



Class Teacher

STA/692

St Andrew's Barnsbury CE Primary School



Closing Date: Midday Monday 23rd April 2018



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St. Andrew's (Barnsbury) CE Primary School

Class Teacher

Salary Grade: MPR 1 – 6/UPR 1- 3

Salary Range: £28,660-£47,298 per annum

With potential for a TLR to lead a core subject for the right candidate.

St Andrew's is an inclusive, one form entry Church of England primary school serving the local community. We have happy, well behaved children and supportive, dedicated staff and governors. We are currently rated as 'Good' by Ofsted and 'Outstanding' in our SIAMS.

The successful candidate will have:

- A commitment to support the Christian ethos of the school
- A passion for children's learning and development
- High aspirations for all children and a desire to raise standards
- An ability to influence others
- An ability to work with the whole school community
- High aspirations for themselves and a commitment to further development
- A passion, drive and enthusiasm for leading all children within the school
- At least one year's teaching experience in the UK
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We can offer:

- A dedicated extended Church family
- A supportive and challenging governing body
- Opportunities to develop both professionally and personally
- Extremely supportive colleagues
- The freedom and support to make a difference

Visits to the school are recommended; please telephone to make an appointment on 020 7837 4049

Please apply online at www.islington.gov.uk/jobs following the jobs link. If you need any assistance please email the Schools HR Team at schoolsecuritment@islington.gov.uk, quoting ref **STA/692**.

Closing date for applications: Midday Monday 23rd April 2018
Interview Date: Week beginning 23rd April 2018

The school is committed to the safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS disclosure.



JOB DESCRIPTION

Post Title: Class Teacher

Grade: MPR1– 6/UPR1-3 with potential for a TLR to lead a core subject for the right candidate

School: St Andrew's (Barnsbury) CE Primary

This job description should be read alongside the range of duties of teachers set out in Part XI of the annual School Teachers' Pay and Conditions Document.

Members of staff should at all times, work within the framework provided by the School's Policy statements to fulfil the general aims and objectives of the School Development Plan.

The post holder will agree major objectives with the Head teacher. These objectives will include:

1. Achieving the highest possible standards of Education for pupils.
2. Meeting the needs of pupils and to improve the level of achievement in this area across the school.
3. Experienced Teachers and NQTs will be considered for this position.

RESPONSIBILITY

The teacher is responsible to the Head teacher.

LIAISON AND CO-OPERATION

The teacher will work in liaison, contact and co-operation with:

- Other members of staff
- Members of London Diocese Board of Schools (LDBS) and borough support and advisory services
- Organisations and networks relevant to the teacher's specialism or subject
- Parents, governors and the local community

POLICY AND LEGAL FRAMEWORK

The teacher will work within the framework of:

- National legislation, including Education Acts from 1944 to 1993, the SEN Code of Practice and the School Teachers' Pay and Conditions Act
- School policies and guidelines on the curriculum and school organisation
- LDBS and LA policies and guidelines, in particular those relating to curricular aims, principles and equality



TASKS AND DUTIES

1. **Planning**
To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in the class.
2. **Setting and supervising work**
To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere, having regard for the requirements of the National Curriculum.
3. **Marking and Recording**
To mark and assess pupils' work and to record their development, progress and attainment, having regard to the requirements of the national curriculum and to inform future planning and ensure differentiation.
4. **Discipline and Relationships**
To maintain good order, discipline and respect for others among pupils, to promote understanding of the school's rules and values; to safeguard health and safety, to develop relationships with and between pupils conducive to optimum learning.
5. **Communication with parents**
To build and maintain co-operative relationships with parents and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
6. **Displays and environment**
To maintain an attractive and stimulating learning environment and contribute to displays in the school as a whole.
7. **Overall policy and review**
To take part in whole-school reviews of policy and aims and in the revision of formulation of guidelines.
8. **Reports**
To provide or contribute to oral and written assessments, reports and references, relating to the development and learning of individual pupils and groups of pupils, having regard to the requirements of the national curriculum.
9. **Review**
To evaluate and review own teaching methods, materials and schemes of work and to make changes as appropriate.
10. **Professional**
To keep-up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings; to participate in national or local arrangements for appraisal of staff performance.
11. **Corporate life**
To take part in the corporate life of the school by, for example, attending collective worship, registering the attendance of pupils and supervising pupils before and after school sessions. To support the Christian Ethos of the school.



PERSONAL RESPONSIBILITIES

- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

PERFORMANCE STANDARDS

- To ensure that the school's customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Reporting to: The Head teacher



PERSON SPECIFICATION

EDUCATION AND EXPERIENCE	ESSENTIAL CRITERIA
SKILLS, KNOWLEDGE & ABILITIES	E1. Qualified Teacher Status and evidence of appropriate subsequent in-service training.
	E2. Respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process.
	E3. A commitment to support the Christian ethos of the school and an understanding of life in a church school.
	E4. Evidence of a commitment to excellence and the maximising of academic and personal achievement for all pupils.
	E5. An understanding of the different ways in which children learn and the appropriateness of a variety of teaching styles to meet the individual learning needs of each child.
	E6. Evidence of the ability to assess for the performance of pupils and classes and to keep these measures under systematic review.
	E7. Evidence of the ability to maintain effective classroom discipline in a positive context and to promote well-ordered and self-disciplined behaviour throughout the school.
	E8. Evidence of good interpersonal skills and the ability to work as member of a team and develop and maintain good relations with all members of the school community and beyond.
	E9. Evidence of the ability to communicate clearly both orally and in writing with pupils, parents and colleagues.
	E10. Evidence of a commitment to equal opportunities both in service delivery and employment and an understanding of its effective operation within a school.
	E11. Ability to form and maintain appropriate relationships with children with a secure knowledge of safeguarding procedures.

Candidates should ensure that they address all of the above criteria in their application form referring where appropriate to actual experience.

Longlisted candidates will be selected entirely on the basis of the extent to which they meet the selection criteria in their application form.



How to apply

KS2 Class Teacher with potential for a TLR to lead a core subject for the right candidate

Thank you for your interest in this post.

1. Apply online at www.islington.gov.uk
*Your application must be submitted on-line no later than **12pm on 23rd April 2018***

In addition, please note the following:

- CVs will not be accepted.

For any queries please email schoolsrecruitment@islington.gov.uk.

Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to fill in the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

You should complete the form and Personal Statement online or in black ink or use a word processor. The application may be photocopied or scanned and some colours do not photocopy or scan clearly.

Read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

Personal Details

Complete this section fully and clearly. If you do not know your National Insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Education HR including a list of the accepted documents.

Present or most recent employment

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, address and other requested details. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

All offers of appointment depend on receiving references satisfactory to the School. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The School reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Previous employment for all support staff (non-teaching) posts

Ensure that you put in full dates, names addresses and your job title. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family. Details of part time and relevant voluntary work should also be entered.

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Relatives and other interests

If this applies to you, please give the name of the employee, the department that they work in and the relationship (e.g. husband, daughter).

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1-2 sides of A4 are usually sufficient. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give us is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs will not be accepted.

Additional information for people who consider to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Disclosure & Barring Service

Islington Schools operates a Disclosure procedure in line with DBS guidelines. If you are selected for appointment to a post that involves access to children you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. The application for an Enhanced Disclosure will be activated before your first day of work.

Posts that involve such access include: all School based posts, Youth Workers, Early Years Service posts, Education Psychologists, Education Welfare Officers as well as all Office based posts where the post holder, on occasion will be required to visit any establishment where there are children.

A copy of our policy on the Employment of Ex-Offenders is enclosed. Please contact Islington Schools HR on 0207 527 5787 if you would like further clarification about the post you are applying for.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record to a HR Advisor, in confidence, prior to completing an application for an Enhanced Disclosure with the Disclosure & Barring Service. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal opportunities monitoring information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Education HR on 0207 527 5787.

Before you send your application, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria in the person specification.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools HR Services) or on the internet at www.homeoffice.gov.uk or www.direct.gov.uk. This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a Disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington Schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

In the starter pack you will also receive comprehensive guidance notes explaining how to fill in the disclosure form. If, after reading the guidance, you have any questions please contact Islington Schools HR Services as detailed in the covering letter.

All employees/advisors involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisors in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

Islington Schools HR Services will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools HR Services has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools HR Services on request.