

# **Class Teacher in Lower KS2**

## **Hargrave Park School**

**HAR/001**



## Contents

<b>Advert</b>	3
<b>Job description</b>	4
<b>Person specification</b>	6
<b>How to apply</b>	9
<b>Guidance and policies</b>	10





51 Bredgar Road  
London  
N19 5BS

**Telephone:** 020 7272 3989

**Email:** [office@hargravepark.islington.sch.uk](mailto:office@hargravepark.islington.sch.uk)

**Head Teacher:** Lisa Horton

## Class Teacher in Lower KS2

<b>Grade:</b>	Main Pay Range
<b>Actual Salary</b>	MPS Spine Point 1-6 (£28,660 - £39,006) per annum
<b>Contract:</b>	Permanent, Fulltime
<b>Hours:</b>	32.50hrs per week



We are seeking to appoint a class teacher in Lower Key Stage 2 for September 2018. Applications are welcome from both experienced and newly qualified teachers. As a school we have a proven track record of quality staff training and place a high value on the professional development of our staff. We are a one and a half form entry primary school with Children's Centre facilities situated in the heart of Archway. Our school motto is "We Aim High". We have high aspirations for our children and believe strongly that an enriched and creative curriculum is the key to driving and sustaining our rapidly improving achievement.

Visits to the school are strongly encouraged. Please contact our school office on 020 7272 3989 or email [office@hargravepark.islington.sch.uk](mailto:office@hargravepark.islington.sch.uk), to arrange an appointment. Please contact our School Business Manager Cheryl Headon to arrange a school tour.

Please apply online at [www.islington.gov.uk](http://www.islington.gov.uk) following the jobs link. If you need assistance please email the HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference number **HAR/001**.

**Closing Date:** Monday 23rd April 2018 Midday

**Interviews:** Week commencing Monday 30<sup>th</sup> April 2018

Hargrave Park 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**

**POST:** Class Teacher

**GRADE:** Main Scale

**SECTION:** Education

**Hargrave Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

## **PURPOSE OF THE POST**

To ensure the highest possible of standards of education of the pupils for whom the teacher has class/group responsibility - socially, emotionally, physically, intellectually and aesthetically.

To ensure the appropriate levels of development for pupils within class group

To assume continuity of policy and curriculum promoting equal opportunities for all.

## **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 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 pupils 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.
  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 Hargrave Park 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 Hargrave Park 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.
-

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 books, articles newsletters, documents, etc.
24. To give information to, and to 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 Hargrave Park policies and procedures.
- To undertake additional duties commensurate with the grade as directed by your line manger.

---

The title of the post to which I normally report is: **Headteacher**

---

## PERSON SPECIFICATION

**POST:** Class Teacher

**GRADE:** Main Scale

**SECTION:** Education

**Hargrave Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

You must demonstrate on your application form that you meet the following essential criteria:-

<b>EDUCATION AND EXPERIENCE</b>	<p>E1. Qualified Teacher Status and evidence of appropriate subsequent in-service training.</p> <p>E2. Minimum of 2 years recent successful teaching experience preferably across both Key Stages 1 and 2 and in at least one inner city multi-cultural school.</p> <p>E3. Experience of supporting change at an appropriate level including the curriculum, classroom organisation and administration in a primary school.</p> <p>E4. Proven experience of high standards of primary classroom practice and of teaching area of responsibility.</p> <p>E5. Evidence of the personal and intellectual qualities required to set an example to others and to lead a team,</p> <p>E6. Respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process.</p> <p>E7. Evidence of a commitment to excellence and the maximising of academic and personal achievement for all pupils.</p>
<b>SKILLS, KNOWLEDGE &amp; ABILITIES</b>	<p>E8. 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.</p> <p>E9. Evidence of the ability to organise successfully the curriculum for a class of pupils of mixed abilities, aptitudes and educational needs through planning, preparation, monitoring and assessment.</p> <p>E10. A thorough knowledge of the requirements of the National Curriculum and learning strategies for children of all abilities.</p> <p>E11. Evidence of good general knowledge of the requirements of the National Curriculum.</p> <p>E12. Evidence of good organisational skills to create and maintain a stimulating and attractive learning environment.</p>

- |  |   |
|--|---|
|  | <p>E13. Evidence of the ability to define effective measures for the performance of pupils and classes and to keep these measures under systematic review.</p> <p>E14. Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within the school.</p> <p>E15. 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.</p> <p>E16. 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. To work co-operatively with the staff of the Local Education Authority and relevant agencies as required.</p> <p>E17. Evidence of the ability to communicate clearly both orally and in writing with pupils, parents and colleagues.</p> <p>E18. An understanding of the responsibility of the class teacher with regard to the health and safety of pupils in their care.</p> <p>E19. Evidence of a commitment to an equal opportunities policy both in service delivery and employment, and an understanding of its effective operation within a school. An ability to ensure that each child's identify is respected and maintained and enhanced and that stereotypes are challenged in a sensitive way.</p> |
|--|---|

## How to apply

### Application Deadline

Completed application forms must be received by **midday, Monday 23rd April 2018**. Please note that late applications will not be accepted.

- To apply online [click here](#)

*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.