



Holy Trinity CE Primary School

Application Pack
Experienced KS2 Teacher



HOLY TRINITY



Holy Trinity 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.

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Welcome

Dear Applicant,

Thank you for your interest in applying for the position of Class Teacher at Holy Trinity CE Primary School. We hope this pack supports you in finding out a little bit more about our school. The pack includes some background information about the school and our federation, Primary Advantage however the most useful information is available on our websites. The pack also includes information about the application process and the job description.

Holy Trinity is a maintained school which is growing to two-forms of entry. We are located in Dalston, a short walk from Dalston Junction in the heart of a diverse, vibrant and exciting community. Our children come from truly diverse backgrounds and speak many different languages.

We are looking for a confident, inspirational and experienced teacher who can continue to inspire our children and engage positively with members of our school community. If you are committed and driven by a passion for making learning fun, exciting yet challenging, we would love to meet you.

Please note that the school will be closed from Thursday 8th April until Sunday 18th April for the Easter break. If you have any questions about the application process please contact Venessa Williams on 02072541010. Please send completed application forms to recruitment@primaryadvantage.hackney.sch.uk

If you are an ambitious and confident leader we would like to meet you.

Kind regards,

Catherine Thomas
Headteacher



Application Process

Salary: M2 – M6 (£33,658-£42,624)

Application Closing Date: Sunday 18th April 2021

Interview Date: Tuesday 27th April & Thursday 29th April 2021 (Please ensure you make yourself available for the whole day. If necessary, the process may extend to a second day). Interviews will take place using a remote platform and onsite tasks and interviews.

1. Please read the application pack carefully. This pack contains the personal specifications we are looking for, alongside the expected duties.
2. Complete the enclosed application form; CVs will **not** be accepted. Applicants are required to complete a supporting statement. Without these documents, we may be unable to process your application.
3. Please make sure you address the criteria outlined in the job description when writing your personal supporting statement.
4. We would normally recommend that you visit our school before applying although in the current circumstances we understand that this may not be possible. Please contact the school office on 02072541010 to discuss a visit.
5. Should you have any queries about the application process please contact Venessa Williams on 02072541010.
6. Completed applications should be sent by email to recruitment@primaryadvantage.hackney.sch.uk

SHORTLISTING

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

Candidates must ensure that if they are successful at interview, 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 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.

About Us



Holy Trinity is growing to two-forms of entry with a Pre-School and Nursery. The community is culturally and ethnically diverse and we pride ourselves on being an inclusive school.

Holy Trinity provides a safe and happy learning environment where all learners are inspired, empowered and prepared. We believe that everyone in the school community is responsible for instilling in our children the values that will prepare them in every way to become confident and responsible members of society.

Our age range is from 6 months to 11 years old and we currently have 309 children (including nursery and under twos) on roll. There are two classes in each year group up to year 3 with a maximum of 30 pupils in each class.

Learners at Holy Trinity are empowered and prepared through the key values of faith, compassion, endurance and respect. Our unique learning environments seek to foster these values.

We aspire to be a confident community where learning is delivered in a way that brings opportunity, growth, hope, new technologies and creativity.



Working with Partners

WITH HOLY TRINITY CHURCH, DALSTON

As a Church of England school, we have Christian teaching and values built into our curriculum. Our aim is to help children to achieve a knowledge and understanding of religious insights, beliefs and practices, so that they are able to continue in, or come to, their own beliefs and respect the beliefs of others. Many of our children attend church for Sunday worship with their families and the school also enjoys an active partnership with the parish church Holy Trinity, Dalston. We hold regular worship assemblies and visit the church every month for a worship service. The school celebrates important Christian festivals such as Christmas and Easter in Church together.

WITH SECONDARY SCHOOLS

The move to secondary school is an important step for pupils and parents. We work in partnership with our local secondary schools and the London Borough of Hackney to ensure our children and their families are well-informed about the transfer process. The children participate in visits to local schools and we invite secondary teachers to visit our school for specialist lessons.

WITH INTERNATIONAL LINKS

As part of our curriculum, we aim to develop children's awareness of global issues. Children make links with schools and communities in different parts of the world.

WITH PARENTS AND FAMILIES

We know that the most successful education takes place when parents/carers, staff and governors all work together. Parents and carers are involved with the whole school community in a variety of ways:

- Parent Teacher Association
- Helping with visits & in class
- Supporting with fund raising events
- Attending curriculum evenings

LONDON DIOCESE BOARD FOR SCHOOLS (LDBS)

The function of the LDBS and aspects of its governance is set down in the Diocesan Measure that has been approved by both Parliament and the Church. Key purposes of the LDBS are "to promote church schools" and "to promote education which is consistent with the faith and practice of the Church of England." St John the Baptist works with The Diocese of London, who play a key role in our school development and governance.

HACKNEY EDUCATION SERVICES (HES)

HES is a department in Hackney Council's Children and Young People's service. The Hackney Educational Services is responsible for Hackney's children centres, schools, early years programs and adult education.



About Primary Advantage



PRIMARY ADVANTAGE FEDERATION

Holy Trinity is a part of the Primary Advantage Federation.

We are a group of eight schools in Hackney working together because we believe our schools can gain many 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 good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

OUR COMMITMENTS

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, broaden horizons and inspires our pupils to become successful learners, confident individuals and responsible citizens.

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

PRIMARY ADVANTAGE NATIONAL TEACHING SCHOOLS

Primary Advantage has achieved teaching school status. 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

Find out more information about Primary Advantage Federation by visiting www.primaryadvantage.co.uk



Class Teacher Job Description

Job Title:	Class Teacher
Reports to:	Headteacher. Deputy Headteacher, Senior leadership Team, Executive Principal & Governors
Key Contacts:	
Internal:	Other teachers within the school, Headteacher, SLT, Executive Principal
External:	Church, Local Community, Parents, Agencies relevant to duties

Role Summary

- 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 their professional duties are discharged effectively.
- This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Principal/Head Teacher and governing body by the class teacher. The duties set out below relate to the overall class teaching requirements and related expectations of a class teacher.

Key Tasks and Activities

- 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.
- Create a positive, stimulating and innovative environment for learning. Maintain a well organised classroom with appropriate displays, resource areas and materials.
- Plan and implement a curriculum to meet the needs of all pupils in the class and develop personal and social aspects of learning.
- Develop effective ways of overcoming barriers to learning and sustain effective teaching through the assessment of learning.
- To keep under review the methods of planning and delivery of the curriculum, recording pupils' progress and make any required assessments.
- To monitor and report the quality of pupil attainment in all subjects to the Executive Principal/Head Teacher and governing body.
- To assist in the selection of resources for the curriculum.
- Monitor and assess own performance and take a proactive approach to professional development.
- Effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the school community.
- To promote and facilitate parental involvement in teaching and learning through a shared school/home approach.
- 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.
- 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.

Class Teacher Job Description

- 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 .
- To work with Hackney LEA on local and national initiatives for all subjects of the National Curriculum.
- 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/Head Teacher 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/Head Teacher in the light of those changing requirements and in consultation with the class teacher and governing body.

Personal Specification

The Classroom Teacher within a primary school teaches classes of approximately 30 children aged 4 - 11 years. To be successful in this role they must readily adapt to the constantly changing curriculum, modifying lesson preparation and delivery accordingly.

Qualifications

- Degree level qualification.
- Professional Teaching Qualification e.g. QTS or PGCE.
- Willingness to continue professional development.

Communication Skills

- 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 on a situation through positive language.
- Confident in leading staff meetings as appropriate.

Other Skills required for the 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 Church of England Primary Schools and be willing to teach R.E. and attend collective worship to meet the expectation of the Governing Body.

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.

Leadership/Management Skills

- Ability to lead school based projects or developments.

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