiastic children who enjoy learning.
- An opportunity to support other schools as part of our MAT, The Family of Learning Trust.
- A rich and exciting curriculum, recognised through a range of curriculum awards.
- Excellent teaching facilities which create a vibrant and imaginative learning environment.
- An experienced, supportive and successful team who love to work collaboratively.
- Opportunities to support you on your chosen career path.

If you are newly qualified you will receive dedicated non-contact time, the support of an experienced mentor and opportunities to observe good and outstanding practice.

As an experienced teacher, you will be able to access professional development to meet your professional needs and continue to develop your practice.

Please state clearly on your application form the post you wish to apply for (Year 1 maternity cover or fixed term teacher) and your preferred year group or key stage.

CLOSING DATE: Thursday 6th May 2021 at noon

Assessment and interviews will take place the week commencing 10th May 2021

For further information about Beech Hill School and for an application pack please visit our website: www.beechhillschool.co.uk

[Alternatively, please ring the school office on 01422 345004 for further information.](#)

[Please note we do not accept CV's, only applications made on our application form will be considered for shortlisting](#)

Beech Hill School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service, the appropriate pre-employment checks that will include references from previous employers, confirmation of the right to work in the UK before the appointment is confirmed.



Teacher Job Description

Main Duties and Responsibilities

To carry out duties as detailed in the current School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and all of The Family of Learning Trust and Beech Hill School's aims and policies.

Planning, Teaching and Class Management

To teach classes of children throughout the school from Foundation Stage to Year 6 by planning appropriate teaching to achieve progression of learning for pupils through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Setting tasks, which challenge pupils and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Setting clear targets, building on prior attainment.
- Identifying SEN or very able pupils.
- Providing clear structures for lessons maintaining pace, motivation and challenge.
- Making effective use of assessment and ensure coverage of programmes of study.
- Ensuring effective teaching and best use of available time.
- Monitoring and intervening to ensure sound learning and discipline using the school discipline policy.
- Using a variety of teaching and learning methods to meet the needs of all pupils across all subjects.
- Evaluating your own teaching critically to improve effectiveness.
- Managing parents and other adults in the classroom as appropriate.

Monitoring, assessment, recording and reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor pupil's work and set targets for progress.
- Assess and record pupil's progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents.

Other professional requirements are to:

- Have a working knowledge of teacher's professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Ensure professional development.
- Develop appropriate liaison with all teaching and support staff.
- Liaise effectively with parents and Governors and actively promote their involvement in the life of the school.
- Take on any additional responsibilities that might from time to time be determined.
- Take responsibility for their own professional development and duties in relation to school policies and practices.

The elements contained in this job description are subject to amendments, after consultation, as the needs of the school change.

Teacher Person Specification

	Essential	Desirable	How Identified
<p>1. Knowledge and skills (including any relevant or required qualifications)</p>	<p>Qualified Teacher Status.</p> <p>Training and relevant qualifications for primary age range.</p> <p>Understand the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies).</p> <p>Knowledge of statutory National Curriculum requirements at the appropriate key stage including monitoring, assessment, recording and reporting of pupils' progress.</p> <p>Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children.</p> <p>Able to establish the positive links necessary within school and with all its stakeholders.</p> <p>Have highly competent skills for effective teaching and learning.</p> <p>Able to effectively deploy support staff to maximise pupil outcomes.</p> <p>Able to communicate effectively (both orally and in writing) to a variety of audiences.</p>	<p>Good Honours Degree or equivalent and other relevant qualifications.</p> <p>Experience of working with children who have English as an additional language.</p>	<p>Application form</p> <p>Interview</p> <p>Assessment</p> <p>References</p>

	Essential	Desirable	How Identified
2. Personal Development and Additional Learning	<p>Evidence of continuous INSET and commitment to further professional development.</p> <p>Willing to participate in further training and CPD activities.</p>		<p>Application form</p> <p>References</p>
3. Experience	<p>Recent and relevant teaching experience at primary level.</p> <p>Evidence of consistently Good or Outstanding Teaching.</p>	<p>Experience of developing a curriculum area in school.</p> <p>Experience of working in a large multi- cultural school.</p>	<p>Application form</p> <p>References</p>
4. Initiative	<p>To be able to promote the school's aims positively, and use effective strategies to monitor motivation and morale.</p> <p>To be able to develop good personal relationships within a team.</p> <p>To be able to establish and develop close relationships with parents, governors and the community.</p> <p>Able to create a happy, challenging and effective learning environment.</p> <p>Able to motivate self and others.</p> <p>Able to remain calm under pressure. Be well-organised.</p>	<p>Understands the traditions which lie behind the communities in our society</p>	<p>Application form</p> <p>Interview</p> <p>Assessment</p> <p>References</p>

	Essential	Desirable	How Identified
5. Circumstances	<p>Ability to manage work/life balance, and take steps to proactively manage your well being.</p> <p>Committed to equal opportunities in all its forms.</p> <p>Committed to procedures for safeguarding of children.</p> <p>Understands the importance of confidentiality and work in a discreet manner where appropriate.</p>		<p>Application form</p> <p>Interview</p> <p>Assessment</p> <p>References</p>



Application Guidance

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can. **We do not accept CV's** and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be shortlisted.

General Information

- Please read the job description, person specification, advertisement and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
- Please use **black ink** or type your application form – this helps when the applications are photocopied.
- **Do not send a CV with your application** – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.
- Do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!
- The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.
- Please return the application form by the closing date advertised.

The Application Form

- ✓ **Personal Details** – In accordance with the Data Protection Act and GDPR, the information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason. We appreciate it is not always convenient to contact you at your workplace, therefore please indicate if this will be acceptable. If you have a personal e-mail address and would like us to contact you using this method please provide your address clearly in the space provided.
- ✓ **References** – In order to speed up the process of appointment we will make a request for references before we interview you, unless you specify otherwise.
- ✓ **Recruitment Monitoring** – Beech Hill School operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.

- ✓ **Education, Qualifications & Training** – Please include all your education, qualifications & training, both informal and formal. You will be asked to produce certificates confirming qualification at a later stage.
- ✓ **Present/Recent Employment** – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.
- ✓ **Skills, Abilities, Knowledge & Experience** – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide **examples** of how you meet the skills, abilities, knowledge and experience identified, these can be non-work based if necessary.

Example of Alternative Learning at Beech Hill School

Forest School



Forest School is a fully inclusive programme delivered throughout the whole school to support children's learning as well as social and emotional development.

All children have access to Forest School at some point during the school year. Forest School provides a holistic approach to aid pupil learning.

The deeper understanding gained of how individuals learn is passed onto teachers and parents to support children to reach their full academic potential.

