



Hollingwood Primary School

Part of Pennine Academies Yorkshire

Recruitment Pack

Teacher
To start Easter 2024

Interim Headteacher: Mrs T Asghar
Hollingwood Primary School - 01274 575353



Teacher Required - Easter 2024

Main Pay Scale

We are looking for an inspirational teacher who will make a valuable contribution to our school community.

We are looking for applicants who:

- Are qualified Teachers with QTS
- Are positive, have initiative and the ability to work as part of a team
- Have a caring and calm manner
- Are passionate about inclusion and equality of opportunity for all pupils
- Have a real passion for exciting teaching and learning

We can offer you:

- A very talented and supportive team of staff
- A clear, positive and caring ethos
- An inviting, well-resourced and happy school
- A full commitment to professional development

Hollingwood Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

Visits to the school are warmly welcomed by arrangement. Please contact the school office to arrange an appointment or to ask for further information on 01274 575353 or office@hps.paymat.org

The successful candidate will have met the requirements of the person specification and will be subject to an enhanced DBS check.

Shortlisted applicants will need to provide evidence of their eligibility to work in the UK. This role is customer facing and therefore in line with the Immigration Act 2016; all applicants must be able to demonstrate fluency of the English Language to the level defined in the job description.

Closing date: 19th February 2024 at 9am

Shortlisting: 20th February 2024

Interview date: Week Commencing 26th February 2024

JOB DESCRIPTION – TEACHER

Job Title/Post: Teacher

Date: Easter 2024

Salary: Main Pay Scale

Responsible to: Headteacher / SLT

Job Purpose:

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the 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. Pennine Academies Yorkshire is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. Pennine Academies Yorkshire 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/specify key stages 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 your specialist subject area/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)

RANGE OF DUTIES:

1. Plan and prepare in order to teach, according to educational needs, children assigned to them.
2. Assess record and report on the development, (intellectual, social, emotional and behavioural), progress and attainment of children.
3. To provide a stimulating and challenging learning environment for children.
4. Promote the general progress and wellbeing of all individual children within school.
5. Participate in performance management.
6. Participate in professional development.
7. To have knowledge of and implement all school policies.
8. Maintain good order and discipline and safeguard children's health and safety when concerned with both in and out of school activities.
9. Participate in all team-planning meetings where appropriate.
10. Participate in national and school-based assessment procedures.
11. Ensure the teaching areas are tidy, with drawers clearly labelled, equipment neatly arranged and accessible.
12. Ensure care and replacement of both classroom and central equipment, labelled to the levels of the National Curriculum.
13. To encourage parental interest and involvement within school guidelines.
14. To abide by the internet acceptable use policy.

Curriculum Responsibility (except ECTs)

1. To monitor and evaluate the planning and delivery of a curriculum area throughout school, and be responsible to the Head of School and the Executive Head Teacher.
2. To be responsible for monitoring standards in the curriculum area across school taking appropriate action where necessary.
3. To be responsible for writing an action plan detailing the development of the above named subject over this academic year, to be monitored and evaluated by the curriculum manager.
4. To be responsible for ordering resources for the above named subject working within the agreed action plan and a specified budget delegated by the Head of School.

NB This is subject to curriculum time being given over to facilitate curriculum leadership and an understanding that in the event of subject specific inspections a whole school responsibility will be taken for the subject.

Please note:

This job description is subject to an amendment Document. Reviews will normally take place at the end of an academic year or earlier where necessary; and following consultation with yourself. Should there be a disagreement under the above paragraph then you have a right to appeal under Paragraph 6, Grievance Procedures of the Personnel Manual 'General Scheme of Conditions of Service for School Teachers'. (Teachers in voluntary aided schools should follow the agreed procedure relating to voluntary aided schools).

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 students according to their individual educational needs, including the appropriate setting and marking of work to be carried out by the students.
- Identifying effective intervention and mentoring strategies for students.
- To mark and grade students 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 student needs and demands of the syllabus, for example, podcasts, interactive whiteboards etc.
- Prepare pupils for internal and external assessments and examinations.
- To undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties.

HEALTH, SAFETY AND DISCIPLINE:

- To ensure a safe, secure and healthy environment for students.
- To manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour.
- 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 (ECTs).
- 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.

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.

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).

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)
EXPERIENCE:	<ul style="list-style-type: none"> • Experience as an excellent primary practitioner. (E) • Experience of working with children with Special Needs. (E) • Proven ability of working with parents and the community. (E) • Experience of pastoral care with both pupils and staff. (E) • Experience of assessment procedures. (E) • Awareness of child development. (D) • Knowledge of childcare. (D) • An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (D) • An understanding of the needs of a multicultural society (D) • Experience of working with a team delivering staff development initiatives (D)
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Qualified Teacher Status. (E) • First Degree or Equivalent. (E) • Evidence of Continuing Professional Development. (E) • Up to date knowledge and understanding of what constitutes effective teaching and learning. (E) • Knowledge and understanding of special needs education. (E) • Effective knowledge of both statutory and non-statutory content of current educational practice. (E) • To participate in development and training opportunities. (E)
KNOWLEDGE/ SKILLS:	<ul style="list-style-type: none"> • Ability to relate well to pupils and adults. (E) • Work constructively as part of a team. (E) • Ability to remain calm under pressure. (E) • Demonstrate good co-operative, interpersonal and effective listening skills. (E) • Demonstrate a commitment to working with children of the relevant age. (E) • Good sense of humour. (E) • Flexibility and willingness to accept change. (E) • Approachable, courteous and able to present a positive image of the school. (E) • Maintain confidentiality in matters relating to the school, its pupils, parents and carers. (E) • Good numeracy/literacy skills. (E) • Ability to use relevant technology (after training, if required). (E) • Adequate keyboard / computer skills. (E) • Ability to understand classroom roles and responsibilities and your own position within these. (D) • Ability to motivate commitment among all staff groups and to lead staff meetings. (D)

<p>PERSONAL CIRCUMSTANCES</p>	<ul style="list-style-type: none"> • Will not require holiday leave during term time. (E) • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).35. No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required). (E) • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2012. (E) • Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties. (E) • For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the post holder to be capable of lifting and carrying pupils, within school policies and practices. (E)
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