

Montem Primary School

Year 1 Class Teacher



Recruitment Pack
MON/575



Closing Date: Midnight, Sunday 26th November 2017

MONTEM PRIMARY SCHOOL

Hornsey Road

Islington

London N7 7QT

Executive Headteacher: Damien Parrott

Heads of School: Peachey David and Tom O'Donnell

Tel: 020 7272 6556 Fax: 020 7272 1838

Email: admin@montem.islington.sch.uk

Website: www.montem.islington.sch.uk



November 2017

Dear Applicant,

Thank you for your interest in the becoming a Year 1 class teacher here at Montem. I would like to take this opportunity to tell you a little more about our school.

We are committed to high achievement and enriching learning for all. The children in our school have a wide range of needs and we have high expectations of them all. These high expectations have led to significant and sustained improvements in the last few years. Our children are achieving more and more each year and you would have a key role in building on these successes to sustain continued improvement.

As a class teacher you would be responsible for a class of learners with a range of talents and needs. Your role would ensure that all learners were happy, safe and ready to learn and your teaching would enable them all to achieve in all areas. At Montem we value professional development and ensure all staff are well supported and developed.

Like many inner-city schools our children come from a wide range of backgrounds. The local population is very mobile and there are high levels of deprivation in the area (over 60% of our children are eligible for Pupil Premium). This makes Montem a challenging and rewarding place to work.

We have children and families from all over the world, more than half of our children speak English as an additional language and over thirty languages are spoken. We value our community and work very closely with families and the wider community to support and enhance the learning of our children. In January 2015 we welcomed our first cohort of two-year-olds. This exciting development enables us to engage with even more children and families to build solid foundations for future learning.

We share our large Victorian building with a primary special school for children with moderate learning difficulties and a children's centre adjoins our site. We are conveniently located with excellent transport links to all parts of London and beyond.

Visits to the school are strongly encouraged. To arrange please contact chrissey.atkinson@montem.islington.sch.uk.

I look forward to receiving your application.

Damien Parrott, Executive Head Teacher



Together We Learn

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Montem Primary School, Hornsey Road, London, N7 7QT

Executive Head Teacher: Damien Parrott
Heads of School: Peachey David and Tom O'Donnell

Telephone: 020 7272 6556

Year 1 Class Teacher required for January 2018 for maternity cover

Salary Range: Main Pay Range 1-6 and Upper Pay Range 1-3 £28,660 - £47,298

Class Teacher (MPR or UPR) required for January 2018 to cover maternity leave up to August 2018.

Do you:

- Understand how children learn?
- Have a strong teaching ability?
- Believe every child deserves the best?
- Want to learn and develop professionally?

Montem Primary is a dynamic two form community primary school in North London. Following our successful Ofsted in June 2017 we are continuing on our journey to enable all our learners to reach the highest levels of achievement. Our families come from diverse backgrounds and we ensure every child receives the best support and education we can provide.

We offer:

- A welcoming, supportive and committed team.
- Children who are eager to learn.
- A bespoke professional development package for teachers at all career stages.
- A track record of developing excellent teachers.

Closing date for applications: Midnight, Sunday 26th November 2017

Interview: Wednesday 29th November 2017

Visits are encouraged. Please contact the school on 020 7272 6556

Apply online at www.islington.gov.uk/jobs. If you need any assistance or would like to request an application pack please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference MON/575.

Montem School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful candidates will be required to carry out various safeguarding checks including DBS. Also, this post is likely to come under the requirements for 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.

JOB DESCRIPTION

SCHOOL: Montem Primary School

POSITION: Class Teacher

GRADE: Main Pay Range/ Upper Pay Range

HOURS: Full Time

RESPONSIBLE TO: Assistant Head Teacher

This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document.

Members of staff should at all times work within the framework provided by the School's Policy statements to fulfil the general aims and objectives of the School Development Plan.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.

PURPOSE OF THE POST

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head Teacher.

MAIN DUTIES AND AREAS OF RESPONSIBILITY

Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed;
- Setting tasks which challenge pupils and ensure high levels of interest;
- Setting appropriate and demanding expectations;
- Setting clear targets, building on prior attainment;
- Identifying SEN or very able pupils;
- Providing clear structures for lessons maintaining pace, motivation and challenge;
- Making effective use of assessment and ensure coverage of programmes of study;
- Ensuring effective teaching and best use of available time;
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;

- Using a variety of teaching methods to:
 - i. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. Use effective questioning, listen carefully to pupils
 - iii. Pay attention to errors and misconceptions
 - iv. Select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluating own teaching critically to improve effectiveness;
- Ensuring the effective and efficient deployment of classroom support
- Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
- Encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
- Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;

Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Mark and monitor pupils' work and set targets for progress;
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Undertake assessment of students as requested by examination bodies, departmental and school procedures;
- Prepare and present informative reports to parents.

Curriculum Development

- Contribute to the whole school's planning activities

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school;
- Know subject(s) or specialism(s) to enable effective teaching;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;

- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Consider the spiritual, moral, social and cultural needs of the children;
- Take responsibility for safeguarding and promoting the welfare of children;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- Take part in liaison activities such as Open Evenings, Parent Reviews and events with other schools;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- Take responsibility for own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents and governors.

POLICY AND LEGAL FRAMEWORK

The teacher will work within the framework of:

- National legislation, including School Teachers Pay & Conditions;
- School policies and guidelines on the curriculum and school organisation;
- LA policies and guidelines, in particular those relating to curricular aims and principles, and to race and gender equality

EQUAL OPPORTUNITIES

- Help ensure that subject matter and learning resources reflect Borough and school policies on race and gender equality and that the implication of these policies are borne in mind in relation to all tasks and duties

PERSON SPECIFICATION

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

| REQUIREMENTS | | ESSENTIAL CRITERIA |
|--|------|---|
| EDUCATION AND EXPERIENCE | E.1. | Qualified Teacher Status and evidence of appropriate subsequent in-service training. |
| SKILLS, KNOWLEDGE AND ABILITIES | E.2. | Proven successful teaching experience across Key Stage 1 and in at least one inner city multi-cultural school. |
| | E.3. | Proven experience of high standards of primary classroom practice and of teaching area of responsibility. |
| <i>Personal Qualities</i> | E.4. | Evidence of the personal and intellectual qualities required to set an example to others and to lead a team. |
| | E.5 | Respect for the views of parents, and a commitment to the importance of the involvement of parents in the learning process. |
| <i>Commitment to Excellence</i> | E.6 | Evidence of a commitment to excellence and the maximising of academic and personal achievement for all pupils. |
| <i>Leading and Managing Change</i> | E.7 | Evidence of a clear view about the future development of area of responsibility in schools and an ability to manage change. |
| | E.8 | Evidence of the skills and abilities required to advise teachers in their planning for area of responsibility teaching. |
| <i>Educational and Curriculum Matters</i> | E.9 | 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. |
| | E.10 | 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. |
| | E.11 | 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 |
| | E.12 | Evidence of good general knowledge of the requirements of the National Curriculum. |
| | E.13 | Evidence of good organisational skills to create and maintain a stimulating and attractive learning environment. |
| <i>Performance Review</i> | E.14 | Evidence of the ability to define effective measures for the performance of pupils and classes and to keep these measures under systematic review |
| <i>Record Keeping</i> | E.15 | 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. |
| <i>Behaviour and Ethos</i> | E.16 | 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. |
| <i>Needs of Young</i> | E.17 | Evidence of knowledge and understanding of the range of needs |

| | | |
|-----------------------------|------|--|
| Children | | of young children and the implications for their learning. |
| Interpersonal Skills | E.18 | Evidence of good interpersonal skills and the ability to work as 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 Authority and relevant agencies as required. |
| Communications | E.19 | Evidence of the ability to communicate clearly both orally and in writing with pupils, parents and colleagues. |
| Health and Safety | E.20 | An understanding of the responsibility of the classteacher with regard to the health and safety of pupils in their care. |
| Equal Opportunities | E.21 | Evidence of a 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 identify is respected and maintained and enhanced and that stereotypes are challenged in a sensitive way. |
| Safeguarding | E.22 | Ability to form and maintain appropriate relationships and personal boundaries with children and young people. |

How to apply

Application deadline

Completed application forms must be received by **Midnight, Sunday 26th November 2017**

Please apply online at www.islington.gov.uk following the jobs link.

If you need any assistance or would like to request an application pack please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **MON/575**.

Please note that we only accept online application forms. CV's and hard copy applications will not be accepted.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

Informal visits to the school are welcome and encouraged and can be arranged with the School Admin Officer, Chrissy Atkinson. Please call on 020 7272 6556.

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 (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.