



Prior Weston Primary School and Children's Centre

EYFS/KS1 Class Teachers Recruitment Pack PW/392





Prior Weston Primary School and Children's Centre

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Prior Weston Primary School and Children's Centre

Dear Applicant,

Thank you for your interest in our current vacancy, for an **Early Years Foundation Stage/Key Stage 1 Class Teachers** at Prior Weston Primary School and Children's Centre, required from September 2019. The post is for a main scale/UPS class teacher's. Applications are welcome from both experienced teachers and NQT's.

Prior Weston is a very popular and highly inclusive Children's Centre and Primary School, taking children from 6 months. We are situated in a central location, very close to the Barbican Centre, and take full advantage of our location; the year is filled with trips and visits that offer rich first-hand learning experiences for the children. We also have great contacts with many organisations that visit us to work with our children.

We are looking for teachers who share our philosophy that children deserve the best, and who is committed to giving of their best. The successful candidate will have high expectations of all children and be able to inspire and motivate. He or she will be, or have the potential to become, an excellent practitioner.

Working in Islington is rewarding as well as challenging. The staff benefits offered to school-based staff including:

- Cycle Scheme
- Season Ticket Loans
- Eye Tests and Glasses
- Fitness Clubs and Leisure Centres Discount
- Employee Assistance Programme
- Council Accommodation for NQTs
- Further Professional Development

When completing your application, it is essential that you answer each point in the person specification (which may involve some repetition) for your application to be considered. Your referees must be able to provide references promptly as these must be provided prior to selection and interviews.

We hope that you will become as excited as we are about Prior Weston and wish to apply. Visits to the school are most welcome.

With best wishes,

Jo Pettifor
Acting Head Teacher



Class Teachers

(Positions available EYFS and KS1)

Salary Grade: MPR – UPR (*Depending on experience*)

Salary Range: £29,664-£48,244 per annum

Contract: Full Time and permanent, 32.5 hours per week

Start Date: September 2019

We are seeking to appoint great class teachers to lead the learning in our classes.

Do you have:

- The skills and creativity to deliver the WOW factor to children who love learning?
- The ability to work as part of a team?
- The desire to work in a newly built, modern environment in the heart of Central London?
- The ambition to develop professionally, with your sights set high for your future?

We are looking for qualified class teachers who have:

- The ability to demonstrate consistently good or outstanding teaching with an excellent record of classroom practice and continuing professional development (CPD).
- Recent experience of teaching children in an inner-city primary school.
- Fair and firm behaviour management skills and an enthusiasm for child-centred learning.
- A real passion for providing children with a quality education that sets them up for life.
- The ability to work with colleagues to further improve standards our school has already achieved.

In return, we can offer:

- TLR (Teaching & Learning Responsibility) payments linked to phase, subject or school improvement.
- A fresh, state-of-the-art classroom with access to a class set of laptops and iPads that can be used to enrich the children's curriculum experience.

- A hands-on and supportive Senior Leadership Team (SLT) who actively work in partnership with the staff, children, parents and governors.
- A committed staff team and strong Governing Body.
- Keen parents and well-behaved children who are inquisitive and a pleasure to teach.
- An excellent package of CPD to support your development.
- A great location! Prior Weston is located opposite the mouth-watering Whitecross Street food market and is near Farringdon's busy and diverse restaurants and bars. It's a stone's throw away from St. Paul's Cathedral, the River Thames and many other Central London sights and attractions.

Visits to the school are highly encouraged.

Please contact the school office on **020 7786 4800** to arrange your visit.

Please apply online at <http://jobs.islington.gov.uk/>. If you need any assistance please email the Schools HR Team at schoolsrecruitment@islington.gov.uk quoting reference **PW/392**.

Closing: 1pm on Wednesday 19th June 2019

Shortlisting: Wednesday 19th June 2019

Interviews: Monday 24th June 2019

Prior Weston Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.

Prior Weston Primary School and Children's Centre

Golden Lane Campus, 101 Whitecross Street, Islington, London, EC1Y 8JA

(T) 020 7786 4800 (F) 020 7786 4801

office@priorweston.islington.sch.uk

Acting Head Teacher: Jo Pettifor

Job description



POSITION Class Teachers (EYFS and KS1)

GRADE: MPR/UPR

RESPONSIBLE/REPORTING TO: Headteacher

PURPOSE OF THE POST

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of any statutory and recommended frameworks including the National Curriculum, local authority and school policies.

MAIN DUTIES

- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of statutory and recommended national and school policies.
- To maintain assessment records and to report on pupils' progress to senior staff and to parents and carers, in accordance with national and school policy.
- To manage additional adults who are deployed to work with the class and/or specific children with identified needs

PRINCIPLE ACCOUNTABILITIES

- To plan, differentiate and mark children's work in accordance with national, LA and school curriculum policies.
- In collaboration with subject and phase leaders, to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
- To ensure a close match between the learning experience offered and the individual needs of the children in the class exists, so that each child has the opportunity to achieve his/her full capability.
- To ensure that all children, in all contextual groups, make at least good academic progress and outstanding progress wherever possible.
- To make appropriate educational provision for children with Special Educational Needs and Disabilities (SEND) and those learning English as an Additional Language (EAL), with support, where needed, from the Inclusion Leader and inclusion team.

- To provide children with opportunities to manage their own learning (e.g. Assessment for Learning) and become independent learners.
- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- To maintain a high standard of display both in the classroom and in other areas of the school.
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
- To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school and national policies.
- To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- To ensure that school aims and objectives, in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
- To liaise with school based, LA and other external bodies and support staff as required.
- To take responsibility for the management of other adults as described in the purpose of this post.
- To be proactive in undertaking continuous professional development (CPD) through self-directed reading, courses and in-service training.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

Job description



- As appropriate, to take responsibility for a curriculum subject area, as agreed with the Head Teacher, as detailed below:
- Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum, recommended schemes of work and any other new initiatives from the Department for Education and Skills.
- In conjunction with the Head Teacher or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area.
- Review the policy and adapt it as appropriate.
- Develop an innovative and balanced scheme of work that caters appropriately for 3-11 year olds, in collaboration with senior leaders strategically responsible for Teaching and Learning. To monitor standards in the subject area, in partnership with senior leaders strategically responsible for Teaching and Learning.
- Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the Head Teacher.
- Offer support and advice to colleagues as a coach and/or mentor.
- To promote the safeguarding of children.

KEY ORGANISATIONAL OBJECTIVES

The post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police and DBS checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from any regulatory bodies regarding any convictions against them and, as appropriate the nature of such convictions.

EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

ADDITIONAL

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. This job description is a guide to the level and range of responsibilities, which the post holder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.

Person specification



POSITION: Class Teacher

GRADE: MPR/UPR (depending on experience)

RESPONSIBLE/REPORTING TO: Headteacher

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

| Qualifications and Experience | | E /D |
|-------------------------------|--|------|
| 1 | Educated to degree level with registered Qualified Teacher Status (QTS) and evidence of continuous professional development (CDP) | E |
| Experience | | |
| 2 | A proven track record of teaching that has been graded as at least good | E |
| 3 | Evidence of teaching that has been graded as outstanding | D |
| 4 | Experience of leading a curriculum subject | D |
| Selection Criteria | | |
| 5 | What would you bring to the school and children's centre? | E |
| 6 | In relation to this role, how do you support the vision and values of Prior Weston? | E |
| Knowledge and Understanding | | |
| 7 | Effective teaching and learning styles | E |
| 8 | Effective behaviour management techniques | E |
| 9 | The theory and practice of providing effectively for the individual needs of all children, particularly those with a Special Need and/or Disability (SEND) or those learning English as an Additional Language (EAL) | E |
| 10 | Statutory National Curriculum requirements at the appropriate key stages | E |
| 11 | The monitoring, assessment, recording and reporting of pupils' progress | E |
| 12 | The statutory requirements of all legislation concerning Equal Opportunities, Health and Safety, SEND and Child protection. | E |
| 13 | End of Key Stage Statutory Assessments (SATs) | D |
| Skills | | |
| 14 | To develop good personal relationships within a team | E |
| 15 | Ability to form and maintain appropriate relationships and personal boundaries with children and young people. | E |
| 16 | Establish and develop close relationships with parents, governors and the community | E |
| 17 | Communicate effectively (both orally and in writing) to a variety of audiences | E |
| 18 | Lead curriculum area or phase team within the primary school or children's centre | D |

Selection process and how to apply



Application deadline

Completed application forms must be received by **1pm on Wednesday 19th June 2019**

Please apply online at <http://jobs.islington.gov.uk/>. If you need any assistance please email the Schools HR Team at schoolsrecruitment@islington.gov.uk quoting reference **PW/392**.

Please note that application forms should not be returned to the school.

Completing your application

Candidates are asked to complete all the standard information required on the application form. This includes a personal statement, which will be used for shortlisting. Which explains how you meet the requirements of the post as identified in the job description and personal specification.

Visits

Visits to the school are encouraged and are available by contacting the office on 020 7786 4800.

Selection procedure

The selection will be by a panel of School Leaders. Candidates will be notified immediately after shortlisting has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone, e-mail or fax) are clearly identifiable from the application form, so that your confidentiality is maintained.

The selection process will take place on **Wednesday 19th June 2019**. Shortlisted candidates will be invited to interview on **Monday 24th June 2019**.

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.



Prior Weston Primary School and Children's Centre
Golden Lane Campus
101 Whitecross Street, Islington, London, EC1Y 8JA
(T) 020 7786 4800 office@priorweston.islington.sch.uk
Acting Head Teacher: Joanne Pettifor
Visit our Website: <http://www.priorweston.islington.sch.uk>



Guidance for candidates applying for a job with schools

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.

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 2006 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 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 and references should cover the last 5 years.
- 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.

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

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

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.

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 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.