

Early Years Class Teacher

Ambler Primary School & Children's Centre

AMB/648



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Early Years Class Teacher

**Salary Grade: Main Pay Scale/UPS
+ TLR responsibility (for the right candidate)
Actual Salary Range: £28,660 - £47,298 per annum
NQT's welcome to apply**

Required September 2018

Ambler primary school and Children's Centre needs a new Early Years Class Teacher to join their dynamic, bright and hardworking team at this outstanding and fantastic school from September 2018 (NQTs welcome to apply).

Ambler Primary School and Children's Centre wants to attract practitioners who share our vision for play based learning and possess a wide range of skills and abilities to further develop the services at the centre and the school.

We are seeking an Early Years Class Teacher who:

- **Can lead and** inspire others – children and adults alike
- Has creativity in teaching
- Can offer outstanding practice which motivates pupils learning and creativity
- Has proven experience of working creatively, with the desire and ability to drive standards
- Has the vision and desire, understanding and experience of strategies for raising attainment and achievement
- Can work effectively with good communication and interpersonal skills
- Embrace change and innovation positively
- Have a good sense of humour

We can offer:

- Fantastic children who strive to achieve their best
- A supportive leadership team with good opportunities for CPD
- A warm positive working environment where everyone is valued
- An enthusiastic dynamic and talented management and staff team

Further details:

Visits to the School are welcomed and encouraged. To book a visit please contact the school office on 020 7226 4708 or office@ambler.islington.sch.uk.

- Closing date and shortlisting for this role is Friday 9th March 2018
- Interviews for this post will take place on Tuesday 13th March 2018

Please apply online at <http://jobs.islington.gov.uk/>. If you need any assistance please email the Education HR at schoolsrecruitment@islington.gov.uk quoting reference: **AMB/648**

Ambler Primary School is committed to safeguarding and promoting the welfare of children and expects all staff 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.

SCHOOL JOB DESCRIPTION

POSITION: Early Years Teacher

GRADE: Main Pay Scale/UPS

SCHOOL: Ambler Primary School & Children's Centre

RESPONSIBLE TO: Children Centre Lead

RESPONSIBLE FOR: Early Years

PURPOSE OF THE POST

To assist, under the overall direction and management of the Head of Centre, in the development of the early years foundation stage curriculum for all the children at the Centre, and, in drafting written curriculum policies and monitoring their effect, to ensure that good practice is developed and sustained.

MAIN RESPONSIBILITIES

1. Under the direction of the head/deputy to assist in the development of the curriculum, and plan appropriate learning activities which offer high quality learning experiences to children from birth to 5 years.
2. To assist in the drafting and evaluation of curriculum policies to ensure that good practice is documented, disseminated and consistently sustained.
3. To work with other teachers to monitor and evaluate the quality of learning throughout the centre and be responsible for curriculum areas, providing models of good practice, supporting individual staff to meet required standards.
4. To contribute to the development of a team approach to planning, observation, assessment, sharing in the responsibility for record keeping and monitoring provision.
5. To keep up to date with best early education practice in order to disseminate good practice in the centre.
6. To work within the Code of Practice for Special Educational Needs and to differentiate the curriculum to ensure that is accessible to all children.
7. To support the development of partnership with parents/carers to ensure that the Centre's policy on the involvement of parents in the education of their children is implemented.
8. To create and maintain, with the assistance of other workers, an attractive and cared for environment which allows children to make choices and decisions.

9. To raise awareness throughout the Centre of the importance of play both indoors and out.
10. Together with the Head, and senior staff to plan and deliver a programme of in-service training.
11. Together with the staff, to support the development of the Centre as a community resource.
12. To ensure that all children are shown respect for their languages, religions and cultures.
13. To ensure that the activities and resources offered positively support children of both sexes, all classes and all backgrounds.
14. To develop and maintain good relationships with other local under fives facilities, including schools and voluntary organisations.
15. To be responsible, as part of team, for the monitoring and support of children who are subject to inter-agency child protection plans in accordance with the Children Act 1989 and the Council's child protection procedures.
16. To work, with the Head and staff, to ensure that the Centre is appropriately resourced to meet the needs and interests of children from birth to 5 years.
17. To work with students on placement at the Centre and, where appropriate, to encourage their participation in planning and developing activities with the children.
18. At all times to carry out responsibilities/duties with due regard to the Centre's equal opportunities employment policy.
19. To ensure that all services within the area(s) of responsibility are provided in accordance with the Centre's commitment to high quality service provision to the consumer.
20. 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 service outcomes and outputs, and personal appraisal targets, as agreed with your line manager.
- To undertake relevant training and development, including meetings, supervision, seminars and other events.
- To be committed to the Centre's core values of public service, quality and equality.
- At all times carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and Centre policies and procedures.

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

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Centre's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure all the services within the area(s) of responsibility are provided in accordance with the Centre's commitment to high quality service provision to users.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Centre's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out the responsibilities of the post with due regard to the Centre's Equal Opportunities policy.

Reporting to:

Signed ----- Date -----

**SCHOOL
PERSON SPECIFICATION**

POSITION: Early Years Teacher

GRADE: Main Pay Scale /UPS

SCHOOL: Ambler Primary School & Children's Centre

CRITERIA

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

ESSENTIAL REQUIREMENTS	
EDUCATION AND EXPERIENCE	
E1	Qualified teacher status, and a minimum of 1 year's experience teaching 3 - 5 year olds.
KNOWLEDGE, SKILLS and ABILITY	
E2	Awareness of an appropriate curriculum for children 0 - 5 years particularly in terms of play, language and literacy development, personal and social and emotional development, mathematical and technological understanding and creative and physical development.
E3	Ability to lead in the development of curriculum policies at the direction of the Head of Centre and monitor implementation.
E4	Ability to model good nursery education practice.
E5	Ability to ensure that children with special educational needs gain full access to the curriculum.
E6	Ability to develop and deliver an in-service training programme within the Centre.
E7	Ability to be flexible and to work as part of a multi-disciplinary team.
E8	Ability to work with parents and carers and involve them in their children's learning and the life of the Centre.
E9	Ability to plan and provide a range and variety of appropriate activities and opportunities to enable children to make progress in learning.
E10	An awareness of the importance of carrying out effective observation, assessment and record keeping, and ensuring that adequate records are kept of the individual children's progress, and that information is used as the basis for planning the curriculum.
COMMITMENT TO EQUAL OPPORTUNITIES	
E11	Ability to carry out the responsibilities of the post with due regard to the Centre's Equal Opportunities policy.

Details of Selection Process

Application Deadline

Completed online application forms must be received by Midday **Friday, 9th March 2018**

Please note we do not accept hard copy application forms.

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 the school office on 0207 266 4708

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.





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 be 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). 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.