



## **Balgowan Primary School**

Balgowan Road, Beckenham, Kent BR3 4HJ

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Email: [admin@balgowan.bromley.sch.uk](mailto:admin@balgowan.bromley.sch.uk)

Website: [www.balgowan.bromley.sch.uk](http://www.balgowan.bromley.sch.uk)

Balgowan Academy Trust. Company No. 7672683

*Headteacher: Mrs Maria Veysey*

## **KS1 (Year 1) & KS2 (Year 5) CLASS TEACHERS (Maternity Cover)**

Salary: Outer London Main Pay Scale

We are seeking to appoint from 1 January 2019 a KS1 and KS2 class teachers to work in our large friendly primary school. Balgowan is a popular, high achieving school which received a good Ofsted in November 2017. The school operates a comprehensive induction and training programme and NQTs are welcome to apply.

We can offer:

- A happy and successful school committed to securing the highest levels of achievement for all pupils.
- An ethos and environment dedicated to creating effective learners
- Motivated pupils, high standards of behaviour and a focus on learning.
- Dedicated and supportive staff
- Excellent CPD opportunities

We invite applications from teachers who:

- Are excellent classroom practitioners
- Have high expectations and can inspire pupils
- Can work effectively as part of a team
- Value the partnership between school, parents and the wider community
- Will promote and safeguard the welfare of pupils at the school

Balgowan Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The post is subject to an Enhanced Disclosure and Barring Service Check under the Rehabilitation of Offenders Act 1974. Balgowan implements a rigorous and robust recruitment process that gathers evidence about candidates' suitability to work with children as well as their suitability for the post in question, and has proactive safeguarding procedures in place that address inappropriate behaviour.

Visits to the school are warmly welcomed. For an application pack and to arrange a visit please contact the school office by email or telephone. Please apply directly to school at: [admin@balgowan.bromley.sch.uk](mailto:admin@balgowan.bromley.sch.uk)

Closing Date: 20<sup>th</sup> September 2018



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*Head Teacher – Mrs Maria Veysey*

Dear Applicant,

September 2018

**Class Teacher Post**

Thank you for your enquiry regarding the teaching vacancy at Balgowan.

Please find attached the application form and other documents, relating to the post. I would be grateful if your completed application form is returned to the school as soon as possible.

The Governing Board has a rigorous recruitment procedure to ensure we appoint the best possible candidates to work at Balgowan. Therefore in your letter of application please show in no more than two sides of A4 how you meet the criteria in the Person Specification for this post. It will help the recruitment panel with shortlisting if you answer each point on the person specification in order using separate paragraphs.

As part of the selection process, the shortlisted candidates will be required to teach a class of children and to have an interview with a recruitment panel. We will assess how well each candidate meets the requirements on the Person Specification, including an assessment of their suitability to work with children. If there are any discrepancies in the information provided by shortlisted candidates or issues arising from references these will be taken up at interview.

We will also be contacting your current or previous employer for references before the interview so it is essential that we have all the necessary up-to-date contact information, including email addresses. Referees will be asked whether candidates have been the subject of any child protection concerns, disciplinary offences relating to children and the outcome of any enquiry or disciplinary procedure, along with questions about their competencies as a teacher.

Visits to the school are warmly welcomed and encouraged.

Thank you again for your interest in this position at Balgowan.

Yours sincerely,

Mrs M Veysey  
Head Teacher



# Balgowan Primary School

Person specification: Class Teacher (Maternity Cover)

## **Qualifications**

### Essential

1. Qualified Teacher Status

### Desirable

2. Evidence of continuing professional development

## **Experience**

### Essential

3. Appropriate teaching experience within KS1 and/or KS2

## **Knowledge, Skills and Aptitudes**

### Essential

4. Knowledge and understanding of the National Curriculum.
5. Ability to plan, creatively deliver, monitor and evaluate children's learning.
6. Knowledge and understanding of the principles of the planning, assessment and record-keeping cycle and use it to promote the educational and personal development of pupils.
7. Ability to communicate ideas clearly and sensitively to a variety of groups.
8. Ability to develop children's independence, including their ability to think independently
9. Understanding of the requirements of all children, including those with Special Educational Needs, the most able and those with English as an Additional Language.
10. Ability to effectively manage and motivate children.
11. Ability to use ICT effectively in teaching, planning and assessment.
12. Ability to plan for and manage teaching assistants.
13. Ability to work as part of a team and to develop positive relationships with pupils, colleagues, parents, governors, and where appropriate, outside agencies.
14. Enthusiasm for and interest in planning and teaching creatively.
15. A sense of humour

16. Commitment to equality of opportunity and social inclusion for all pupils irrespective of their ability, gender or ethnic background.

17. Commitment to high educational standards and maximising the achievements of all pupils irrespective of ability.

18. Commitment to safeguarding and promoting the welfare of children.

# Balgowan Primary School

## Job Description: Class Teacher (Maternity Cover)

### 1. Pay

A point on the Main Professional Scale (1 to 6) commensurate with experience. Eligible teachers may also be placed on the Upper Pay Spine following successful application to go through the threshold. Class teachers' pay is agreed in accordance with the school's Pay Policy and the School Teachers' Pay and Conditions Document.

### 2. Line of responsibility

- All teachers are responsible to the Headteacher.
- In addition:
  - All teachers report to the Deputy Headteacher and the Assistant Headteacher and/or their Team Leader for general, year group and most child-related matters.
  - Every teacher (excepting those in their first year of teaching) has a specified member of the School's Leadership who is responsible for their performance management.
  - Newly-qualified teachers will be supported by the NQT mentor.
  - All matters relating to inclusion and SEN should be reported to the Inclusion Leader.

### 3. The Purpose of the job:

- The purpose of the job is to organise and teach the class in accordance with school policy so that each child achieves the highest possible standards.

### 4. Teaching:

- to teach effectively in accordance with the school's **Learning and Teaching Policy**. This involves thorough planning, creative lesson preparation, teaching and marking pupils' work.
- Assessing, recording and reporting on the development, progress and attainment of pupils
- to help foster good relationships at all levels
- to be professional in all school matters

### 5. Key Tasks:

- As part of a year group team prepare medium term plans having regard for continuity and progression in learning.
- Prepare weekly plans in sufficient detail to have a clear view of differentiation, taking into account pupils' prior attainment. Ensure that all planning also takes account of the National Curriculum requirements, the requirements of the school's curriculum plans and schemes of work.
- Ensure that "Taught Time" meets the required allocation for each subject/curriculum area.
- Keep clear records of the children's progress in accordance with school policy.
- Foster an atmosphere where caring relationships are likely to be nurtured.
- Organise the classroom creatively, making effective use of all display areas.
- Promote and safeguard the welfare of pupils at the school
- Take a full part in staff meetings and parents' evenings
- Participate in meetings arranged for any other educational purposes, within directed time
- Make full and proper use of the materials and resources available
- Plan activities of the Teaching Assistants that may work with them
- Communicating and co-operating with persons or bodies outside the school

**6. Review, induction, further training and development:**

- Participating in the National scheme for Performance Management
- Participating in arrangements for his/her further training and professional development as a teacher
- In the case of a teacher serving an induction period, participating in arrangements for his/her supervision and training.

**7. Discipline, health and Safety:**

- Maintaining good order and discipline among pupils
- Follow all codes of practice in relation to, health and safety regulations and the reporting of accidents

**8. Administration:**

- Participating in administrative tasks which are outside the scope of the Work Force Agreement, such as completing the class attendance register and writing end of year reports.

**9. Additional notes/explanation regarding some of the above:**

Teachers should:

- Cooperate fully with all other members of staff and help promote positive working relationships.
- Foster the development and continuation of good parent/teacher relationships.
- Inform the Head Teacher or Deputy Head or a Phase Leader of any concerns you may have about any individual child or group of children or of any worries you may have regarding your role and responsibilities.
- Lead a phase/key stage Assembly on occasion
- Lead improvements to the whole school provision of a specified curriculum or on the key priorities in the School Development Plan unless it is the first year of teaching.

This Job Description and allocation of particular responsibilities may be amended by agreement from time to time and, in any case annually. This job description is in addition to the teacher standards document.

I accept the job description.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Information about Balgowan Primary School

Balgowan is a popular, over-subscribed three- form entry Primary School with a roll of 680 children, and is located in Beckenham, South East London. It is conveniently situated near the main bus routes to Bromley, Croydon and Central London. Clock House Station, five minutes walk from the school, has frequent train services to London Bridge, Waterloo East and Charing Cross.

Although Balgowan is a large school, everyone is justifiably proud of our small school climate and atmosphere, which successfully promotes the achievement of high standards of work and behaviour and a strong sense of community. The school's 2017 Ofsted Inspection acknowledged these strengths and identified Balgowan as a good school, where pupils achieve very well. Over the last five years attainment across the school has been high.

Pupil attitudes and behaviour are very good. We are fortunate in having very supportive parents. There is a thriving PTA, which raises large amounts of money to fund projects in school.

The staff are extremely hard working and mutually supportive. We value the importance of team work and a willingness to both listen and learn from each other. The Governing Board is very supportive and it plays a key role in school development. The school provides good opportunities for continuing staff development and an important part of its role is to ensure that it maximises the strengths and enthusiasm of all staff members including those who are just entering the profession as well as teachers of many years of experience.

The school's expectations and ethos both encourage and promote the best traditional British values. Securing high levels of achievement across the full curriculum and particularly so in English and Maths for all children continues to be a key target for the school. Our motto of 'working hard', 'being kind' and 'making friends' provides us with an important focus for developing the whole child. All the staff share a strong desire to help all pupils to become independent learners and skilled, confident and caring members of the wider community.

Balgowan became an Independent Academy on 1<sup>st</sup> August 2011.



## **Balgowan Primary School Safeguarding Children Statement**

At Balgowan the safety and welfare of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a safe and secure environment in which their children can flourish. Balgowan is committed to ensuring that this expectation becomes a reality.

### Appointments of staff and induction of newly appointed staff

All staff that are appointed to work at Balgowan Primary School are subject to a DBS check. This highlights people who have a criminal record, or if previous allegations have been made them. If an individual is found to have a criminal record, the appointment is reconsidered by the Headteacher and the HR Committee of the Governing Board. A member of the Senior Leadership Team, who has undertaken training in Safer Recruitment, will sit on all appointment panels. Newly appointed staff are assigned a mentor for the induction period and will receive training in safeguarding and child protection.

### Child Protection

The designated teachers for Child Protection are the Assistant Headteacher for Inclusion, Hayley Andrews and the Deputy Headteacher, Peter Hines. The designated Governor is Mrs Spedding. It is vital to tell the designated teachers of any concern about a child as early as possible so that a decision can be made about appropriate measures to support and protect the child.

No attempt to physically chastise or punish a child is ever acceptable. If appropriate, we follow government guidance entitled 'Use of Reasonable Force in Schools' (DfE, 2013), to ensure the safety of the child and others. All allegations or concerns raised about a member of staff or volunteer will be managed according to the Bromley Safeguarding procedures and referred to the Local Authority Designated Officer (LADO).

### Whistle Blowing

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the management accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The school has a Whistle Blowing policy, which clearly outlines procedures.



## **Balgowan Primary School Equality Statement**

At Balgowan Primary School All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation. We enable celebration of diversity within our school community. We recognise that all individuals are entitled to learn, teach or work in a non-threatening and supportive environment, in which self-esteem is enhanced.

Our aim is to create a positive, stimulating and happy learning environment through which all children will achieve success and develop their potential to the full. We promote their spiritual, moral, cultural and physical development so that in time they will be ready for the opportunities, responsibilities and experiences of adult life. All children, regardless of race, creed, culture or sex will be treated equally in every aspect of school life.

Our staff model positive attitudes to others, in the way we respect and value each child as an individual. We look for opportunities to celebrate the differences in respect of cultures, traditions and religious beliefs and praise the children's differing skills and talents.

We expect children likewise, to respect and value others and to share in that celebration.

All staff take very seriously any incidents that involve prejudice of any kind. Staff follow procedures set down in our Behaviour and Single Equalities policies to deal with these incidents.

