



# **KS1 Phase Leader with Core Subject**

## **Tufnell Park Primary School**

### **TUF/025**

---



**Closing Date: Midnight, Sunday 20th May 2018**



# **Contents**

---

**Letter from the Headteacher**

**School Information**

**Advertisement**

**Job Description & Person Specification**

**Details of the Selection Process**

**Guidance Notes**

**Policy on Recruitment and Employment  
Of Ex-Offenders**

# Tufnell Park Primary School

Dalmeny Road, London N7 0HJ



Tel: 020 7607 4852

Email: [admin@tufnellpark.islington.sch.uk](mailto:admin@tufnellpark.islington.sch.uk)

[www.tufnellpark.islington.sch.uk](http://www.tufnellpark.islington.sch.uk)

Headteacher: Martin Scarborough

Deputy Headteacher: David Gulliford

Dear Applicant,

I am delighted that you are interested in joining the team here at Tufnell Park. I would like to take this opportunity to tell you a little more about our school.

Tufnell Park is a happy and dynamic primary school with nursery. We are currently one-and-a-half form entry but are in the process of expanding to three forms of entry. Like many inner city primary schools, our children come from a wide range of backgrounds, including some families in difficult circumstances. This makes Tufnell Park a challenging and rewarding place to work.

Exciting times are ahead for those who join our team. We are currently a good school (*Ofsted, June 2017*) but have high aspirations to improve further in all areas, and the capacity to do so. Our curriculum is currently undergoing extensive review, so we are seeking a leader with the drive and creative spark to devise and shape purposeful experiences that ensure all our children become responsible, active, happy and successful citizens. There are also challenges around raising the attainment of all children, including some underperforming groups, to ensure that we build a cohesive community of learners who aspire to achieve the very best for our school.

We will be moving into a beautiful new building in late 2019, with expanded state of the art facilities, reflecting the high aspirations we hold for our community. We are excited by the development this promotes, whilst carefully striving to retain the current 'feel' of our smaller school where every child is known. If you have the drive and ambition, many varied opportunities exist to be part of shaping the future here at Tufnell Park, whilst developing your own practice and career.

To be appointed to our school, we would expect you to be committed to improving children's life chances. You can expect from us a commitment to your own professional development, a supportive leadership team and a wonderful group of teaching and support staff, who really believe in our children and their ability to succeed.

We are well supported by a very effective governing body and an active and successful Parent Teacher Association, ensuring our community is fully engaged in the life of the school.

I would love you to visit us and get a sense of what Tufnell Park is all about.

Please call or email Anna or Andrea in the office and make an appointment.

I look forward to hearing from you.

Kind regards,

A handwritten signature in black ink, which appears to read 'M Scarborough', is written over a light blue horizontal line.

Martin Scarborough – Headteacher

# Tufnell Park Primary School



**We welcome you to Tufnell Park Primary School, a community school in the London Borough of Islington for children between the ages of three and eleven. We are a diverse and inclusive school which provides an enjoyable and purposeful learning environment for all pupils.**

## **Our commitment to equal opportunities**



Tufnell Park School is committed to valuing all members of the school community in an environment of mutual respect and strives to ensure that all have equal opportunities to succeed. As a primary school, we believe we have a key role in society in combating discrimination and promoting fairness, justice and equality through our teaching and the role models we offer.

## **At Tufnell Park School we value:**

...the **range of talent and ability** in every child. Our school's primary aim is to identify the full breadth of each pupil's capabilities and develop these to their best advantage, for life.

...the extraordinary **potential** of our pupils. We believe that, whatever their level of ambition, children can achieve even more than anyone at first imagines. We aim to provide the opportunity and support always to go further.

...**love of learning** as a source of joy and achievement. By example and through nurture, we seek at all times to encourage lively, enquiring minds. Our aim is to produce pupils who enjoy and welcome challenge, because challenge is an adventure they are equipped to meet.

...**self confidence** founded on self worth and reinforced through success. We aim for all our children to develop a justified sense of self assurance to help them pursue their life goals with a good heart and an open mind.

...a **sense of belonging** and enabling others to belong. We aim for our school to be a happy, inviting place where people treat one another with kindness, tolerance and respect, and variety is celebrated.





# Tufnell Park Primary School



## **KS1 Phase Leader with Core Subject**

KS1 Year group open to negotiation

Salary Grade: Main Pay Range (Ref point 1- 6) to Upper Pay Range (Ref point 1-3)

Salary Range: £28,660 - £47,298 per annum with TLR2b £4442

Contract: Full Time and Permanent

**Required for September 2018**

The headteacher, staff, pupils and governors at Tufnell Park Primary School are seeking to appoint an outstanding Class Teacher to lead our KS1 Phase - three classes in total. We require a dedicated practitioner with the vision, drive and skills to inspire and enable others to achieve their best, to contribute to our enthusiastic and dynamic team, and to improve the life chances for the children in our community.

Tufnell Park is a great place to work and has a positive environment where everybody works together to achieve. We are currently a one-and-a-half form entry school, situated on a spacious and peaceful corner site with natural wildlife gardens and mature trees, yet convenient for transport links to North and Central London. The school is in the process of expanding to three forms of entry, moving into a state of the art new building in 2019. As our school expands, so will our staffing/leadership structure, offering exciting career development opportunities for our team.

We are seeking a Class Teacher/Phase Leader who:

- leads through exemplary classroom practice, motivating pupils' learning and creativity
- has high expectations and can lead and inspire others to meet these – children and adults alike
- has the desire, understanding and experience of strategies for raising achievement in their own classroom and beyond
- positively embraces innovation, with the vision and energy to bring about change
- can lead a team effectively, utilising excellent communication and interpersonal skills, with a good sense of humour

We can offer:

- wonderful children who strive to achieve their best
- an enthusiastic, ambitious and talented staff team
- a supportive leadership team, committed to providing great opportunities for CPD
- a warm positive working environment where everyone is valued
- membership of a successful network of local schools

Visits to the School are welcomed and encouraged by contacting Anna or Andrea in the office on 020 7607 4852, or by email at [admin@tufnellpark.islington.sch.uk](mailto:admin@tufnellpark.islington.sch.uk).

Please apply online at <http://jobs.islington.gov.uk/> following the jobs link. If you require assistance, contact the HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference **TUF/025**.

**Closing date: Midnight, Sunday 20th May 2018**

**Interviews: Wednesday 23rd and Thursday 24th May 2018**

***Tufnell Park 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.***

# Tufnell Park Primary School



## JOB DESCRIPTION

<b>POSITION</b>	<b>KS1 Phase Leader with Core Subject</b>
<b>SCHOOL</b>	<b>Tufnell Park Primary School</b>
<b>RESPONSIBLE TO</b>	<b>Headteacher</b>
<b>GRADE</b>	<b>Main Pay Range to Upper Pay Range and Teaching and Learning Responsibility Point 2b. Leadership team</b>

### **GENERIC TEACHER ROLE**

In addition to those professional responsibilities which are common to all classroom teachers, the postholder's overriding responsibility will focus on raising the standards of teaching, learning and achievement across their assigned phase and in their specified core subject. The postholder will be a member of the schools Leadership team, and will be accountable to the Headteacher.

### **PROFESSIONAL RESPONSIBILITIES**

Across the assigned phase, and in the assigned core subject area, the postholder will be required to exercise his/her professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:-

### **LEADING TEACHING AND LEARNING**

- Provide a professional role model of exemplary teaching and learning.
- Provide guidance and support on pedagogy and methodology.

In collaboration with senior leaders:

- Develop teaching and learning in the classroom through monitoring and feedback in line with whole school systems.

### **STRATEGIC LEADERSHIP**

Working as part of an extended Leadership team, and within the phase and subject:

- Contribute to relevant sections of the SEF and SIP.
- Develop and implement policies and practices that reflect the school's commitment to high achievement, in line with the school improvement plan.
- Contribute to the whole school analysis of pupil performance, including the use of data, to identify need and devise strategies for raising standards further.
- Formulate strategic action plans to bring about continuous improvement in teaching and learning, with the involvement of senior leaders.

Within the phase and subject:

### **DEVELOPING STAFF AND ADULTS**

- Coach/mentor colleagues and lead in-service training to improve provision, as required.
- Promote links and co-operation with teaching and non-teaching staff.
- Ensure that senior colleagues and governors are informed about relevant policies, plans, priorities and targets.
- Champion new curriculum thinking, teaching methods, and use of new technologies.
- 

### **ASSESSMENT AND EVALUATION**

- In collaboration with the Assessment Leader, establish and implement clear practices for assessing, recording and reporting on pupil achievement, in line with school policy.

### **MANAGING RESOURCES**

- Use accommodation to create an effective and stimulating environment for teaching and learning.
- Advise senior leaders of resource needs.
- Ensure the effective and efficient management and organisation of learning resources.
- Ensure that there is a safe working and learning environment in which risks are properly assessed.

---

### **POST HOLDER DECLARATION:**

<b>Name:</b>	
<b>Signed:</b>	
<b>Date:</b>	

# PERSON SPECIFICATION

<b>POSITION</b>	<b>KS1 Phase Leader with Core Subject</b>
<b>SCHOOL</b>	<b>Tufnell Park Primary School</b>
<b>RESPONSIBLE TO</b>	<b>Headteacher</b>
<b>GRADE</b>	<b>Main Pay Range to Upper Pay Range and Teaching and Learning Responsibility Point 2b. Leadership team</b>

<b>Qualifications and Experience:</b>	
<b>E1:</b> Qualified teacher status and evidence of continued professional development since qualification	Essential
<b>E2:</b> Record of excellent classroom practice in a UK school	Essential
<b>E3:</b> Experience of teaching in at least one inner city/multicultural school	Desirable
<b>E4:</b> Three years teaching experience	Desirable
<b>Skills, Knowledge and Abilities:</b>	
<b>E5:</b> Excellent understanding of the different ways children learn and implications for effective teaching to meet the needs of all	Essential
<b>E6:</b> Good understanding of how new technologies can enhance teaching and learning	Essential
<b>E7:</b> Knowledge and understanding of children's acquisition of key skills	Essential
<b>E8:</b> Able to lead and support staff in their professional development	Essential
<b>E9:</b> Experience of positive impact on the educational progress of children beyond those directly assigned.	Essential
<b>E10:</b> Experience of mentoring and/or coaching other staff	Desirable
<b>E11:</b> Excellent communication skills and organisational ability	Essential
<b>E12:</b> Commitment to equality of opportunity and the ability to ensure that every child's identity is respected, maintained and enhanced and to challenge stereotypes with sensitivity	Essential
<b>E13:</b> Respect the views of children, parents and carers and a commitment to the involvement of these groups in the learning process.	Essential
<b>E14:</b> Commitment to the protection and safeguarding of children and young people.	Essential



# Tufnell Park Primary School



## DETAILS OF THE SELECTION PROCESS

### Application deadline

Completed online application forms must be received by **Midnight, Sunday 20th May 2018**. ***Please note we do not accept hard copy application forms.***

Please apply online at <http://jobs.islington.gov.uk/> following the jobs link.

### Completing your application

Candidates are asked to complete all the standard information required on the online 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 Anna or Andrea in the school office on **0207 607 4852**, or by email at [admin@tufnellpark.islington.sch.uk](mailto:admin@tufnellpark.islington.sch.uk)

### Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. 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.

Should you have any queries please email us at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference **TUF/025**.

Yours sincerely

Schools HR

## 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 the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

### 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.

### Relatives and Other Interests

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

### 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.

### Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

### Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

### Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. 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 given 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 are not accepted.

### References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer.
- 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.
- We reserve the right to approach any of your previous employers for a reference.

- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

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.

#### **Disclosure & Barring Service / Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also 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. 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.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. 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.

#### **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.

#### **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.

#### **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 submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed 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.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 informed 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.