

EYFS and KS1 Class Teacher

Robert Blair Primary School and
Children's Centre
Ref: RB/091



Closing Date: Midday, Wednesday 4th July 2018

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Post: EYFS and KS1 Class Teacher
Salary Grade: MPS/UPS £28,660- £47,298 per annum (depending on experience)
Contract: Full time, Permanent
Start: September 2018

Would you like to be part of a supportive, forward-thinking school on an upward trajectory where your professional development is a priority?

- We are committed to the successful growth and enrichment of all our pupils and staff
- Robert Blair is an Ofsted-rated 'good' school with a 'good' Children's Centre.
- We are looking to appoint an EYFS/KS1 class teacher for September 2018
- Applications are welcome from all levels of experience

Robert Blair can offer you:

- A supportive environment with a strong commitment to CPD and a wide range of opportunities for staff at all levels
- An ethos where the leadership team is committed to children achieving their best at all levels
- Friendly enthusiastic children
- A collaborative culture working towards a shared vision
- The opportunity to work in a creative, dynamic one form entry school
- The chance to contribute to a committed and creative leadership team and staff
- Opportunities to work collaboratively with a range of other schools, including CPD, through our forward thinking 'Maamulaha' schools network. <http://www.maamulaha.co.uk/>
- An unbeatable location in a vibrant area of inner city London nestled between Kings Cross and Angel Islington
- Excellent transport links

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.

Closing date: Noon Wednesday 4th July 2018

Visits to the school are strongly encouraged. Please contact our School Business Manager, Melanie Burrows, to arrange a school tour and meet with the Headteacher, Michelle Bahn.

Robert Blair is committed to the safeguarding the welfare of young people and expects all staff and volunteers to share this commitment. All appointments are subject to DBS checks and excellent references. This post falls under the requirements of the Childcare (Disqualification) 2009 Regulations. The successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.





JOB DESCRIPTION

POST: EYFS/KS1 Class Teacher

GRADE: MPS /UPS

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

All teachers are subject to the conditions of employment set out annually in the school Teacher's Pay and Conditions document. These detail the professional and particular duties of teachers together with requirements for Management time, working time guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.

RESPONSIBLE TO: Leadership Team & Headteacher

Purpose of the Job:

To ensure the highest possible standards of education of the pupils for whom the teacher has class/group responsibility – socially, emotionally, physically, intellectually and aesthetically.
To ensure the development of pupils and colleagues through a particular area of responsibility.
To assume continuity of policy and curriculum throughout the school and within specific area responsibility promoting equal opportunities for all.

RESPONSIBILITY

The teacher is responsible to the Leadership Team and Headteacher.

LIAISON AND CO-OPERATION

The teacher will work in liaison and co-operation with:

- other members of staff:
- members of borough support and advisory services:
- organisations and networks relevant to the teacher's specialism or subject:
- pupils, parents, governors and the local community.

POLICY AND LEGAL FRAMEWORK

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 Teacher's Pay and Conditions Act 1991;
- school policies and guidelines on the curriculum and school organisation;
- School and LA policies and guidelines, in particular those relating to curricular aims and principles, and race and gender equality.

TASKS AND DUTIES

1. Planning

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.

2. Setting and supervising work by

Teaching 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.

3. Marking and Recording

To mark and assess pupil's 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. To follow the school's policy for recording and assessing pupils work

4. Discipline and Relationships

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. To follow policy with regard to behaviour and safety.

5. Communication with parents

To build and maintain co-operative relationships with parents, and to communicate with them on pupil's learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

6. Displays and environment

To maintain an attractive and stimulating learning environment, and to contribute to displays in the school as a whole.

7. Overall policy and review

To take part in in whole-school reviews of policy and aims and in the revision of formulation of guidelines.

8. Reports

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.

9. Review

To evaluate and review own teaching methods, materials and schemes of work, and to make changes as appropriate.

10. Professional

To keep-up-to-date with current educational thinking and practice, both by study and by attendance at course, workshops and meetings; and to participate in national or local arrangements for appraisal of staff performance.

11. Corporate Life

To take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions.

12. Cover

To supervise, and so far as practicable to teach, any pupils whose teacher is absent.

13. Equality policies

To help ensure that subject-matter learning resources reflect Borough and school policies on race and gender equality, and that implications of these policies are borne in mind in relation to all tasks and duties listed in 1-12 above.

14. Own development

To keep abreast of new thinking and practice, by attending courses and in service sessions, and by reading books, articles newsletters, documents, etc.



Person Specification: EYFS/KS1 Class Teacher

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

The following criteria will be used for selection purposes:-

Qualifications

1. Qualified Teacher Status, and evidence of appropriate subsequent in-service training

Experience

2. Recent successful teaching experience, across EYFS and/or KS1 and in at least one inner city multicultural school.
3. Proven experience of teaching in EYFS and/or KS1, including leading and managing change appropriate to experience across the curriculum, classroom organisation and administration in a primary school.
4. Proven experience of high standards of primary classroom practice and, as appropriate, of leading an area of responsibility.

Disposition

Personal Qualities

5. Evidence of the personal and intellectual qualities required to set an example to others and to lead a team.
6. Respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process.

Commitment to Excellence

7. Evidence of a commitment to excellence and the maximising of academic and personal achievement for all pupils.

Leading and Managing Change

8. Evidence of a clear view about the future development of area of responsibility in schools and an ability, or aspiration to manage change.
9. Appropriate to experience the evidence of the skills and abilities required to lead and advise teachers in their planning across an area of responsibility.

Educational and Curriculum Matters

10. 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.

11. 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.
12. A thorough knowledge of the area of responsibility including its specific requirements in relation to the National Curriculum and learning strategies for children of all abilities.
13. Evidence of good general knowledge of the requirements of the National Curriculum.
14. Evidence of good organisational skills to create and maintain a stimulating and attractive learning environment.

Performance Review

15. Evidence of the ability to define effective measures for the performance of pupils and classes and to keep these measures under systematic review.

Record Keeping

16. 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.

Behaviour and Ethos

17. 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.

Needs of Young Children

18. Evidence of knowledge and understanding of the range of needs of young children and the implications of their learning.

Interpersonal Skills

19. Evidence of good interpersonal skills and the ability to work as a 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.

Communications

20. Evidence of the ability to communicate clearly both orally and in writing with pupils, parents and colleagues.

Health and Safety

21. An understanding of the responsibility of the class teacher with regard to the health and safety of pupils in their care.

Equal Opportunities

22. Evidence of 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 identity is respected and maintained and enhanced and that stereotypes are challenged in a sensitive way.
23. Candidates should ensure that they address all of the above criteria in their application form referring where appropriate to actual experience. Longlisted candidates will be selected entirely on the basis of the extent to which they meet the selection criteria in their application form.



Ref: RB/091

London Borough of Islington
Schools HR Services
4th Floor
222 Upper Street
London N1 1XR
Tel: 020 7527 2875
Fax: 020 7527 5810

e-mail: schoolsrecruitment@islington.gov.uk

Dear Applicant,

[RE: EYFS and KS1 Class Teacher](#)

Thank you for your interest in this post. Please apply online for application documents submission.

Apply online at www.islington.gov.uk/jobs following the jobs link.

*Your application must be submitted on-line no later than: **Midday, Wednesday 04th July 2018***

In addition, please note the following:

- CVs will not be accepted.
- References will be sought for appointed candidates.

Should you have any queries please email us at schoolsrecruitment@islington.gov.uk quoting reference **RB/091**.

Yours sincerely

Islington Schools HR



Guidance for candidates applying for a job with Islington Schools

Please read this carefully **BEFORE** you start to complete the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

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

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

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

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

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

Gaps in Employment

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

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not 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.