



**Key Stage 2 Teacher  
(Parental Leave Cover)  
Rossett Acre Primary School  
Supporting Information**



## Our School

At Rossett Acre Primary, we are a friendly and vibrant school. We focus on purposeful learning which encourages children to be independent, inquisitive and enterprising, preparing them for life now and in the future. We are a community where we want ***the very best education*** for all our pupils.

We are a large, successful two-form entry primary school on the south side of Harrogate. Our standards are high; we strive to continue to raise these, and support every child in meeting their full potential.

There are fourteen classes at present (two in each year group). The School was built in 1970 and has had extensions to the main building since then. It benefits from two playgrounds and a playing field as well as being an attractive site.

## Our School Aims and Ethos:

We encourage our children to be:

- Caring
- Independent
- Self-motivated
- Responsible

Leading to happy, healthy individuals striving to be the best they can.

Each child is expected to do their best, at the level appropriate to their needs. No child is better or worse; each child brings their best to the task and is encouraged to respect that fact. High self-esteem is encouraged in all pupils.

The basic ethos of the school is to respect every individual in this environment, respect is given to everyone who works in school.

Praise is given for excellence at the level of individual achievement, not on a comparative measure against others.

Individual needs and their identification are part of the whole school curriculum policy.

We are a member of the "Red Kite Teaching School Alliance" which includes six leading secondary schools as strategic partners as well as four universities, a special school and thirty-five primaries. As such this gives opportunities for our staff to access outstanding professional learning.

## About the Red Kite Learning Trust

The Red Kite Learning Trust was founded to provide a supportive structure for schools working in partnership to help ensure all their young people can achieve success.

The Trust was formed in 2015 by three founding schools: Oatlands Junior School; Western Primary School and Harrogate Grammar School; whose aim is to work together to ensure Excellence for All. Rossett Acre Primary School joined the Trust on 1st November 2016.

We are delighted to subsequently welcome Crawshaw Academy, who joined the Trust on 1st March 2017.

We are seeing the benefits for young people by working more closely together and have welcomed the insight and expertise that both our primary and secondary colleagues have provided. We look forward to the Trust developing further over the years, allowing extended collaborative working across all of our schools, and providing even better provision for our young people. Being part of this Multi-Academy Trust provides additional security and opportunities for our staff in particular the opportunities to share the specialist skills and knowledge with colleagues across both primary and secondary phases.



The success of our school is dependent on the quality, talent and commitment of our staff, which is why we want to make sure we recruit the right people who can share our aims and vision.

## Further information

For further information about our school, the Red Kite Learning Trust, or the wider Red Kite Alliance and our schools, please visit the following websites:

<http://www.rossettacre.n-yorks.sch.uk/>

<http://www.rklt.co.uk/>

<http://www.redkitealliance.co.uk/>

-----  
The Post Specification on the following pages describes the expectations for the role:





**Rossett Acre Primary School as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.**

**Post Title:** KS2 Teacher (Parental Leave cover)  
**Salary Grade:** Salary in line with National Pay Scales  
**Contract Type:** Temporary Parental Leave Cover planned for 01-09-18 – 04-12-18

**Working Hours:** Full-time  
**Responsible to:** Headteacher

**General Description:**

To deliver exceptional learning to all pupils and continuously improve teaching standards within our school. Promote high quality effective learning, appropriate achievement, and educational, social and personal progress of all pupils for whom the teacher is designated as being responsible. Be consistent with the aims of the school and the unique needs of each individual. To meet the Professional Standards for Teachers.

**Special Conditions of Service:**

No smoking policy, including e-cigarettes.

<b>1</b>	<b>Duties as Main Scale Teacher:</b>
1.1	It is the duty as a teacher to maintain and build upon the standards achieved in the award for QTS as set out by the Secretary of State.
1.2	To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers.
1.3	To fulfil all of the requirements of the school's Employees Code of Conduct, Teachers Code of Conduct and Professional Standards for Teachers.
<b>2</b>	<b>Teaching &amp; Learning</b>
2.1	To develop and maintain an up-to-date knowledge and understanding of the areas of teaching and pupil support for which post-holder is responsible.
2.2	To manage pupil learning through effective teaching in accordance with the school's schemes of work and policies.
2.3	To inspire in pupils a love for learning, acting as a role model, and demonstrating enthusiasm in the delivery of all subject areas.

2.4	To develop pupils' literacy, numeracy, ICT capability and other key skills, including those of working with other pupils and building personal learning confidence.
2.5	To plan high quality learning experiences to meet the needs of all allocated pupils in a consistent and effective way. Use a variety of methods and approaches to match curricular objectives and the range of pupil needs, ensuring equal opportunities for all pupils.
2.6	To use appropriate, high quality teaching and classroom management strategies to inspire and motivate pupils and enable each to make, at the very least, expected progress, with many pupils making more than expected progress.
2.7	To ensure continuity, progression and cohesiveness for pupils in all teaching delivery. To monitor the progress of pupils for whom the post holder is responsible to set high expectations and give regular, timely and constructive feedback.
2.8	To set appropriate, clear, home learning work (in accordance with school policy) and ensure parents and pupils have all appropriate information required for timely completion.
2.9	To maintain appropriate records to demonstrate progress made by pupils.
<b>3.0</b>	<b>Subject Leader - Key Responsibilities:</b> <i>(will not be required of newly qualified teachers in their induction year)</i>
3.1	To establish and lead the strategic development of a responsibility area consistent with the agreed aims and policies of the school.
3.2	To secure and sustain effective learning for pupils through leading well-planned and effectively organised teaching within the responsibility area, including the professional development of staff.
3.4	To lead, manage and support staff and pupils within the responsibility area to sustain motivation and commitment to high standards of learning and care.
3.5	To plan and be accountable for the effective deployment of allocated resources to secure high quality learning experiences.
3.6	To advise the Headteacher and governors of suitable developments for the effective teaching in or management of the responsibility area.
<b>4</b>	<b>Professional Standards &amp; Development</b>
4.1	To participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate.
4.2	To make an active contribution to the policies and aspirations of the school.
4.3	To work effectively as a member of the school to continuously improve the quality of teaching and learning.
<b>5</b>	<b>General, Safeguarding &amp; Welfare</b>
5.1	To be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.

5.2	To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
5.3	To ensure services are delivered in accordance with the aims of the Equality Policy Statement and develop own and team member's understanding of equality issues.
5.4	To achieve any performance criteria or targets arising from the School's Appraisal arrangements.
5.5	To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
5.6	To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> <li>• Have SEN</li> <li>• Are Pupil Premium/Disadvantaged</li> <li>• Are Gifted and Talented/Academically More Able</li> <li>• Are not yet fluent in English / language skills applicable for age</li> </ul>
5.7	Report to the Headteacher in accordance with school procedures.
<b>6</b>	<b>Pastoral</b>
6.1	Every teacher will be expected to have pastoral responsibilities.

#### Person Specification: E Essential, D Desirable

<b>7</b>	<b>Experience/Aptitudes:</b>	
7.1	Be an excellent KS2 classroom practitioner.	E
7.2	Highly effective communication skills.	E
7.3	Ability to form good working relationships & influence others.  As the lead professional in the classroom show an ability to advise and support other staff.	E
7.4	Ability to investigate, evaluate, solve problems and make decisions.	E
7.5	Ability to demonstrate a commitment to equality of opportunity for all pupils.	E
7.6	Ability to contribute to wider school life.	E
7.7	High level of skill in dealing with issues relating to pupil behaviour.	E
7.8	Management of people and resources, including planning and organisational skills. Plan, allocate, support and evaluate work undertaken by other staff in the classroom.	E
7.9	Ability to use own initiative and motivate others.	E
7.10	Ability to plan effectively using a cross-curricular skills based approach	E
7.11	Competent ability in ICT, able to demonstrate high-level skills and working knowledge of school systems.	E

<b>8</b>	<b>Qualifications/Training/Knowledge</b>	
8.1	Degree level qualification in appropriate/related subject	E
8.2	PGCE or relevant experience	E
8.3	Recent experience in Key Stage 2. The provisions of National Curriculum and strategies i.e. Literacy, Numeracy and ICT.	E
8.4	Full working knowledge of relevant policies / codes of practice / legislation / SEND / G&T.	E
8.5	Detailed knowledge of pedagogical practice in relation to Teaching and Learning.	E
8.6	Thorough understanding of best practice in raising student attainment.	E
8.7	Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development.	E
8.9	Ability to teach across primary age range.	D
8.10	Interest in Information Technology (IT) and be able to use it as a tool to support children's learning.	D
<b>9</b>	<b>Characteristics</b>	
9.1	Passionate belief in the ability of every student to achieve. Appropriate motivation to work with children	E
9.2	Positive and optimistic attitude towards school improvement and inclusion.	E
9.3	Ability to relate to and empathise with pupils and to develop trusting and respectful relationships with them.	E
9.4	Places high priority of effective team working and works easily and comfortably in a team environment.	E
9.5	Open attitude and willingness to support ethos of the school. Open-minded and receptive to new ideas, approaches and challenges	E
9.6	A clear educational vision and sense of direction.	E
9.7	Displays loyalty & commitment to the School.	E
9.8	Good organisational skills and high levels of self-motivation.	E
9.9	Energy, self-confidence, positivity and the ability to 'give more' when the occasion demands.	E
9.10	Ability to work under pressure and to meet deadlines.	E
9.11	Good sense of humour and ability to maintain a sense of perspective in all working conditions.	E
9.12	Record of good attendance and punctuality.	E

9.13	Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure.	E
<b>10</b>	<b>Safeguarding and Promoting the Welfare of Pupils:</b>	
10.1	Has appropriate motivation to work with pupils.	E
10.2	Ability to maintain appropriate relationships and personal boundaries with pupils.	E
10.3	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E

Rossett Acre is a 4-11 years primary school and is organised into 14 classes (2 in each year group). You will have responsibility for a class in our Key Stage 2 team.

Our school and The Red Kite Learning Trust is about more than just academic success, it is about giving children and young people opportunities to develop as well rounded citizens able to take on and contribute to the world.

We hope that new colleagues will be able to help achieve this for all our children and young people. In return we can provide a fantastic place to work and learn and a vast range of opportunities to extend your experience and expertise. If this sounds like a place that you would enjoy working in, we hope you will apply and come and see for yourself what is on offer.

To find out more about our school and the Red Kite Learning Trust, please visit our websites at:

<http://www.rossettacre.n-yorks.sch.uk/home>

<http://www.rklt.co.uk>

We hope that after considering all the information provided you will decide to make an application.

Please find full details of how to apply on the following page.





### **How to Apply**

Candidates are encouraged to complete our online electronic application process.

We are seeking to appoint from September 2018.

To access our on-line application form via the Red Kite Learning Trust, please visit:

[www.rklt.co.uk/vacancies/](http://www.rklt.co.uk/vacancies/)

Please select the position from our website and press the 'Apply Now' button to launch our online application form. Please ensure you highlight your particular curricular strengths within your application form.

If you would prefer to receive an application pack via email or post, please email [recruitment@harrogategrammar.co.uk](mailto:recruitment@harrogategrammar.co.uk) or telephone the HR Team on 01423 535641 \*

A reminder the **closing date is 09:00am Wednesday 18th April 2018.**

Shortlisted candidates will be contacted shortly after the closing date.

Interviews are expected to be held w/c 23<sup>rd</sup> April 2018, for your advance planning.

Whatever the outcome of your application, we thank you for the interest you have shown in our school and we wish you well for your future career.

*\* Please be advised that the school will be closed for the Easter break from Thursday 29<sup>th</sup> March 2018 to Sunday 16<sup>th</sup> April 2018 inclusive. The HR team will have limited access to email and the online application system during this period to respond to queries. If you do have a question regarding either the role, the Trust, or with your application, please email (as above) and we will respond as soon as possible.*

*\*\*Technical guidance: our online application form supports all popular internet browsers across Windows, Apple and Android operating systems on both desktop and mobile devices. Please ensure however that all 'cookies' are fully enabled on your browser prior to completing the form. If you do have any technical queries, you may obtain online technical assistance using the 'Chat now' facility within the application form.*

For further supporting information please see the following documents below;

- Red Kite Recruitment Process Guidelines
- Red Kite Ex-offenders Policy

# Recruitment Process Guidelines



**Rossett Acre Primary School, as part of the Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## **APPLICATION FORM (On-Line process)**

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Please read the instructions on the online application form carefully before completing it. You must complete all parts of the form.

Candidates are encouraged to complete the On-Line form.

## **Application Form (Word Document)**

If you would prefer to complete a paper application form, this can be provided by the Red Kite Learning Trust HR team upon request, please email: [recruitment@harrogategrammar.co.uk](mailto:recruitment@harrogategrammar.co.uk)

For all formats of application: Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples.

Relevant skills may have been gained other than through paid employment, so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills have been developed.

Please check the closing date and allow time to submit your application through the school website. If you are called for interview, you will be asked to sign a paper copy of your application to ensure the declaration requirements are complete

## **DISABLED APPLICANTS**

If you are a disabled person and may not be able to meet some of the job requirements because of your disability, please specify this in your application. If you meet all other criteria, you will be short-listed and we will discuss with you if there are ways in which the post can be modified to meet your needs.

## **EQUAL OPPORTUNITY EMPLOYER**

Red Kite Learning Trust is an equal opportunity employer committed to the elimination of discrimination throughout its employment practices. Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated on the basis of their merits and abilities. All information is treated in confidence and personal information submitted as part of the Equal Opportunities questions will not form part of your application; the shortlisting panel do not have access to this information.

## **REHABILITATION OF OFFENDERS**

The post you are applying for requires you to have a Disclosure & Barring Service check and you will be required to disclose full details of your criminal history prior to your interview. Having a criminal record is not necessarily a bar to obtaining a post. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants – this check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceeding and police enquiries. In

the event of employment, any failure to disclose such convictions will normally result in dismissal by the Trust. Any information given will be completely confidential and will be considered only in relation to this application.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

### **CANVASSING**

You must not try to influence any current employee or member of the school governing body or Trust, to act in your favour as this will disqualify you. If you are related to a current employee, Governor or Trust member, you must indicate this in the relevant section of the application form.

### **REQUIREMENTS FOR REFERENCES**

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

### **SHORT-LISTING & INTERVIEWS**

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the school may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children and provide evidence of your suitability to work with young people through your responses to interview questions.

### **SALARY SCALES & INCREMENTS**

#### **Administrative, Professional, Technical & Clerical (APT & C) Grades relating to Operational Staff**

– Progression on the salary scale is by annual increment until the maximum within the grade is reached, subject to at least 6 months service in the grade and a satisfactory performance review and levels of attendance by that date.

**Teachers** – The terms of the relevant year's Pay and Conditions Document will apply.

### **PRE-APPOINTMENT CHECKS**

#### **Permission to Work in the UK**

Please note that we can only consider applications from EU citizens and those holding valid UK visas.

**At Interview** - Under the Asylum and Immigration Act 1996 the school must ensure that you have permission to work in the United Kingdom. No offer of employment can be made without verification of proof of identity. You will need to submit one of the original documents included in List 1 below, or two original documents specified in List 2 below:

##### **List 1**

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or identity card.
- A resident permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

## List 2

- First Combination of two documents
  - o A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.
- Plus one of the following documents
  - o A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
  - o A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
  - o A certificate of registration or naturalisation stating that the holder is a British citizen; OR
  - o A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
  - o An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
  - o A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work that you are offering; OR
  - o An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work that you are offering.
- Second Combination of two documents
  - o A work permit or other approval to take employment that has been issued by Work Permits UK
- Plus one of the following documents
  - o A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
  - o A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

## Qualifications

**At Interview** - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

## Proof of Identity

**At Interview** - In accordance with *Keeping Children Safe in Education*, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

**At Appointment** - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents. A copy of the DBS Code of Practice can be made available on request.

## Medical Clearance

**At Appointment** - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.

# Policy Statement on the Recruitment of Ex-Offenders



**Rossett Acre Primary School as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

- As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Red Kite Learning Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. They undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Red Kite Learning Trust is committed to the fair treatment of their staff, potential staff or users of their services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is provided through our E-Application Form, which is viewed by a designated person within the Red Kite Learning Trust; we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Red Kite Learning Trust to ask questions about your entire criminal record we only ask about the "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Red Kite Learning Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.
- We make every subject of a Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar you from working with us; this will depend on the nature of the position, the circumstances and background of your offence/s.

(Source [www.disclosures.gov.uk](http://www.disclosures.gov.uk))