



BURY
GRAMMAR SCHOOL

Primary Classroom Teachers (2 posts)

Applicant information pack



A message from the Principal

Founded in 1570, Bury Grammar School is an independent day school (3 to 18) with an upbeat approach. Our Founders' guiding principle was to create a school in which children from all backgrounds would thrive, and we are proud to remain true to this ethos today.

Primary Classroom Teachers (2 posts)

We are seeking to appoint talented and committed class teachers to join our forward-thinking team, from September 2023. The roles are equally well suited to experienced colleagues and Early Career Teachers, such is the flexibility within our team, teachers with an interest in EYFS up to Year 6 are encouraged to apply.

Here at the co-educational Primary Division of Bury Grammar School, we are firmly committed to providing the very best for our pupils. High aspirations, quality teaching and outstanding pastoral care go hand in hand to ensure our children thrive across each important Key Stage. From the very beginning of EYFS to Year 6, our children are encouraged, motivated and challenged making sure they strive as individuals to achieve whilst thoroughly enjoying an engaging and ambitious curriculum, taking pride in their achievements along the way.

We know that an exceptional start in learning is paramount for success: our expert primary specialist staff together with senior specialists for Modern Foreign Languages, Sport and Music teach our primary pupils from 3 to 11. With outstanding facilities and a dedicated support team, we are the perfect combination for a wholly positive learning environment promoting overall academic success through a challenging curriculum, an extensive enrichment programme and fostering essential wellbeing for all our pupils. Our pupils are happy, and happy pupils learn best within our busy classrooms and beyond.

As an 'All Through School', transition through each Key Stage including primary onto seniors, is well supported by experienced teaching and pastoral teams. We understand the importance of ensuring seamless progression throughout our educational journey, working together as a whole school to make sure this experience is the best for our pupils of all ages.



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About Bury Grammar School

Bury Grammar School is a forward-thinking, vibrant and modern family of schools. We are proud of our rich heritage and the tradition of academic excellence combined with exceptional pastoral care.

Our aim is to offer an outstanding and unrivalled education in which pupils are inspired to work hard, aim high and achieve. We have a strong commitment to retaining the long-held traditions, values and ethos of each of the Bury Grammar Schools, while preparing pupils for lives in an ever-changing world. We take enormous pride in our 450+ year history, whilst looking to the future with confidence, openness and optimism. We are proud to be a leading academic school with a big heart.

The diversity of our community is something of which we are proud. Our pupils and staff come from different backgrounds, speak many different languages and have different perspectives of life: we strongly believe this greatly enriches our school. Teachers come

to us from both the state and independent sectors and both thrive at BGS.

Bury Grammar School is a dynamic and exciting place to work and employs over 240 staff across a wide variety of roles.

Every member of staff employed by Bury Grammar School has an impact on our pupils and we aim to recruit the highest calibre professionals who are passionate about our school aims: Scholarship, Character, Partnership and Enrichment.

We foster strong leadership and management by empowering and involving staff in strategy and decisions. We have an established CPD programme that provides our staff with every opportunity to continue their own learning journey. We recognise that delivering continuous improvement is key to the success

of every individual and to Bury Grammar School as a whole and we value all our staff and believe that attracting and retaining the very best people is fundamental to allowing us to continue to develop. In short, we aim to be both an excellent school and an excellent employer.

Most unusually in the independent sector, our pupil roll is growing: our Primary Division is flourishing and both Senior Schools recently moved from three to five form entry. Our excellent results are improving still further, the School's reputation is thriving and in 2020 the School celebrated its 450th birthday.

This is the perfect moment to join Bury Grammar School.



"A positive and uplifting environment"

The Good Schools Guide, 2018



Benefits of working for Bury Grammar School

At BGS, we value our staff highly. They create the environment which makes the School the successful, happy place it is. Our aim, therefore, is to ensure that all our colleagues at BGS benefit from outstanding support, high quality training and carefully considered leadership.

The school also seeks to enable those who wish to progress their careers into middle and senior leadership to be enabled to do so. In addition, we want colleagues to feel empowered to take the initiative, to run with their own ideas. By having such a mind-set we are role models for the behaviour we want our pupils to adopt.

Equality of opportunity for teaching and support staff is also a given.

In addition our staff enjoy the following benefits:

- Teaching staff enjoy average class sizes of 20 in Primary, 18 in Seniors and 14 in Sixth Form.
- The diamond model gives our 11-18 teachers the opportunity to experience single sex boys teaching, single sex girls teaching and coeducational teaching: 3 varying experiences in one school.
- There is a warm and positive leadership team who still teach and are very much wanting the best for our teachers and support staff.
- BGS is not afraid to adapt and change which means we are always open to ideas and proposals from staff.
- Genuine commitment to wellbeing.
- A community which prides itself on values of equality and diversity.
- 180 term time teaching days.
- Pension Scheme: TPS for teachers.
- High quality induction, support and personal development.
- Family-friendly policies.
- Generous lunch allowance.
- Above average annual leave entitlement.
- Free access, at stipulated times, to extensive sports facilities.
- Friendly staff common room and active programme of social activities.
- Cycle to Work salary sacrifice scheme.
- Fee remission scheme.
- Specsavers Corporate Eye Care Scheme.
- Free Parking on site.
- Pay progression.
- Free after school club care.



Unique structure – Diamond model school

Bury Grammar School is a 'diamond model' school which means that it combines both single-sex and co-educational teaching in the same organisation.

An ambitious SLT and Governing Body has this year made changes to the School, establishing a new co-educational Primary Division and opening a new Sixth Form academic centre.

We believe that our model provides the 'best of both worlds' within our family of schools. During the pupils' senior school years (between Years 7–11) they have the focus of single-sex teaching and tutor groups which allow lessons to be specifically tailored to their needs.

Pupils are able to mix socially outside of lessons and extra-curricular activities are mixed.



"The best thing about BGS Sixth Form is the community environment, the warm atmosphere and the willingness and enthusiasm of all our teachers. They really challenge us to aim high and always do our best."

Year 13 Student





Leadership structure

What makes Bury Grammar School so successful? From a leadership perspective, it is our collaborative ethos, the absolute commitment of every leader to the whole school and not just their 'own' area, a willingness to work together and be generous with ideas and time, and an unwavering focus on what is best for the pupils.

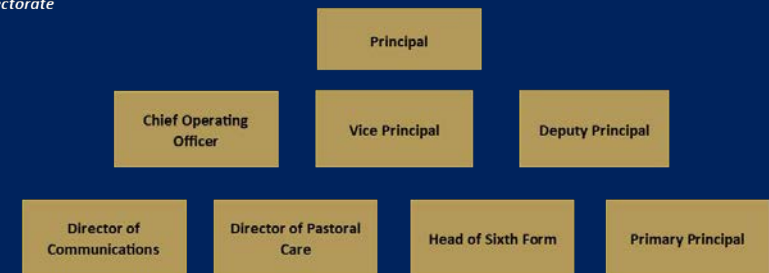
We also enjoy each other's company and take a pride in each other's achievements. All new members to the team must actively support this collaborative ethos if they and the School are to succeed; and of course this approach makes life as a BGS senior leader all the more rewarding.

The School operates as one staff - where colleagues are expected to teach both boys and girls – and there is a unique leadership structure in which the Principal is the figure head for School. The Director of Finance oversees the School as a business, the Deputy Principal ensures the highest academic standards are met.

They are supported by the Directorate who play a key role in devising strategy, who in turn work with the Senior Leadership Team (SLT) who support them in the day-to-day running of the School and represent both the teaching and support staff.



Directorate



The Senior Leadership





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Facilities

Bury Grammar School dates back to 1570 but the current campus was established in 1903 and is located in a leafy, 45-acre estate in Bury, Lancashire.

Although much of our Girls' Senior School dates back to 1903, we have added to the estate in almost every decade since, ensuring that the School provides a sense of grandeur and tradition along with leading-edge architecture and facilities to all our pupils. The estate allows the School to offer extensive sporting and enrichment activities to all our pupils and provides an ideal learning environment for all academic subjects.

The new Primary Division, Courthouse building, Art Gallery and refurbished classrooms have been recent developments.





Primary Classroom Teacher | Job Description

Reporting directly to the Primary Principal.

The following duties shall be deemed to be included in the professional responsibilities which you may be required to perform:

Teaching

- planning and preparing lessons;
- teaching, according to the pupils' educational needs, the pupils assigned, the setting and marking of work (including assessments) to be carried out by the pupils in School and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of pupils.
- providing additional support as may be needed to best meet the educational needs of pupils.

Supporting learning

- promoting the general progress and well-being of individual pupils and of any class or group or pupils assigned;
- providing guidance and advice to pupils on educational and social matters; making relevant records and reports;
- being a Class/Form Teacher, if required, and carrying out the duties expected to fully meet the requirements of such a role;
- making records and reports on the personal and social needs of pupils;
- communicating and consulting with the parents of pupils;
- communicating and co-operating with persons or bodies outside the School;
- participating in meetings arranged for any of the purposes described above;
- accompanying pupils on trips away from the School;
- contributing to the extra-curricular life of the School;
- attending School functions;
- participating/leading in assemblies;
- contributing to the maintenance of a stimulating working environment in School;
- upholding the ethos and high standards of the School and abiding by the rules laid down by the School from time to time.

Assessments and Reports

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Appraisal

Participating in any arrangements that may be made for teacher appraisal.

Review: further training and development

- reviewing from time to time methods of teaching and programmes of work;
- participating in arrangements for professional development.

Contributing to academic provision

Advising and co-operating with the Primary Principal, Deputy Principal and other teachers in the preparation and development of courses of study, schemes of work, teaching materials, methods of teaching and assessment or pastoral arrangements.

Curriculum

Teachers are responsible for ensuring that they deliver the correct curriculum and subject content offered at BGS in accordance with School policy. Teachers should be aware of any subject area developments outside the School and where appropriate bring them to the attention of colleagues.

Discipline, health and safety

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

Staff Meetings

Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

Administration

- participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials;
- registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school session or lunch times, evenings, weekends or cover for absent colleagues.

Duties

Undertaking supervisory duties as assigned according to the custom of the School.

Timetable

The School may alter the weekly time table from time to time depending on, amongst other things, the School roll.



Primary Classroom Teacher | Job Description continued

Reporting directly to the Primary Principal.

The following duties shall be deemed to be included in the professional responsibilities which you may be required to perform:

Other Duties

Other duties as may be assigned from time to time by the Primary Principal

ALL TEACHING STAFF ARE EXPECTED TO UNDERTAKE THE ROLE OF CLASS TEACHER:

Accountable to: The Primary Principal

The Class Teacher is the first point of contact for parents and staff when concerns arise about a pupil and is expected to provide an exceptional level of pastoral care and promote a sense of pride in the school by all pupils.

The following duties shall be deemed to be included in the professional duties which you may be required to perform:

General responsibilities of a Class Teacher

- To be committed to the safeguarding and pastoral development of pupils.
- To implement policies relating to the pastoral welfare of the pupils, in particular the safeguarding and Anti-bullying policies and know the role which the Class Teacher plays in such policies.
- To welcome, settle and integrate pupils into the form.
- To ensure that the pupils are aware of the high standards of behaviour, commitment and dress which are expected of them and to motivate and encourage them to achieve those standards.
- To monitor the welfare, behaviour, dress, punctuality and attendance of each pupil in the form and to respond promptly to poor behaviour and to failures to comply with the school's dress regulations.

- To take an active interest in each pupil's life at BGS – academic work, extra-curricular involvement and social integration. In addition, he/she should be aware of the pupil's interests and activities outside of school which may make a significant contribution to the pupil's development.
- To work closely with subject teachers in the guidance of each pupil as required.
- To support colleagues in dealing with any disciplinary issues which arise and specifically to monitor behaviour systems and ensure that follow up actions are recorded.
- To maintain accurate and up to date records relevant to the responsibilities of the role.
- To ensure that each pupil is conversant with the School's Behaviour Policy and with its Fire and Safety procedures.
- To be available for consultation by parents. Class Teachers are the first port of call for parents wishing to discuss minor welfare or academic issues.
- Issues which cannot be resolved by the Class Teacher should be referred to the Primary Principal whom the Class Teacher should always feel ready to approach for advice and support. In any case the Class Teacher should keep the Primary Principal informed of issues relating to the class and of parental contact.
- To be up to date in the latest developments in pastoral care of pupils.
- To encourage pupils to participate in extra-curricular activities and opportunities which promote leadership and initiative.

Academic Monitoring

- To actively support pupils who may have SEND, be AGT or who have EAL.
- To monitor each pupil's academic work in partnership with the Primary Principal and Academic Team.

- To discuss interim assessments and reports with each pupil, encouraging challenging but realistic target-setting and promote the values of self-review and reflection in the pursuit of academic excellence and personal development.
- To ensure that other subject teachers are aware of welfare issues which may affect the academic performance of particular pupils.
- To respond to concerns from colleagues about a pupil's academic work.
- To complete school reports in accordance with school policy.
- To prepare for pupil progress meetings with the Head and parents.

Registration and Attendance

- To be punctual at least, and early at best, at Registration each morning and afternoon and to insist on the pupils' punctuality.
- To complete the electronic register in accordance with School policy.
- To follow up on all unexplained absences to enable them to be correctly coded and to check patterns of absence.
- To refer attendance concerns to the Primary Principal and the Assistant Head Pastoral.

Form Room

- To ensure that the Classroom is kept tidy and in good order and that the pupils treat the furniture and other facilities with care.
- To maintain Classroom displays and noticeboards providing relevant and up to date information and that it is in good order.



Primary Classroom Teacher | Job Description continued

General Duties

- Work flexibly to meet the School's requirements including on occasion working in other departments as directed by your line manager. This requirement is likely to be particularly relevant during holiday periods as well as at key events in the School calendar where you may be expected to work evenings or weekends.
- Comply with all School policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
- Be committed to safeguarding and promoting the welfare of children at all times.
- Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
- Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
- Value diversity and promote equal opportunities.
- Comply with GDPR and data protection legislation and relevant policies and procedures where applicable.
- Participate in appraisal activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
- All Bury Grammar School's employees are expected to act as ambassadors for the School and promote the organisation and its services positively as well as behave in a manner consistent with the School's Values at all times.
- Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.



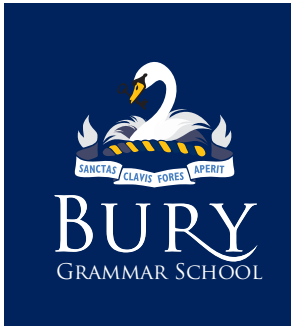
Name of Post | Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<p>Good honours degree</p> <p>Qualified Teaching Status</p> <p>Evidence of CPD</p>	<p>Relevant post graduate qualifications</p>	<p>Certificates and application.</p>
Experience	<p>Initial teacher training teaching experience or secondary phase teaching experience in Reception, KS1 or KS2</p> <p>Teaching within the UK education system</p>		<p>Application form and references.</p>
Abilities	<p>Being able to work and engage with parents</p> <p>Able to use ICT to enhance learning</p> <p>Able to organise an imaginative and stimulating classroom environment</p> <p>Willing to co-ordinate a subject area</p> <p>An understanding of assessment for learning</p> <p>An understanding of the impact of quality feedback</p> <p>A willingness to undergo appraisal and continual professional development</p> <p>Willingness to contribute to extra-curricular activities including taking part in trips</p> <p>Desire and ability to work as part of a team</p> <p>Commitment to equality, diversity and inclusion</p> <p>Safeguarding requirements and the contents of Keeping Children Safe in Education Part 1</p> <p>An interest and understanding of pastoral care</p>	<p>Able to adapt to teaching and learning across the key stages.</p>	<p>Application form, references and interview.</p>



Name of Post | Person Specification continued

	Essential	Desirable	Method of assessment
Skills	<p>Ability to reflect and develop your own practice with the commitment to ensure the growth of your professional abilities</p> <p>Good organisational skills, and the ability to consistently meet deadlines</p> <p>Positive attitude, with good interpersonal skills demonstrating consistently the positive attitudes, values and behaviour which are expected of pupils</p> <p>Knowledge of current legislation and developments relating to the subject area</p> <p>Successful practice in accordance with the specified teaching standards 2012</p>		<ul style="list-style-type: none"> • Application form, references and interview.
Knowledge	<p>SEND</p> <p>Curriculum developments</p> <p>Teaching pedagogy</p>		<ul style="list-style-type: none"> • Application form, references and interview.



How to apply

Application is by submission of the School application form and covering letter addressed to the Principal (no more than two sides) in which you refer to the criteria set out in the person specification and outline your vision for the role. The application form and further details of this post can be found via our school website using this link: [Primary Classroom Teacher](#).

Once completed, the application form and covering letter must be submitted via the HR Pro link above, by no later than 9.00am, Friday 12th May 2023. Interviews will follow shortly afterwards. Please submit your application form without delay to avoid disappointment; we may close vacancies prior to the published closing date if we receive a sufficient number of completed application forms.

Completing your application form

To apply for this position, please complete all sections of our application form. You are also required to complete a covering letter of application, but in Microsoft Word format only. Please do not submit your CV, even to supplement your application, as this will not be considered.

Employment

Please give us details of your complete work history since leaving school/tertiary education. This should include information on your current and past employers, job title, dates employed and salary. Please explain any breaks in employment when detailing your full work history. You need to demonstrate clearly how your experience, knowledge, skills and abilities match those required in the job, as detailed in the Person Specification.

Where possible you should give examples of when you have used specific skills and abilities or needed to develop competencies in the relevant areas. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job. It is important that you fully complete your application as all shortlisting decisions are based on the essential criteria in the person specification and only those candidates who are the closest match to the identified criteria will be invited for interview.

References

Please give details of 2 referees who can comment on your suitability to do this job. At least one reference must be from your current or latest employer and your references must cover your last three years of employment.

BGS reserves the right to contact your current or latest employer following the interview and prior to offering a contract of employment. In providing the names of referees, you are agreeing that Bury Grammar School may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain confidential.

General

By signing and returning our application form you consent to Bury Grammar School using and keeping information about you, provided by you, or by third parties such as referees, relating to your application or future employment. If you are unsuccessful then your information will be retained for six months from the closing date. If you are successful, then your information will be transferred to your personnel file.

Keeping your information secure

Personal and Monitoring information is treated as strictly confidential and will be dealt with in accordance with the General Data Protection Regulation and our Data Protection Policy.



"I love working at BGS! There is an inspirational sense of scholarship and history around the whole school which generates great pride amongst its community. My role offers a huge variety of opportunities, not least the chance to work with high calibre colleagues and aspiring, dedicated pupils.

Mr T Seed, Deputy Head of the English Faculty





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Guidance Notes for Applicants

Rehabilitation of Offenders/Disclosure and Barring Service

A criminal conviction will not necessarily be a bar to your employment. Bury Grammar School complies with the Disclosure and Barring Service's Code of Practice and will consider the suitability of all applicants on merit and ability. The Rehabilitation of Offenders Act 1974 entitles people who have been convicted of a criminal offence carrying a sentence of up to 30 months' imprisonment and who have completed the appropriate period of rehabilitation to regard their conviction as "spent". "Spent convictions" can then be regarded as never having occurred. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, however, exempts certain types of employment such as working in a school from the provisions of the Act. In addition, the Police Act 1997 required Police checks for all posts that come into contact with under 18s and vulnerable adults on a regular basis. Appointment to this post will require the post-holder to undergo checks by the Disclosure and Barring Service before commencing any duties which could bring them into contact with children. Any information disclosed will be kept in strict confidence and used only in consideration of your suitability for the job for which you are applying. If you fail to disclose relevant information requested at any stage of the recruitment process, then your employment could be subject to withdrawal of contract, dismissal or disciplinary action in accordance with Bury Grammar Schools' policies.

Evidence of permission to work in the UK

Prior to being permitted to commence employment with Bury Grammar School, you will be required to produce documentary evidence of your right to work in the United Kingdom. You could provide, for example, either a British passport or a passport or a National Identity Card from an EEA Country or Switzerland; alternatively, a document showing your permanent UK National Insurance Number and your full UK Birth Certificate. A full list of acceptable documentary evidence is available on request. Original documents must be provided at interview stage. For further information, please refer to the Home Office website ww.bia.homeoffice.gov.uk.

Safer Recruitment

Bury Grammar School is committed to safer recruitment and safeguarding pupils. Any appointment will be subject to successful DBS clearance, satisfactory reference and confirmation of medical fitness for the post. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Please see the safeguarding responsibilities of the post listed within the job description and person specification. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

**Bury Grammar School welcomes diversity and is inclusive of all cultures,
ensuring all are respected and valued for who they are as an individual, and as a group.**

