

Primary Advantage Federation

Application Pack: Class Teacher

Reference Number: CT/0118

PRIMARY ADVANTAGE
NATIONAL TEACHING SCHOOLS



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Primary Advantage is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.



Welcome

Dear Applicant,

Thank you for your interest in applying for a post in one of our federated schools. I hope this pack supports you in finding out more about us. The pack includes some background information about the federation, information about the application process and the job description.

The closing date for this application is: Friday 17th November 2017.

The interviews for shortlisted candidates will take place during the week beginning Monday 20th November 2017.

Primary Advantage is a federation of eight schools in Hackney. Our schools are exciting places with high expectations which promote innovation and excellence. We offer high quality professional development to help newly qualified teachers grow and develop outstanding practice. We also offer the unique opportunity to be part of a community of teachers who regularly share best practice and learn from each other.

As part of the application process, candidates are asked to complete the standard Primary Advantage application form. You are also asked to complete a supporting statement which demonstrates your ability to be successful in the advertised role. Page 11 of this pack provides further details about the recruitment process.

More information about each school can be found on the schools' websites. If you have any questions or would like to arrange a visit, please contact Nikki Lawrence, the Business & Resource Manager for St John & St James', on 0208 985 2045. Please send completed application forms to

nlawrence@johnjames.hackney.sch.uk or return to the school address FAO Nikki Lawrence.

If you are ambitious and eager to teach we would like to meet you.

Kind regards,

Sian Davies
Executive Principal



Our Background

Our journey started in 2000 when St John and St James opened as a Fresh Start School. Since then we have worked with many schools and teachers in Hackney and beyond and have grown into a Federation of six schools. In April 2017, the federation will expand further as we are excited to welcome Gainsborough and De Beauvoir Primary Schools.

Our schools gain significant benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of a high quality education and the improvement of life chances for pupils in the community beyond that of our own schools.



Our Vision

Every teacher is a great teacher; every school is a great school. We aim to move incrementally towards excellence in all aspects of our work.

All pupils will make good or better progress and will be properly equipped for the next stage of their schooling.

Learning environments are of high quality where pupils feel **safe and secure, known and valued and motivated to learn**.

Curriculum provision is bespoke, broadens horizons and inspires our pupils to become successful learners, confident individuals and responsible citizens.

Our Approach

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Learning environments are of high quality where pupils feel **safe and secure, known and valued and motivated to learn**.

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Our learning community provides opportunities for growth for pupils, staff and families.



We believe passionately in improving the life chances for all our pupils.
We have the highest possible standards and will use our resources and expertise to unlock learning in all its facets for all our children. No barrier is too great; no learning is left behind.
Skilled teachers use the most effective teaching methods to motivate learners and raise aspirations.
Our schools are special places to work. We want to attract and retain staff at all levels that are willing to think flexibly, work with rigour and precision, and go the extra mile.



We work in partnership, pooling our expertise and resources in order to achieve collectively what we may not be able to achieve individually.
We promote a collaborative approach whilst developing the capacity of each school to serve its own community and retain its distinct identity.
We have developed approaches which we know make the most significant impact on pupil outcomes. These are well considered systems, approaches or policies which can be implemented in a range of settings with the appropriate levels of support.



Our leadership structure aims to make the most of our shared resources, maintain high expectations and secure high standards.
We build leadership sustainability by spotting talent and creating opportunities for staff at all levels to receive high quality training and leadership experiences.
We recognise the importance of individuality, spontaneity and creativity in developing innovation.
We seek to maximise the efficiency and effectiveness of each school by capitalising on centralised services and sharing systems and procedures.



Through the work of our Teaching School we are able to offer excellent professional development for current practitioners, leaders and future recruits to the profession.
Teachers have many opportunities for professional growth through our development and masters programmes.
Staff, pupils and families have opportunities for growth through links with our partners, schools and a wide range of enrichment activities.



Primary Advantage National Teaching Schools

Teaching schools are outstanding schools that work with others to provide high-quality training and development to new and experienced school staff. They are part of the government's plan to give schools a central role in raising standards by developing a self-improving and sustainable school-led system.

St John and St James, Holy Trinity and Springfield are designated teaching schools, working in collaboration with the other three schools in the federation; St Matthias, Morningside and St John the Baptist. The schools work in partnership with primary schools across the borough and beyond and play a key role within the Primary Advantage National Teaching Schools Alliance.

Primary Advantage is a federation of schools working together because we believe our schools can gain many benefits from working collaboratively. We have made a commitment to a shared responsibility to the wider school community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Our work on improving provision for children will continue to see us working in partnership with schools in Hackney, across London and into the County of Suffolk. We will be working closely with our strategic partners, The Institute of Education and Hackney Learning Trust, to effectively deliver Initial Teacher Training (School direct and PGCE), Continuous Professional Development, talent management, school to school support, the brokering of Specialist Leaders of Education and research and development. Primary Advantage National Teaching School Alliance will see all schools within the alliance achieving more together.

Job Description - Class Teacher

Job Title: Class Teacher

Key Contacts Internal: Other Teachers within the school, Executive Principal, Headteacher, Assistant Head.

Key Contacts External: Church, Local Community, Parents, Agencies relevant to duties.

Role Summary:

1.1 The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the class teacher to ensure that his/her professional duties are discharged effectively.

1.2 This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Principal/Headteacher and governing body by the SEND teacher. The duties set out below relate to the overall teaching requirements and related expectations of a SEND teacher.

Key Tasks ad Activities:

2.1 Within the class: To ensure the full implementation of the National Curriculum Orders for all subjects, or the Foundation Stage content as defined in current DCSF documentation (as applicable to the year group) and in accordance with school policies.

2.2 Create a positive, stimulating and innovative environment for learning. Maintain a well organised classroom with appropriate displays, resource areas and materials

2.3 Plan and implement a curriculum to meet the needs of all pupils in the class and develop personal and social aspects of learning

2.4 Develop effective ways of overcoming barriers to learning and sustain effective teaching through the assessment of learning

2.5 To keep under review the methods of planning and delivery of the curriculum, recording pupils' progress and make any required assessments.

2.6 To monitor and report the quality of pupil attainment in all subjects to the Executive Principal/Headteacher and governing body

2.7 To assist in the selection of resources for the curriculum

2.8 Monitor and assess own performance and take a proactive approach to professional development

2.9 Effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the school community

2.10 To promote and facilitate parental involvement in teaching and learning through a shared school/home approach

2.11 To work with support staff and other teachers in the classroom to effectively plan for a range of needs and be supportive of and sensitive to the needs of other colleagues

2.12 Encourage interaction and teamwork within the school, share ideas and new initiatives and identify new ways of teaching the curriculum. When required, take a leading role in an area of school development

Job Description - SEN Teacher

Job Title: SEN Teacher

Key Contacts Internal: Other Teachers within the school, Executive Principal, Headteacher, Assistant Head.

Key Contacts External: Church, Local Community, Parents, Agencies relevant to duties.

2.13 To advise other staff including NQTs, and students on teaching practice, and to assist with inset for staff and governors when required to do so

2.14 To work with Hackney LEA on local and national initiatives for all subjects of the National Curriculum.

2.15 To work across the federated schools if and when required.

Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Executive Principal/ Headteacher from time to time.

Note: The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Executive Principal/Headteacher in the light of those changing requirements and in consultation with the class teacher and governing body.

Person Specification

Key Skills and Competencies

1. Qualifications

Essential

- Degree level qualification.
- Postgraduate professional Qualification e.g. Postgraduate Certificate in Education.
- Willingness to continue professional development.

Desirable

- QTS (including skills tests)

2. Communication

- Applies effective verbal communication skills.
- Presents information and ideas clearly, by using language appropriate to the audience.
- Positively influences the opinions of others through factual discussion.
- Adapts personal style to suit individual situation and needs.
- Creates an environment of trust by delivering on promises.
- Utilises report-writing skills to accurately reflect a situation through positive language.
- Confident in leading staff meetings as appropriate.

3. Other Skills Required for Role

- Demonstrates excellent classroom practice
- Exercises flexibility in order to accommodate changes in work priorities.
- Balances tasks and resources in the organisation of a wide range of activities.
- Provides contingencies to deal with the unexpected.
- Thinks clearly and logically in working through a problem making referrals as appropriate.
- Anticipates workload and plans ahead.
- Monitors progress against key performance indicators.
- Enthusiastic and positive attitude.
- Awareness of the needs of children who have a variety of needs.
- Understand the nature of a Church of England Primary School and be willing to teach R.E. and attend collective worship to meet the expectation of the Governing Body.

4. Accountability/Freedom to act

- Makes routine decisions based upon guidelines and procedures laid down in the established framework.
- Contributes towards the effective delivery of performance targets, objectives and standards.
- Leads by example in standards of behaviour in the work environment.

5. Leadership/Management skills

- Ability to lead school based projects or developments

General Comments

The class teacher within a primary school teaches classes of approximately 30 children aged 5 - 11 years.

To be successful in this role they must readily adapt to constantly changing curriculum, modifying lesson preparation and delivery accordingly.

They operate strictly in accordance with the school policies.



Application Process







Please note that CVs will not be accepted without the application form.

Applicants are asked to complete all the standard information required on the Primary Advantage application form.

Applicants are required to complete a supporting statement. Please ensure that you relate your skills, knowledge and experience to the job description and personal specification.

Please specify the role you are applying for i.e Class Teacher

The reference number for this application is: **CT/0118**

When completing the references section on the application form, candidates are advised that:

- Your first referee must be your current, or most recent, employer
- You provide a referee who can confirm your suitability for the role

Shortlisting

Once we have received your application you will be notified via email. Successful candidates who have been shortlisted for interview will be contacted shortly after the closing date.

Shortlisted candidates will be asked to teach an activity or lesson and will be advised of the details of the lesson observation prior to interview.

If candidates are successful at interview, they must ensure that they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000.

Successful candidates

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

All qualifications and references will be verified.



St John & St James' C of E Primary School

Isabella Road
Hackney
London
E9 6DX

Primary Advantage Federation
Holy Trinity Primary School

Beechwood Rd
Dalston
London
E8 3DY

Please click on the links below for more information about our schools.

St John & St James CE Primary School

Holy Trinity CE Primary School

Springfield Community School

St Matthias CE Primary School

St John Baptist CE Primary School

Morningside Primary School

Gainsborough Primary School

De Beauvoir Primary School