



# St Joseph's Catholic Primary School



## Class Teacher

St Joseph's Catholic Primary School

**STJO/637**

**Closing date: Midnight, Sunday 18<sup>th</sup> February 2018**





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# St Joseph's Catholic Primary School

Highgate Hill, London N19 5NE  
[www.st-josephs.islington.sch.uk](http://www.st-josephs.islington.sch.uk)  
Telephone: 020 7272 1270  
office@st-josephs.islington.sch.uk



## Class Teacher

Salary: Main Pay Range 1 – 6

Salary Range: £28,660 - £39,006 per annum

Full Time 32.5 hours

Permanent

Required for September 2018

The Governors are seeking to appoint talented, enthusiastic and innovative Class Teachers to join our highly experienced team.

- Is a practising Catholic or willing to support the strong Catholic ethos of our school.
- Is an outstanding practitioner committed to creating challenge, excitement, creativity and independence in learning.
- Has excellent teaching, organisation and communication skills.
- Will challenge all pupils to make exceptional progress and have high expectations of the behaviour of all pupils.
- Is a team player who has a good sense of humour and is flexible.
- Has strong commitment to continuing professional development.
- Has a desire to work in an outstanding school, supporting the long term vision of the Executive Headteacher and Senior Leadership Team.

We offer:

- Enthusiastic and responsive pupils.
- A recently refurbished school building.
- An amazing outdoor learning environment.
- Support in continuing professional development.
- Part of a dynamic professional friendly team.

Visits to the school are welcomed. Please contact Louise Palmer to arrange an appointment or to request an application pack on 020 7272 1270 or email [office@st-josephs.islington.sch.uk](mailto:office@st-josephs.islington.sch.uk).

If you need assistance please email the HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference number **STJO/637**.

**Closing Date:** Midnight, Sunday 18<sup>th</sup> February 2018

**Interviews:** Week commencing Monday 5<sup>th</sup> March 2018

*St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.*



## **JOB DESCRIPTION**

### **St Joseph's Catholic Primary School**

**Reporting to: Headteacher**

#### **Primary Job Function**

This job description should be read alongside the range of duties of teachers set out in 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's Education Development Plan.

It requires the teacher:

- a) to carry out the general professional duties of a school teacher under the reasonable direction of the Headteacher of the School, and
- b) to perform such particular duties as from time to time may reasonably be assigned to him/her by the Headteacher.

#### **The main professional duties are:**

1. Promoting and supporting the Catholic ethos of the school.
2. Attending assemblies, school Masses and other religious observances and events, and contributing to the preparation of these throughout the school year.
3. Working to achieve the general and particular aims of the school, expressed in the School Mission Statement and the School Development Plan
4. Planning, preparing and evaluating courses and lessons, appropriate to the age of the pupils, and covering the range of subjects required by the Curriculum of the school, as agreed by the governors.
5. Teaching, according to their differing educational needs, the class or group assigned to him/her, in accordance with methods and teaching styles agreed by the school, and analysing progress and well being of all pupils.
6. Keeping records of planned work, in accordance with methods recommended by the Headteacher and agreed with the teaching staff of the school.
7. Setting and marking work to be carried out by the children, according to their different levels of ability and attainment.
8. Organising the classroom, the educational materials and apparatus, so that it can be used to the best advantage in the learning process by all pupils.
9. Making assessments of individual pupil progress in all subject areas and keeping all required records in the agreed format.
10. Providing written reports for parents, to include academic achievement and progress in all subject areas, and personal and social qualities and needs.
11. Providing, or contributing to, other oral and written statements, assessments, reports, and references, relating to the individual or groups of pupils.

12. Observing and being observed in order to promote one's own and other colleagues' professional development. Contributing to the appraisal of other teachers by written or oral reports.
13. Organising educational visits and activities which support and enhance the learning of pupils.
14. Maintaining good order and discipline and safeguarding the health and safety of the children, both when they are on the school premises, and when engaged in authorised school activities elsewhere.
15. Communicating and consulting with the parents of pupils, at planned parents' meetings and at other times in accordance with directions agreed by the Headteacher.
16. Communicating and co-operating with professional bodies outside the school, and participating in discussions to promote the general progress and well-being of individual or groups of children.
17. Advising and co-operating with the headteacher and other teachers in the provision of policy statements, the preparation and development of teaching materials, teaching programmes, and methods of teaching and assessment. Evaluating and reporting on these materials, programmes and methods in order to bring about school improvement.
18. Participating in meetings at the school which relate to the curriculum of the school or its administration or organisation, including pastoral arrangements.
19. Work with, prepare programmes with, and evaluate and report on the teaching assistants assigned to particular pupils.
20. Selecting and ordering equipment and materials for educational purposes.
21. Registering the attendance of pupils, and supervision of the children before, during or after school sessions, according to prepared rotas.
22. Participating in professional development and INSET programmes, both school based and at external training centres. Evaluate and provide written or oral feedback
23. Providing supervisory cover, and so far as practicable, teaching any pupils whose teacher is not available to teach them, in accordance with provisions laid down in the School Teachers' Pay and Conditions Document.
24. Fulfilling the requirement to work on 195 days, amounting to a contractual total of 1265 hours in a school year.

In addition to this job description you will be asked to accept responsibility for an area of the curriculum and this will be the subject of a separate document.

### **UPR 2 & UPR 3 Teachers**

In addition to the duties assigned to as a class teacher and subject leader, you will

- Act a role model of good practice in teaching and learning.
- Provide lesson demonstrations linked to agreed objectives or to development issues.
- Link with TLR postholder / member of Leadership team in order to define learning objectives linked to development issues
- Demonstrate associated teaching strategies either through staff meetings, INSET or targeted groups of staff.
- Monitor and evaluate teaching and learning and report results to the Headteacher.
- Be self motivating.



## Person Specification

St Joseph's Catholic Primary School

Reporting to: Headteacher

<b><u>Selection Criteria</u></b> <b>Candidates for this position should at least possess the following, or be willing to demonstrate a commitment to:-</b>	
1.	<p>A combination of personal conviction and practice of the Roman Catholic faith with an understanding of the importance of prayer, sacramental life and religious education in a Catholic School community.</p> <p>Where the applicant is Non-Catholic, an understanding and willingness to fully support the Catholic ethos of the school.</p>
2.	Professional teaching qualifications (Qualified Teacher Status ), experience, and personality which will give credibility to the successful candidate in working with staff, parents and governors.
3.	The ability to communicate effectively and clearly.
4.	Understanding of the issues involved in the job description.
5.	An ability to work under pressure, meet targets and deadlines, make decisions and accept responsibility.
6.	A record of attendance at, or willingness to attend, in-service training across the range of the curriculum and a good understanding of child development.
7.	Experience of teaching in the primary age range.
8.	A sense of humour and a desire to work as part of a team.



## How to apply

### RE: Class Teacher

#### **Application Deadline**

Completed application forms must be received by **Midnight, Sunday 18<sup>th</sup> February 2018**. Please note that late applications will not be accepted.

- Apply online at [www.islington.gov.uk](http://www.islington.gov.uk) following the jobs link.

*Please note that we only accept online application forms. CV's and hard copy applications will not be accepted.*

#### **Completing your application**

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

#### **Visits**

Visits to the school are welcome and encouraged. Please contact the school office on 0207 272 3989.

#### **Selection process**

The selection process may have a combination of tasks, activities, assessment tools and interview. However, further information will be provided to the candidates shortlisted for interview.

#### **References**

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

#### **Safeguarding children**

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



## Guidance for candidates applying for a job with Islington Schools

**Please read this carefully BEFORE you start to complete 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 application form and personal statement online. Alternatively, you can complete the hard copy application form in black ink.

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 Schools Human Resources team 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.

**If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.**

### 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 considered 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 with barred list information 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.

Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record either to the school or to a member of the Islington Schools Human Resources team. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred. If applicable, you will be able to discuss any details with the selection panel as part of your interview. 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.

**Childcare (Disqualification) 2009 Regulations**

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

**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 Islington Schools Human Resources on 0207 527 2875.

**Before you send your completed application form, 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 Human Resources or on the internet at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or [www.direct.gov.uk](http://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.

All employees/advisers 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/advisers 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 Human Resources 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 Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.