



Every Child, Every Chance, Every Day

**St Mark's Church of England Primary School:
Application Pack- Early Years Class Teacher and Key Stage Two
September 2018**



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Dear Applicant

Thank you for your interest in our advert for the post of Early Years Class Teacher at St Mark's school. Our school is a 'Good' school with a team of amazing staff all committed to making it 'Outstanding'. This year have been ranked amongst the top 10% of schools in the country for our End of KS2 attainment and the top 3% for our progress. We are obviously, very proud of our achievements. The school community is looking for someone who is passionate about teaching and learning and will drive continued success for our school. You will need to demonstrate that you are an excellent practitioner who is committed to the very best outcomes for our vibrant, diverse and inclusive community.

St Mark's is a very special place and all interested parties are strongly advised to visit the school.

If after reading this you are still interested, I would love to meet you.

Kind Regards
Martha Braithwaite

Please also visit our school website www.st-marks.islington.sch.uk for lots more information and photos.

Early Years Class Teacher and Key Stage Two

Salary Grade Range: MPR 1 – 6

(UPR considered for the right candidate)

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

Contract: Fulltime Fixed Term for 1 Year 32.5hours

Start Date: September 2018

Come and join our dynamic and successful school from September 2018.

St Mark's CE Primary is a thriving inner city London one form-entry school in the heart of Islington.

We are seeking to appoint an exceptional Class Teacher to join our team who has the passion and energy to help drive high standards and great outcomes for all children.

You will need to have:

- excellent practice in the teaching of all subjects
- excellent knowledge of Early Years (where applicable)
- the ability to maximise the achievement of children
- the highest aspirations for all groups of children

You will be:

- a positive role model who inspires a love of learning in your pupils
- committed to making a difference within and beyond your classroom
- a strong team player who is always looking to develop your practice

We are ambitious for our children and we therefore need the right candidate to join our hard working and committed team.

In return we offer:

- a high level of training and support
- ambitious and outstanding teachers who can motivate and inspire
- a friendly, vibrant and supportive staff team
- an opportunity to achieve your aspirations, develop and grow
- an inspiring and creative school with a deep rooted Christian ethos

Visits to the school are strongly encouraged and can be arranged by contacting the school office during w/c 19th, 26th Feb 2018 on 0207 272 5967.

Please apply online at www.islington.gov.uk/jobs following the jobs link. If you need assistance please email the HR Team at schoolsrecruitment@islington.gov.uk quoting **STMK/643**

Closing Date: Monday 12th March 2018

Shortlisting: Wednesday 14th March 2018

Interviews: Tuesday 20th & Wednesday 21st March 2018

St Mark's school is committed to safeguarding the welfare of young people and expects all staff and volunteers share this commitment. All appointments are subject to DBS checks and excellent references. Also, this post comes 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.

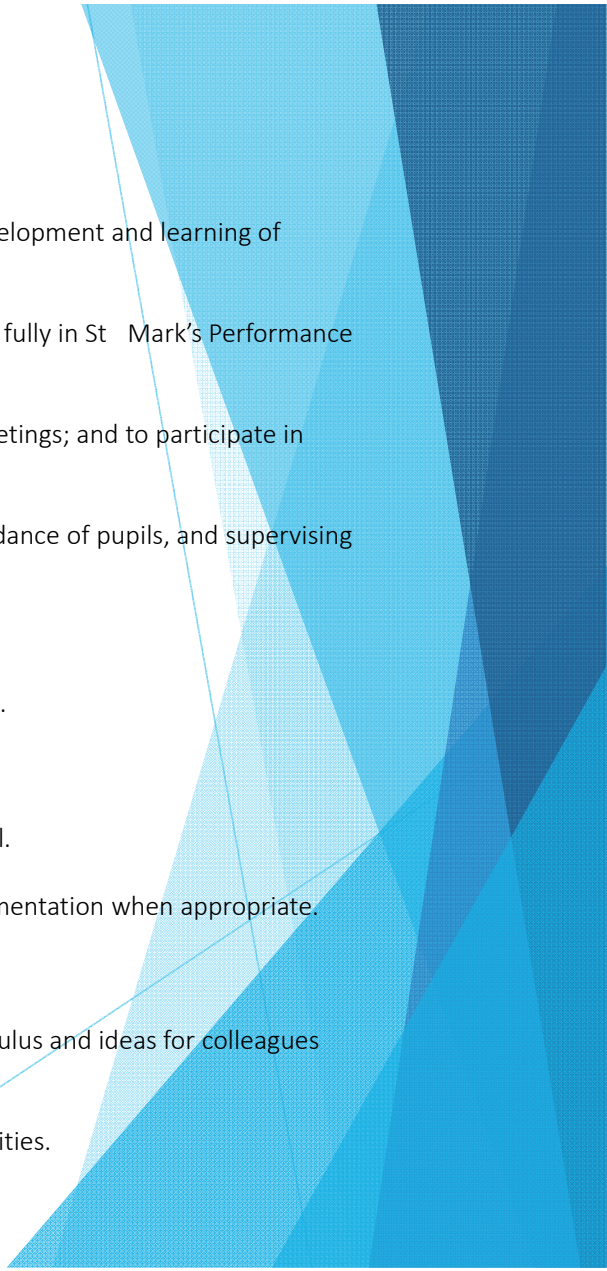
Job Description

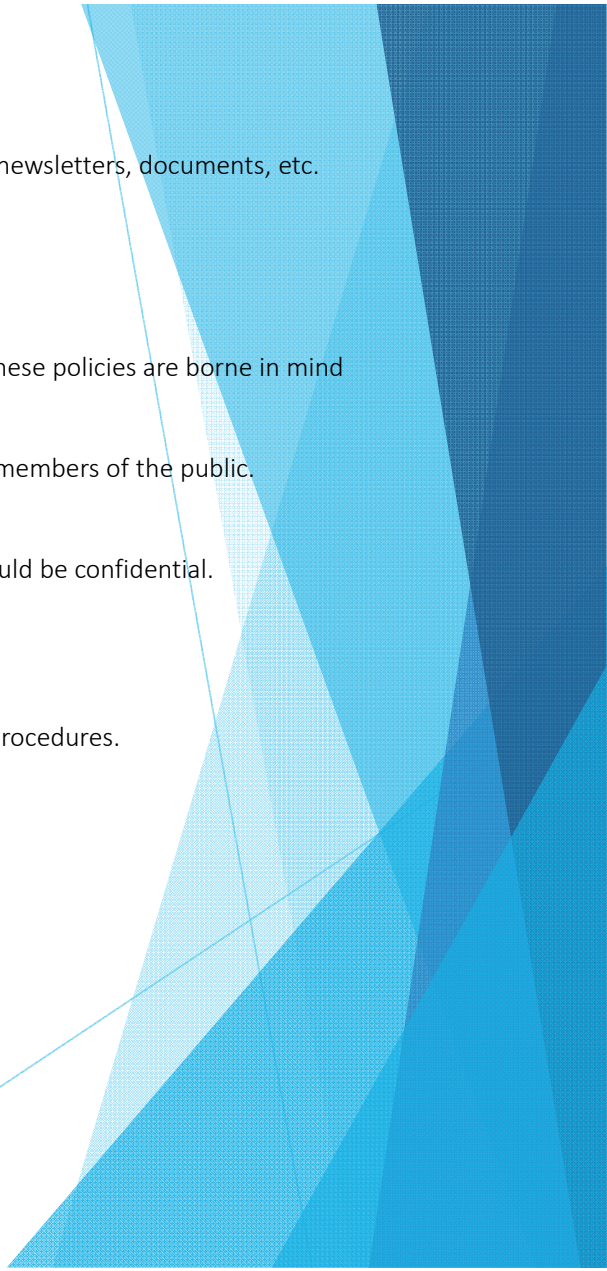
Key purpose of the job:

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay & Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies. To ensure the appropriate levels of development for pupils within class group.

Duties and Responsibilities

1. The teacher will work in liaison, contact and co-operation with:
 - other members of staff;
 - members of borough support and advisory services;
 - organisations and networks relevant to the teacher's duties;
 - Parents, governors and the local community.
2. 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 1991;
 - School policies and guidelines on the curriculum and school organisation;
 - LEA policies and guidelines, in particular those relating to curricular aims and principles, and to race and gender equality.
3. To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupil in the class.
4. 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.
5. To mark and assess pupils' work, and to record their development, progress and attainment, both at school and elsewhere, having regard to the requirements of the national curriculum and to inform future planning and ensure differentiation.
6. 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; and to develop relationships with and between pupils conducive to optimum learning.
7. 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.

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8. To maintain an attractive, stimulating learning environment; to contribute to displays in the school as a whole.
 9. To take part in whole-school reviews of policy and aims, and in the revision of formulation of guidelines.
 10. To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils, having regard to the requirements of the national curriculum.
 11. To evaluate and review own teaching methods, materials and schemes of work, and to make changes as appropriate. To participate fully in St Mark's Performance Management arrangements.
 12. To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings; and to participate in national or local arrangements for appraisal of staff performance.
 13. To take part in the corporate life of St Mark's by, for example, attending and preparing children for assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions.
 14. To supervise, and so far as practicable to teach, any pupils whose teacher is absent.
 15. To play a full part in curriculum development work undertaking key tasks and responsibilities as agreed within the curriculum group.
 16. To participate in the production, and continuous evaluation and review, of whole-school policy and guidelines.
 17. To participate in review of learning materials, and of relevant equipment, and on the allocation of these resources within the school.
 18. To support new members of staff and supply teachers with the school's policy and guidelines, and to assist them in practical implementation when appropriate.
 19. To participate in in-service workshops, meetings, sessions and activities with other members of staff.
 20. To organise displays of children's work to show recognition and affirmation to the children themselves, and in this way provide stimulus and ideas for colleagues and information for parents.
 21. To participate in periodic reviews of pupil and class performance in order to monitor progression in order to determine future priorities.

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- 22. To work with curriculum leaders to ensure that there is continuity across year group and phase.
 - 23. To keep abreast of new thinking and practice, by attending courses and in-service sessions, and by reading relevant books, articles, newsletters, documents, etc.
 - 24. To give information to, and collect and disseminate information from, schools to which pupils transfer whenever appropriate.
 - 25. At all times to carry out responsibilities/duties with due regard to the Council's equal opportunities employment policy.
 - 26. To ensure that subject-matter and learning resources reflect Borough and school policies on equality, and that the implications of these policies are borne in mind in relation to all tasks and duties.
 - 27. To adhere to all Health and Safety Policies and ensure that a safe environment is provided for children, staff and parents and other members of the public.

Confidentiality

The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

GENERIC DUTIES:

To achieve high quality educational outcomes for pupils and personal appraisal targets as agreed with your line manager.

To undertake relevant training and development, including meetings, supervision, seminars and other events.

At all times carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and St Mark's policies and procedures.

To undertake additional duties commensurate with the grade as directed by your line manager.

UPS1-UPS3 TEACHERS

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

Act a role model of exceptional practice in teaching, learning and professional behaviour;

Provide lesson demonstrations linked to agreed objectives or to development issues;

Demonstrate teaching strategies either through staff meetings, INSET or targeted groups of staff;

Monitor and evaluate teaching and learning and report results to the Head Teacher;

Mentor and support less experienced colleagues.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teacher's Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Person Specification

Qualifications and training	DCSF recognised qualified teacher status
Professional attributes	High expectations of children including a commitment to ensuring they can achieve their full educational potential. Positive values and attitudes and adopts high standards of behaviour in the professional role. Leads by example and demonstrates high teacher expectations. Communicates effectively with children. Communicates effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being. Commitment to collaborative working where appropriate. Evaluates performance and is committed to improving practice through appropriate professional development. Acts upon advice and feedback and is open to coaching and mentoring. Prioritises and manages own time effectively. Works consistently to deadlines. Self motivated. Committed to the provision of a broad, balanced and differentiated curriculum which meets the needs of children and promotes their individual development. Committed to high standards of achievement, behaviour and social development. Committed to equal opportunities for all pupils, staff and parents at the school. Flexible in approach, willing to learn and develop new skills. Able to work in partnership with the Head Teacher, staff, governors, parents to promote the aims of the school.

Professional attributes	Commitment to support the Christian ethos of the school. Demonstrates a good health and attendance record.
Professional knowledge and understanding	Up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work. Good, up to date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and knows how to use them so all learners can fulfil their potential. Knows the assessment requirements and arrangements for subjects/curriculum areas taught, including those related to public examinations. Knows a range of approaches to assessment, including the importance of formative assessment. Knows how to use local and national statistical information to evaluate the effectiveness of teaching, to monitor progress and raise levels of attainment. Knows and understands the relevant statutory and non statutory curricula and frameworks, including those provided through the National Strategies for appropriate subjects/curriculum areas. Knows how to use skills in literacy, numeracy and ICT to support teaching and wider professional activities. Knows how to make effective personalised provision for children and how to take practical account of diversity and promote equality and inclusion in teaching. Knows how to identify potential child abuse or neglect and follow the safeguarding procedures.
Professional skills and abilities	Plans for progression across the age and ability range. Plans, sets and assesses homework in line with school policy. Teaches challenging, well organised lessons and sequences of lessons across the appropriate age and ability range. Uses assessment to diagnose learners' needs, set realistic and challenging targets for improvement and plan future teaching.

Professional skills
and abilities

Establishes a purposeful and safe learning environment which:

- Reflects the taught curriculum
- Supports children's learning and targets
- Complies with current legal requirements, national policies on safeguarding and well-being of children.

- so that children feel secure and sufficiently confident to make an active contribution to learning and the school.

Manages learners' behaviour constructively in line with school's behaviour policy.

Promotes learners' self control, independence and cooperation through developing their social, emotional and behavioural skills.

Effective written and oral communication skills.

Well developed organisational skills.

Effective interpersonal skills.

Application Process

- ▶ Candidates are asked to complete all the standard information required on the LDBS application form, and to submit a supporting statement, addressing all the criteria identified in the Person Specification.
- ▶ To apply please apply online at www.islington.gov.uk following the jobs link.
- ▶ Applications must be completed by midday on **Monday 12th March 2018**
- ▶ Shortlisting will take place on Wednesday 14th March and interviews on **Tuesday 20th and Wednesday 21st March 2018**
- ▶ We recommend visiting the school. If you would like to arrange an appointment to visit and to meet the Headteacher (Martha Braithwaite) please contact the school office on 0207 272 5967 for an appointment.

We look forward to receiving your application

St Mark's school is committed to safeguarding the welfare of young people and expects all staff and volunteers share this commitment. All appointments are subject to DBS checks and excellent references. Also, this post comes 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.